



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 24 OF 2011

**TO: DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ABET CENTRES
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 24 MARCH 2011

2011 OCTOBER ABET L4 APPLICATION FOR APPOINTMENT AS A MARKER

- 1. Application for Appointment as a Marker in the October 2011 ABET Level 4 Examination ANNEXURE 1**

Read the Instructions on Application Forms.

NB: All officials are requested to check the Application Forms carefully in order to verify that only competent qualified Markers are appointed to these critically important positions.

Application forms to be handed in at **DISTRICT OFFICES**.

Verification and sorting will be done at ABET Centres and District level by the Verification Committees.

1. WHO QUALIFIES TO APPLY FOR MARKING?

- ABET Tutors who taught a Learning Area in ABET L4 during the period 2009 to 2011.
- Curriculum Advisors in the GET Phase may apply for ABET L4 marking if they have a two year tertiary qualification in the Learning Area for which they apply.

2. WHO DOES NOT QUALIFY FOR MARKING?

- Office-based educators who are not directly involved in training and supporting Learning Area tutors e.g. CESSs, EDOs. SBA Cluster leaders and SBA Co-Ordinators who are not teaching the Learning Area and do not have qualifications in the Learning Area they co-ordinate.

3. VERIFICATION AT ABET CENTRE LEVEL:

- Centre Manager to convene a meeting with the applicants.
- All application forms must be quality assured jointly at this meeting
- Complete the LIST OF APPLICANTS (ANNEXURE 2) that will be signed by each applicant and Centre Principal. The signed attendance register must be attached to this form.
- The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- Centre Managers must present the list of applicants to the whole staff before signing the list.
- Any false information supplied on this document will result in the disqualification of all the participants in the verification meeting from being appointed as markers for two years.

INSTRUCTIONS TO ABET CENTRE MANAGERS

- Signature of approval must only be appended if Learning Area tutor was/is responsible for teaching the Learning Area for the last two years, viz. 2010 and 2011.
- Do not sign application forms of tutors who are not teaching in your centre.
- As Centre Manager of the school, do not sign your own application form. This form must be signed by the Education Development Officer (EDO).
- NB: Centre Managers must ensure that information provided on application forms is accurate and verifiable.

4. VERIFICATION AT DISTRICT LEVEL:

- 4.1 The members of the Verification Committee to consider the application forms for ABET L4 markers will include:



- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- District ABET officials
- Subject Advisors/ABET Co-ordinator for ABET markers
- Teacher Union representatives as observers
- **NB: The committee must ensure that all criteria are met and information provided is verified. Reasons must be written in the space provided on the application form in the event of rejection.**

4.2 The members of the **Verification Committee** to consider the application forms for **Subject Advisors and DCESSs** who apply to mark ABET L4 will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- District ABET officials
- Teacher Union representatives as observers
- NB: In the Districts where there are appointed DCESSs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors)

4.3 The membership of the **Provincial Committee** that appoints ABET L4 markers is as follows:

- Moderator for the specific Learning Area
- Chief examiner for the specific Learning Area
- Head Office ABET officials
- Teacher Union representatives as observers

5. **CONDITIONS FOR APPOINTMENT**

- 5.1 Appointed markers must have attended all professional development and training programmes.
- 5.2 **Appointed markers must draw up their own marking memorandum for marking the question paper they have been appointed for and submit it at the Marking Centre on the day of registration.** This individual memorandum cannot be shared with colleagues and must be original and not reproduced in any way.



6. CRITERIA FOR REJECTION OF APPLICATIONS:


- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after the due date will not be considered.
- No application forms will be accepted at the Provincial Office. All applicants must come through the District Office and be verified at District level

7. IMPORTANT DATES:

- Closing date for application forms at the District: **Wednesday 06 April 2011.**
- Closing date for application forms at the Provincial Office: Tuesday 19 April 2011
- Selection of ABET L4 Markers: 14 -16 May 2011.
- Provisional List ABET L4 Markers ready for distribution to Districts:
- 10 June 2011.
- Return of amended selection to the Provisional List of NSC Markers to Provincial Office: 15 June 2011.
- Final List of Markers ready for distribution to Districts: 18 July 2011.
- Final List of Markers ready for posting on ECDOE web site: 22 July 2011.

Kindly note that all the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as with **EMIS**. Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disciplinary action and disqualification.

The co-operation of all education stakeholders in this important process is both anticipated and appreciated.



S.P. GOVENDER
CHIEF DIRECTOR – CURRICULUM MANAGEMENT



| HOSPITALITY | | | | |
|---|-----|--|----|--|
| If successful, will you need accommodation during marking period? | YES | | NO | |
| Gender | M | | F | |
| Meals - Normal | YES | | NO | |
| Meals – Specific Diet _____ | YES | | NO | |

| BANK PARTICULARS | | | | |
|------------------|--|--|---|--|
| Name of Bank | | | Branch Name | |
| Account Number | | | Branch Code | |
| Type of Account | <input type="checkbox"/> Savings Account | <input type="checkbox"/> Current Account | <input type="checkbox"/> Transmission Account | |

| LEARNING AREA APPLIED FOR | | | | |
|--|--|--|---------------------------|--|
| Learning Area Code | | | Learning Area Description | |
| Other Learning Areas you applied to mark in 2010 | | | | |

| LANGUAGE COMPETENCY | | | |
|--|--------------------|--|-----------------------|
| Marking abilities for content subjects | English Home | | Afrikaans Huistaal |
| | English Additional | | Afrikaans Addisioneel |

| QUALIFICATIONS (In the Learning Area applied for on this form) | | | | |
|--|----------------|---------------------|---------------|------------------|
| Qualification for Marking: 1. A recognised 3 year teacher qualification or a recognised ABET Tutor's Certificate. 2. Learning Area competency. 3. Appropriate teaching experience in the Learning Area concerned at Level 4. | | | | |
| Subject | Years of Study | Degree/Diploma Name | Year obtained | Obtained at |
| <i>E.g. Mathematics</i> | 2 | <i>B. Sc.</i> | 1990 | <i>Fort Hare</i> |
| | | | | |
| | | | | |
| TEACHING QUALIFICATIONS (i.e. HDE) | | | | |

| PARTICULARS OF POST | |
|--|--|
| Are you presently teaching the Learning Area on Level 4? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Are you in a Governing Body Post? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Did you take VSP? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Are you currently employed by the Eastern Cape Education Dept? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Did the Department remunerate you for marking in 2010? | <input type="checkbox"/> YES <input type="checkbox"/> NO |



| TEACHING EXPERIENCE (Relative to the Learning Area applied for on this application) | | | | | | |
|---|---------------------------|-------------|-------------|-------------|---------------------------|-----------------------|
| Learning Area Code | Learning Area Description | Level 4 | | | Name of School | School Contact No. |
| | | Year Start | Year End | Total Years | | |
| <i>E.g. 7412</i> | <i>Maths Literacy</i> | <i>2002</i> | <i>2004</i> | <i>3</i> | <i>Bhisho High School</i> | <i>(040) 604 1234</i> |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| PERFORMANCE AT OWN CENTRE (Relative to the Learning Area applied for on this application) | | | | | |
|---|--------------------|---------------------------|-----------|-------------|----------------|
| Year | Learning Area Code | Learning Area Description | Average % | % Pass Rate | Highest Symbol |
| 2007 | | | | | |
| 2008 | | | | | |
| 2009 | | | | | |
| 2010 | | | | | |

| MARKING EXPERIENCE (ABET Level 4 marking experience in any Learning Area) | | | | |
|---|--------------------|---------------------------|-------|---------------------------------|
| Year | Learning Area Code | Learning Area Description | Level | Rank (e.g. Marker / Snr Marker) |
| 2009 | | | | |
| 2010 | | | | |

| DECLARATION BY APPLICANT | | |
|---|----------------------|-------|
| Should there be any change in my employment status, I will inform the District office or the marking centre manager immediately. | | |
| I understand that incomplete information, missing documents or signatures will lead to automatic disqualification of this application. I hereby declare that all the information supplied in this application is true and correct. | | |
| _____ | _____ | _____ |
| Print Name | Signature: Applicant | Date |

| DECLARATION BY ABET CENTRE MANAGER | | | |
|--|---------------------------|-------|-------------|
| To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2011 and must return to the centre after marking if marking is completed prior to official closure of centres. | | | |
| Tutors appointed as markers are to complete their work at their institution before reporting to the marking centre. | | | |
| | | | ABET CENTRE |
| _____ | _____ | _____ | STAMP |
| Print Name | Signature: Centre Manager | Date | |



**RECOMMENDATION BY ABET CO-ORDINATOR, SUBJECT ADVISOR / CES: CURRICULUM
(Chairperson of Verification Committee)**

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early and must return to the centre after marking if marking is completed prior to official closure of centres. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

DISTRICT OFFICE

 Print Name

 Signature: Subject Advisor /Abet
co-ordinator/ CES: Curriculum

 Date

 STAMP

| DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED | PROVINCIAL SELECTION PANEL | | |
|--|----------------------------|------------------------|--------------|
| | SUCCESSFUL | RESERVE LIST NUMBER | UNSUCCESSFUL |
| | | | |
| | | | |
| | _____ | | |
| | SIGNATURE: EXAMINER | | |
| | _____ | | |
| | DATE: _____ | | |
| | _____ | | |

EXTRACT FROM GOVERNMENT GAZETTE, 5 JULY 2002 [No. 23590 Page 27]

The criteria to qualify for appointment as an ABET marker (including senior marker, deputy chief marker and chief marker) should include the following:

- (1) A recognised three year teacher qualification or a recognized ABET Tutor's Certificate.
- (2) Appropriate teaching experience, in the Learning Area concerned, at Level 4.
- (3) Learning Area competency.
- (4) In addition to the above criteria, preference should be given to serving ABET educators who are presently teaching.



LIST OF ABET LEVEL 4 LEARNING AREAS AND THEIR CODES

| | | | | | |
|------|------|---------------------|------|------|-------------------------------------|
| 7401 | LCAF | Afrikaans L4 | 7416 | EMSC | Economic and Management Science L4 |
| 7402 | LCEN | English L4 | 7417 | ARTC | Arts and Culture L4 |
| 7403 | LCSO | Sesotho L4 | 7418 | LIFO | Life Orientation L4 |
| 7405 | LCXH | IsiXhosa L4 | 7419 | SMME | Small, Medium and Micro Enterprises |
| 7412 | MLMS | Maths Literacy | 7420 | AAAT | Applied Agric and Agric Technology |
| 7413 | NATS | Natural Sciences L4 | 7421 | TRVT | Travel and Tourism |
| 7414 | TECH | Technology L4 | 7422 | ANHC | Ancillary Health Care |



LIST OF MARKERS – 2011 OCT ABET L4

| | |
|-------------------------|--|
| NAME OF CENTRE | |
| NAME OF DISTRICT | |

| NO | SURNAME & INITIALS | PERSAL NO. | ID NUMBER | LEARNING AREA GRADE PAPER | APPLICANT'S SIGNATURE | CENTRE PRINCIPAL SIGNATURE |
|----|--------------------|------------|-----------|---------------------------------|-----------------------|----------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

NB. IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE INCORRECT, ALL TUTORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

| | | |
|-----------------------------------|-----------------------------------|-------------|
| | | |
| CENTRE PRINCIPAL FULL NAME | CENTRE PRINCIPAL SIGNATURE | DATE |



CENTRE VERIFICATION

1. CENTRE VERIFICATION TEAM

Centre Principals – Chairperson

All tutors applying to mark ABET L4 OCTOBER examinations

2. CENTRE VERIFICATION PROCEDURE

- All members of the Verification Team must be present
- All applicants must be present
- Minutes of the meeting should be attached and submitted to the District Office
- The Centre Principals should table the tutors' application forms before the Verification Committee
- The Committee must verify if each applicant is applying for the Learning Area qualify to apply to be markers in the ABET examination only if one has taught during the period 2007 to 2011.
- When an tutor's application has been approved, the tutor must sign next to his/her name
- The Centre Principal must append his/her signature next to the name of the tutor he/she supervises
- The List of Applicants must be presented to the whole staff
- The Centre Principal signs the List of Applicants, after the staff has accepted that the applicants taught ABET during the period 2006 to 2010.
- The Centre Principal must submit the list to the District Office, and sign for it on submission

