



ASSESSMENT INSTRUCTION 27 OF 2009

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 – 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 20 APRIL 2009

APPLICATION FOR APPOINTMENT AS A MARKER

1. Application for Appointment as a Marker in the 2009 National Senior Certificate Examination
2. Application for Appointment as a Marker in the May and October 2009 ABET Level 4 Examination
3. Application by DCES and Subject Advisor for Appointment as a Marker in the 2009 National Senior Certificate and NATED 550 Examination
4. Application for appointment as a Marker in the 2009 NATED 550 Supplementary Examination

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**. Subject Advisors who qualify and have applied to mark must also hand in applications to **DCES: EXAMINATIONS** at District Offices. DCESs who operate as subject advisors in their Districts may also apply. Verification, pre-selection and sorting will be done at District level by the Verification Committee.

1. WHO QUALIFIES TO APPLY FOR MARKING?

- Teachers qualify to apply to be Markers of the NSC examination only if one has taught Grades 10, 11 and 12 from 2006 – 2009.
- ABET Teachers who taught a Learning Area from 2008 - 2009
- School Management Team members who taught Grades 10, 11 and 12 from 2006 – 2009 and who have a strong support staff that will manage the school in their absence.
- Subject Advisors and DCESs in the FET phase with a second year qualification in the subject that they are advising on.

- DCEs that operate as Subject Advisors to submit application forms to CES: Curriculum for verification.
- Curriculum Advisors in the GET Phase may apply for ABET marking if they have a tertiary qualification in the Learning Area for which they apply.
- Examiners and Moderators of Provincial Examination papers must apply (Attach a copy of Appointment letter).
- SBA Cluster leaders who have taught Grades 10, 11 and 12 from 2006 – 2009 and have qualifications in the subject for which they are SBA Cluster leaders.
- SBA Co-ordinators who taught Grades 10, 11 and 12 from 2006 – 2009 and have qualifications in the subject for which they are Cluster leaders.
- Teachers qualify to apply to be Markers for NATED 550 if they taught the subject applied for in Grade 12 during 2006 and 2007
- NB: Preference will be given to Subject Teachers in appointment of markers

2. **WHO DOES NOT QUALIFY FOR MARKING?**

- Office-based educators who are not directly involved in training and supporting subject teachers eg. CESS, EDOs, Curriculum Advisors in the GET phase, may not apply to mark Grade 12.
- SBA Cluster leaders and SBA Co-ordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.

3. **VERIFICATION AT SCHOOL LEVEL:**

- Principal and School Management Team

INSTRUCTIONS TO PRINCIPALS

- NSC - Signature of approval must only be appended if subject teacher was/is responsible for teaching the subject in Grades 10, 11 and 12 from 2006 – 2009.
- NATED 550 - Signature of approval must only be appended if subject teacher was responsible for teaching the subject in Grades 12 from 2006 – 2007.
- Do not sign application forms of teachers who are not teaching in your school.
- Do not sign your own application form. This form is to be signed by the EDO.
- NB: Principals must ensure that information provided on application forms are accurate and verifiable.

4. **VERIFICATION AT DISTRICT LEVEL:**

4.1 The members of the Verification Committee for Markers will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCEs: Examinations
- EDO's
- 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 provided for on the application form in the event of rejection.

4.2 The members of the Verification Committee for Subject Advisors and DCEs who apply to mark will include:

- CES: Curriculum (Chairperson)
- CES: Governance

- DCES: Examinations
- EDO
- Teacher Union representatives as observers
- NB: In the Districts where there are appointed DCEs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors).

4.3 The members of the Provincial Committee who appoints the markers are:

- Moderator for the specific subject
- Chief examiner for the subject
- Head Office Subject Planners
- 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 memo for marking the question paper and submit at Marking Centre on registration. Individual memo's cannot be shared with colleagues and must be original.**

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:

7.1 NATED 550 MARKERS APPLICATIONS:

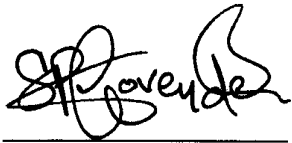
- ❖ Closing date for application forms at the District: **08 May 2009.**
- ❖ Closing date for application forms at the Provincial Office: **15 May 2009.**
- ❖ **Selection of Nated 550 Markers: 21 - 22 May 2009**
- ❖ **Provisional List of Nated 550 Markers ready for distribution to Districts: 5 June 2009**
- ❖ **Final List of Markers ready for distribution to Districts: 12 June 2009**

7.2 NSC AND ABET LEVEL 4 MARKERS APPLICATIONS:

- ❖ Closing date for application forms at the District: **22 May 2009.**
- ❖ Closing date for application forms at the Provincial Office: **5 June 2009.**
- ❖ **Selection of NSC Markers: 10 – 12 June 2009**
- ❖ **Provisional List of NSC and ABET Markers ready for distribution to Districts: 26 June 2009**
- ❖ **Return of adjusted Provisional List of NSC Markers to Provincial Office: 3 July 2009**
- ❖ **Final List of Markers ready for distribution to Districts: 10 July 2009**
- ❖ **Final List of Markers ready for posting on ECDOE web site: 17 July 2009**

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 disciplinary action.**

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

A handwritten signature in black ink, appearing to read 'S.P. Govender', written over a horizontal line.

MR. S.P. GOVENDER
CHIEF DIRECTOR – CURRICULUM MANAGEMENT