



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

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### **ASSESSMENT INSTRUCTION NO. 09 OF 2008**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS  
DISTRICT DIRECTORS  
CHIEF EXECUTIVE OFFICERS: FET COLLEGES  
CHIEF EDUCATION SPECIALISTS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
FIRST EDUCATION SPECIALISTS (EXAMINATIONS – DISTRICTS)  
EDUCATION DEVELOPMENT OFFICERS & SUBJECT ADVISORS  
PRINCIPALS: SCHOOLS WITH GRADE 12  
TEACHER ORGANISATIONS**

## **APPLICATION FOR APPOINTMENT OF MARKERS**

1. Application for Appointment as a Marker in the 2008 National Senior Certificate Examination
2. Application for Appointment as a Marker in the October 2008 ABET Level 4 Examination
3. Application by Subject Advisor for Appointment as a Marker in the 2008 National Senior Certificate Examination

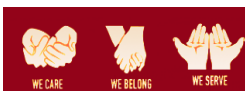
### **Read the Instructions on Application Forms.**

**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**. Verification, pre-selection and sorting will be done at District level by the Verification Committee.

#### **1. WHO QUALIFIES TO APPLY FOR MARKING?**

- Educators who taught Grade 10 - 11 in 2006 and 2007 and who teach Grade 12 in 2008 in the subject applying for.
- ABET Educators who taught a learning area in 2007 or who teach it in 2008.
- Principals who taught Grade 10 - 11 in 2006 - 2007 and who teach Grade 12 in 2008 and who have a strong support staff that will manage the school in his/her absence.
- Subject Advisors in the FET phase with a second year qualification in the subject that he/she is advising on.
- Subject Advisors in the GET Phase may apply for ABET marking if they have a tertiary qualification in the learning area they apply for.



- Examiners and Moderators of Common papers must apply (Attach Appointment letter).
- Cluster leaders who taught Grade 10 - 11 in 2006 – 2007 and are teaching Grade 12 in 2008 and have qualifications in the subject for which they are Cluster leaders.
- CASS Co-ordinators who taught Grade 10 - 11 in 2006 – 2007 and are teaching Grade 12 in 2008 and have qualifications in the subject for which they are Cluster leaders.

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

- Office-based educators (EDO's, CES, DCES, etc.) as they do not teach the Grade 12 subjects
- Subject Advisors in the GET phase may not apply to mark Grade 12
- Cluster leaders and CASS 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**

- Signature of approval must only be appended if educator was/is responsible for teaching the subject in Grade 10 - 11 in 2006 / 2007 and are teaching Grade 12 in 2008.
- Do not sign application forms of educators not teaching the subject at Grade 12 level and have not taught the subject in Grade 10 and 11.
- Do not sign application forms of educators who are not teachers in your school.

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

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

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- EDO

5. **CONDITIONS FOR APPOINTMENT**

- 5.1 Appointed markers are compelled to attend any professional development and training programmes
- 5.2 Completion of Question Paper by appointed marker and submission at Marking Centre



**6. CRITERIA FOR REJECTION OF APPLICATIONS:**

- **Incomplete or illegible applications will not be considered.**
- **Application forms received at the District Office after 09 May 2008 will not be considered.**
- **No application forms will be accepted at the Provincial Office which did not come through the District Office**

**7. IMPORTANT SUBMISSION DATES:**

- ❖ **Closing date for application forms at the District: 16 May 2008.**
- ❖ **Closing date for application forms at the Provincial Office: 30 May 2008.**
- ❖ **Selection of Markers: 17 - 19 June 2008**
- ❖ **Provisional List of Markers ready for distribution to Districts: 26 June 2008**
- ❖ **Return of adjusted Provisional List of Markers to Provincial Office: 30 June 2008**
- ❖ **Final List of Markers ready for distribution to Districts: 04 July 2008**
- ❖ **Final List of Markers ready for posting on ECDOE web site: 11 July 2008**

All the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as with **EMIS**.

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

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

