



Province of the
EASTERN CAPE
 DEPARTMENT OF EDUCATION

Assessment & Examinations, Old Bundy Building, Schornville, KWT; * Private Bag 4571* KWT
 * 6600 * REPUBLIC OF SOUTH AFRICA * Enquiries: Mr. L. Du Plessis Tel: +27 (0)43 604 7730
 DatE: 14 AUGUST 2008 Fax : 043 604 7749
 Website: ecprov.gov.za * Email: Hendrik.Du.Plessis@edu.ecapprov.gov.za

TO : PRINCIPALS OF PROSPECTIVE MARKING CENTERS

**FROM : THE DIRECTOR : ASSESMENT & EXAMINATIONS
 MR. E. M. MABONA**

**SUBJECT : INVITATION FOR PRESENTATIONS BY PROSPECTIVE
 M/CENTERS ON WHAT THEY CAN OFFER**

DATE : 18 AUGUST 2008

In preparation for the Nov/Dec NSC and ABET Level 4 Examinations, the Marking Processes Unit is, again, looking for institutions that may be used as Marking Centers. It has been decided that principals of prospective M/Centers should bid for consideration as possible M/Centers. This will give an opportunity to institutions that had not been used before to be considered, if they qualify.

Principals are therefore requested to prepare presentations in which they state what they can offer. To qualify, an institution has to meet set standards in the following areas:

- Number of Markers it can accommodate
- Accommodation for managers (B & B)
- Number of single and double rooms
- Security – number of entrances to marking venues
- Storage facilities to receive scripts before the starting of the marking centres
- Catering facilities – no plastic cups, utensils or plates
- Possible outsourcing of tea/coffee to a disadvantage school in your area – at what cost per person?
- Marking venues
- Big venue to be used as control room
- 2 photo-copying machines with ink and technicians available for control rooms
- Office space for:
 - Centre Manager – telephone & fax
 - Irregularities - tel, computer and printer
 - Hospitality - 3 computers with printers
office for 7 people
photocopier

- Ability to arrange alternative accommodation for those learners who will still be writing on, and after, the 28th November, 2008.
- Social responsibility – identify a disadvantaged school that will benefit from the profit made

Copies of presentations will be submitted to Marking Processes at a meeting that will be held on 30th August 2008. The meeting will start at 10h00 at Assessment & Examinations, Bundy Park Bldg, KWT. Marking Processes Management will do on-site visits to those that will be considered as Marking Centers.

Please inform Mr. Du Plessis of your attendance before Tuesday, 25th August, 2008.

Yours in Education



THE DIRECTOR : ASSESSMENT & EXAMINATIONS
MR. E. M. MABONA

2008/08/19
DATE