



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 13 OF 2012

**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 PUBLIC AND INDEPENDENT SCHOOLS
(GRADE 12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 23 JANUARY 2012

2012 MAY/JUNE SENIOR CERTIFICATE EXAMINATION NATED 550 APPLICATION FOR APPOINTMENT AS A MARKER		
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Application for appointment as a Marker in the 2012 Senior Certificate (SC) (NATED 550) 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**. **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 Districts may also apply.

Verification and sorting will be done at School and District levels by the Verification Committees.

1. WHO QUALIFIES TO APPLY TO MARK?

- Teachers qualify to apply to be Markers for NATED 550 if they taught the subject applied for in Grade 12 during 2006 and 2007
- School Management Team members qualify to apply to be Markers for NATED 550 if they taught the subject applied for in Grade 12 during 2006 and 2007 and who have a strong School Management Team (SMT) that will manage the school in their absence. Principals will be selected only if it is absolutely necessary to do so.

2. WHO DOES NOT QUALIFY TO MARK?

- Office-based educators.
- Teachers who started teaching Grade 12 in 2008 or later.

3. VERIFICATION AT SCHOOL LEVEL:

- Principal to convene a meeting with the applicants and the school management team
- 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 his/her Head of Department (HOD). 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.
- Principals must present the list of applicants to the whole staff before he/she appends his/her signature.
- 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.

3.1 INSTRUCTIONS TO PRINCIPALS

- Signature of approval must only be appended if subject teachers were 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.
- The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- As principal of the school, do not sign your own application form. This form must be signed by the Education Development Officer (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** to consider the application forms for **SC Markers** NATED 550 will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- Subject Advisors
- 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 DCESs** who apply to mark Senior Certificate (SC) (NATED 550) will include:

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

5 APPOINTMENT PROCESSES

The membership of the **Provincial Committee** that recommends SC (NATED 550) markers to the Chief Director Curriculum Management is as follows:



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- Marking Moderator for the specific subject
- Chief Marker for the subject
- Head Office Subject Planners
- Teacher Union representatives as observers

6. CONDITIONS FOR APPOINTMENT

Appointed markers must draw up their own handwritten marking memorandum for marking the question paper they have been appointed for and submit 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.

7. CRITERIA FOR REJECTION OF APPLICATIONS:

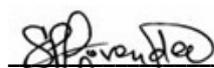
- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after the due date will not be considered.
- No application forms will be accepted at the Provincial Office. All application forms must come through the District Office and be verified at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

8. IMPORTANT DATES:

- Closing date for application forms at the District: **Friday 30 March 2012.**
- Closing date for forwarding application forms at the Provincial Office: **Tuesday: 10 April 2012.**
- Selection of NATED 550 Markers: **Thursday 20 April 2012.**
- Final List of Markers shall be ready for distribution to Districts: **Friday 8 June 2012.**
- Final List of Markers shall be ready for posting on ECDOE web site: **Wednesday 13 June 2012.**

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

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



S.P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT



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Province of the
EASTERN CAPE
EDUCATION

ANNEXURE 1
ASSESSMENT INSTRUCTION 13 OF 2012

APPLICATION FORM

SUBJECT: _____
PAPER: 1/2/3 _____
GRADE: HG / SG _____

Place
ID Photo
Here

APPLICATION: MARKER

GRADE 12 NATED 550 EXAMINATIONS: MAY/JUNE 2012

CLOSING DATE: 30 MARCH 2012
At district office

[NO APPLICATION WILL BE ACCEPTED AT THE DISTRICT OFFICE AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

- Any person found to have given fraudulent information will be disqualified from marking.
- A **separate** application form must be completed for each subject and paper applied for.
- Certified copies of academic qualifications **MUST** accompany every application. If the Certificate/Degree does not show the specific major subject, then a copy of the **subject advice sheet/transcript** must accompany the Certificate/Degree.
- Criteria for appointments: Please see the Government Gazette of 17 September 2004 or refer to page 3.
- Attach one **certified copy** of your ID Document to this form.
- Attach a recent ID Photo of yourself to the top right corner of this form.
- Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

PERSONAL INFORMATION

PERSAL No.										ID No											Date of Birth	1	9	Y	Y	M	M	D	D
Surname											First Names																		
Title				Initials				Postal Address																					
Tel. No. (W)																													
Tel. No. (H)																													
Cell Number											Postal Code																		
Present Post	<input type="checkbox"/> Principal		<input type="checkbox"/> Dep. Principal		<input type="checkbox"/> SES		<input type="checkbox"/> Educator		Specify Other:																				
Grade 12 Exam Centre Number																					District Name								
Institution/School Name																													

POPULATION GROUP

To which population group do you belong?

Black Coloured Indian White Other If other, please specify:

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



LANGUAGE COMPETENCY

Marking language preference for all subjects	English Primary		Afrikaans Primêr	
	English Additional		Afrikaans Addisioneel	

QUALIFICATIONS (In the subject applied for on this form)

1. At least a second year pass at a tertiary level in the subject to be marked.
2. At least 2 years of teaching experience in the subject in Grade 12 NATED 550 in 2006-2007.

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	<i>1990</i>	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

PARTICULARS OF POST

Have you taught the subject in grade 12 NATED 550 in 2006-2007?	<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 the VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning your post in the Education Dept. on/or December 2012?	<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

TEACHING EXPERIENCE (Relative to the subject applied for on this application)

Subject Code	Subject Description	Grade	Grade 12			Name of School	School Contact No.
			Year	Year	Total Years		
1301	<i>Mathematics</i>	<i>HG</i>	<i>2005</i>	<i>2007</i>	<i>3</i>	<i>Bhisho High School</i>	<i>(040) 604 1234</i>

PERFORMANCE AT OWN CENTRE (Relative to the Subject applied for on this application)

Year	Subject Code	Subject Description	Grade	Paper	Subject Pass %	Highest Symbol	School % Pass Rate
2006							
2007							



RECOMMENDATION BY 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 as 11 June 2012. 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 /

Date

STAMP

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL		
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	Reason(s) why applicant is not Successful:		
	_____	_____	
	Sign: Examiner	Date	

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Markers: Norms and Standards

- (1) Markers are appointed in terms of the Personnel Administration Measures (PAM).
- (2) All selection panels should be chaired by the relevant provincial Head of Education or his / her designee, since the provincial education department is finally responsible for the appointment of markers.
- (3) In order to ensure that the information provided by the applicant for the position of marker is correct, it must be verified by his or her employer. A person applying for the post of marker must be an educator currently offering the subject for which he or she applies in the FET band.



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#	SUBJECT CODE	SUBJECTS	PAPER	GRADE
1.	01401	Accounting		HG
2.	02401	Accounting		SG
3.	01802	Agricultural Science	1	HG
4.	01802	Agricultural Science	2	HG
5.	02802	Agricultural Science	1	SG
6.	02802	Agricultural Science	2	SG
7.	01501	Biblical Studies		HG
8.	02501	Biblical Studies		SG
9.	01501	Biology	1	HG
10.	01501	Biology	2	HG
11.	02306	Biology	1	SG
12.	02306	Biology	2	SG
13.	01306	Business Economics		HG
14.	02402	Business Economics		SG
15.	02403	Commercial Mathematics		SG
16.	01404	Economics		HG
17.	02404	Economics		SG
18.	02303	Functional Mathematics	1	SG
19.	02303	Functional Mathematics	2	SG
20.	02305	Functional Physical Science		SG
21.	01502	Geography	1	HG
22.	01502	Geography	2	HG
23.	02502	Geography	1	SG
24.	02502	Geography	2	SG
25.	01503	History	1	HG
26.	01503	History	2	HG
27.	02503	History	1	SG
28.	02503	History	2	SG
29.	02905	Intro To Criminology		SG
30.	02901	Intro To Ethnology		SG
31.	02902	Law Of Crim Proc & Evidence		SG
32.	01301	Mathematics	1	HG
33.	01301	Mathematics	2	HG
34.	02301	Mathematics	1	SG
35.	02301	Mathematics	2	SG
36.	02405	Mercantile Law		SG
37.	01304	Physical Science	1	HG
38.	01304	Physical Science	2	HG
39.	02304	Physical Science	1	SG
40.	02304	Physical Science	2	SG
41.	01307	Physiology		HG
42.	02307	Physiology		SG
43.	02903	South African Criminal Law		SG
44.	02904	Statute Law		SG
45.	01711	Technical Drawing	1	HG



46.	01711	Technical Drawing	2	HG
47.	02711	Technical Drawing	1	SG
48.	02711	Technical Drawing	2	SG
49.	01101	Afrikaans First Language	1	HG
50.	01101	Afrikaans First Language	2	HG
51.	01101	Afrikaans First Language	3	HG
52.	02101	Afrikaans First Language	1	SG
53.	02101	Afrikaans First Language	2	SG
54.	02101	Afrikaans First Language	3	SG
55.	01102	Afrikaans Second Lang	1	HG
56.	01102	Afrikaans Second Lang	2	HG
57.	01102	Afrikaans Second Lang	3	HG
58.	02102	Afrikaans Second Lang	1	SG
59.	02102	Afrikaans Second Lang	2	SG
60.	02102	Afrikaans Second Lang	3	SG
61.	01104	English First Language	1	HG
62.	01104	English First Language	2	HG
63.	01104	English First Language	3	HG
64.	02104	English First Language	1	SG
65.	02104	English First Language	2	SG
66.	02104	English First Language	3	SG
67.	01105	English Second Lang	1	HG
68.	01105	English Second Lang	2	HG
69.	01105	English Second Lang	3	HG
70.	02105	English Second Lang	1	SG
71.	02105	English Second Lang	2	SG
72.	02105	English Second Lang	3	SG
73.	01121	IsiXhosa First Language	1	HG
74.	01121	IsiXhosa First Language	2	HG
75.	01121	IsiXhosa First Language	3	HG
76.	01140	IsiXhosa Second Language	1	HG
77.	01140	IsiXhosa Second Language	2	HG
78.	01140	IsiXhosa Second Language	3	HG
79.	01111	Sesotho First Language	1	HG
80.	01111	Sesotho First Language	2	HG
81.	01111	Sesotho First Language	3	HG

LIST OF MARKERS – 2012 SC (NATED 550)

NAME OF SCHOOL	
NAME OF DISTRICT	

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	GRADE	PAPER	APPLICANT'S SIGNATURE	PRINCIPAL SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								

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

PRINCIPAL FULL NAME	PRINCIPAL SIGNATURE	DATE

SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principals – Chairperson

ALL EDUCATORS APPLYING TO MARK SENIOR CERTIFICATE (NATED 550)

2. SCHOOL 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 Principals should table the educators' application forms before the Verification Committee.
- The Committee must verify if each applicant applying to mark NATED 550 qualifies to apply to be markers of the NATED 550 examination and taught Grade 12 during the period 2006 to 2007.
- When an educator's application has been approved, the educator must sign next to his/her name.
- The Head of Department (HOD) must append his/her signature next to the name of the educator he/she supervises.
- The List of Applications must be presented to the whole staff.
- The Principal signs the List of Applicants, after the staff has accepted that the applicants taught Grade 12 during the period 2006 to 2007.
- The Principals must submit the list to the District Office, and obtain a signature of the District Official for it on submission.