

# Province of the ASTERN CAPE

ASSESSMENT AND EXAMINATIONS DIRECTORATE

Bundy Park Building, Schornville, King Williams Town, Private Bag 4571 King Williams Town 5600

REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

Ref. No.

13/P

Tel.:

(043) 604 7742/082 750 3294

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E-mail: noluvuyo.lehlakane@edu.ecprov.gov.za

Fax:

(043) 604 7800

### ASSESSMENT INSTRUCTION 19 OF 2013

TO:

**DEPUTY DIRECTORS-GENERAL** 

**CHIEF DIRECTORS** 

HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS

CHIEF EDUCATION SPECIALISTS

**EDUCATION DEVELOPMENT OFFICERS** 

**DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS** PRINCIPALS / MANAGERS OF AET L4 CENTRES

**TEACHER UNIONS / ORGANISATIONS** 

**DATE: 15 MARCH 2013** 

### 2013 AET L4 APPLICATION FOR APPOINTMENT AS A MARKING MODERATOR OR CHIEF MARKER

- 1. Application for appointment as a Marking Moderator in the 2013 AET L4 Examination is attached as ANNEXURE 1.
- 2. Application for appointment as a Chief Marker in the 2013 AET L4 Examination is attached as ANNEXURE 2.

Read the Instructions on Application Forms.

NB: All officials are requested to check the Application Forms carefully in order to verify that only competent and qualified AET L4 Educators are appointed to these critically important positions.

Application forms to be handed in at DISTRICT OFFICES. AET L-4SBA Coordinators who qualify and have applied as marking moderator/chief marker must also hand in applications to DCES: EXAMINATIONS at District Offices.

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

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# 1. WHO QUALIFIES TO APPLY AS AN AET L4 MARKING MODERATOR OR CHIEF MARKER?

- All experienced AET L4 Chief Markers, Deputy Chief Markers, Senior Markers and Marking Moderators may apply as AET L4 Chief Markers and Marking Moderators (Attach a copy of Appointment letter and a short CV).
- AET Educators qualify to apply to be AET L4 Marking Moderators or Chief Markers of the AET L4 examination only if one has taught AET L4 during the period 2008 to 2013 and has been an AET L4 Senior Marker, Chief Marker, Marking Moderator or a Deputy Chief Marker in the last 5 years. (2008 – 2012).
- AET Centre Managers who taught AET L3 & 4 during the period 2008 to 2013 and who have a strong support staff that will manage the Centre in their absence.
- AET Educators who have a teaching qualification or an AET Diploma.

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

- Office-based educators who are not directly involved in training and supporting AET Centres. e.g. CESs, Education Development Officer (EDO) Curriculum Advisors in the GET Phase, must not apply as an AET L4 marking moderator or chief marker.
- Office-based educators who have never been AET L4 Chief Markers, Deputy Chief Markers, Marking Moderators or Senior Markers in the last 5 years may not apply as an AET L4 Marking Moderator or Chief Marker.
- AET Educators who have only a Grade 12 certificate.

### 3. <u>VERIFICATION AT CENTRE LEVEL:</u>

- AET Centre Manager to convene a meeting with the applicants and the Centre management team.
- All applications must be quality assured jointly at this meeting
- Complete the LIST OF APPLICANTS (ANNEXURE 3) that will be signed by each applicant.
- Signing this document confirms that the information contained therein is true.
- AET Centre Managers must present the list of applicants to the whole staff before he/she appends his/her signature.
- Any false information on this document will result in the blacklisting of the whole centre for two years.

### 4. INSTRUCTIONS TO AET CENTRE MANAGERS

- Approval must only be given by signing the form if the educator was/is responsible for teaching the Learning Area in AET L3 & L4 during the period 2008 -2012.
- Do not sign application forms of AET Educators who are not teaching in your centre.
- As Manager of the AET Centre, do not sign your own application form. This form must be signed by the District AET SBA Co-ordinator.

NB: Centre Managers must ensure that information provided on application forms is accurate and verifiable.

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### 5. VERIFICATION AT DISTRICT LEVEL:

- 5.1. The members of the Verification Committee to consider the application forms for AET L4 Marking Moderators/Chief Markers will include:
  - CES: Curriculum (Chairperson)
  - CES: Governance
  - DCES: Examinations
  - Education Development Officer (EDO)
  - AET Co-ordinator for AET SBA
  - Teacher Union representatives as observers

NB: The committee must ensure that all criteria are met and information provided is verified. Reasons must be provided on the application form in the event of rejection.

- 5.2. The members of the Verification Committee to consider the application forms for AET SBA Coordinators who apply as AET L4 Marking Moderators/Chief Markers 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 AET, preference must be given to the SES.

- 5.3. The membership of the Provincial Committee that appoints the AET L4 Marking Moderators /Chief Markers is:
  - Director Assessment & Examinations
  - Provincial AET L4 Curriculum Coordinator
  - Provincial CES & DCES Marking Processes
  - Provincial AET L4 Examinations Coordinator
  - Teacher Union representatives as observers

### 6. CONDITIONS FOR APPOINTMENT

Appointed AET L4 marking moderators/chief markers must have attended all professional development and training programmes and have a proven track record of excellence in the Learning Area applied for.

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### 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 applications must come through the District Office and be verified at District level.

### 8. IMPORTANT DATES:

- Closing date for application forms at the District:
   19 April 2013.
- Closing date for submission of the application forms at the Provincial Office:
   26 April 2013.

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. In particular, Centre Managers and Chairpersons of Verification Committees are cautioned not to append their signatures if all criteria are not met.

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

S.P. GOVENDER

ACTING DEPUTY DIRECTOR- GENERAL: TEACHING AND LEARNING SERVICES

25/03/2013 DATE

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### **MARKING MODERATOR AET Level 4** ECDE/EXAMS/MARKER

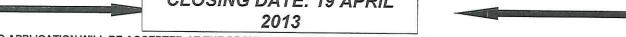


Province of the EASTERN CAPE DEPARTMENT OF EDUCATION

	ASSESSMENT INSTRUC	ANNEXURE 1 TION 19 OF 2013
Learning Area:	SHORT CODE:	Place ID Photo Here

### APPLICATION: MARKING MODERATOR **AET L4 EXAMINATIONS: 2013**

CLOSING DATE: 19 APRIL 2013



[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT 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 Learning Area and paper applied for. 2.
- Certified copies of academic qualifications MUST accompany every application. If the Certificate/Degree does not show the specific major Learning 3. Area, then a copy of the Learning Area AET L4 transcript must accompany the Certificate/Degree.
- Criteria for appointments: Please see the extract of the Government Gazette of 17 September 2004 or refer to page 4.
- Attach a short CV detailing experience as an AET L4 Examiner, Deputy Examiner, Senior Marker or Moderator.
- 6. Attach a certified copy of your ID Document to this form.
- Attach ONE recent ID Photo of yourself to the top right corner of this form. 7.
- 8 An EDO may not apply as an AET L4 Moderator.
- Only AET educators from the Department of Education Eastern Cape may apply. No applications from other Departments and other Provinces will be accepted.

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Print Name	Signature: Applic	ant	Date								
DECLARATION BY											
To my knowledge the above-mentioned information is corr appointed, early and must return to the Centre after marking if appointed as Moderators or Chief markers are to complete th	marking is compl	eted prior to official closure	of Control Educators								
			CENTRE								
Print Name Signature: Centre	Manager	Date	STANT								
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RECOMMENDATION BY LEARNING AREA AE (Chairperson of Ve	Γ L4 SBA CO-( rification Com	ORDINATOR / CES: CU	RRICULUM								
To my knowledge the above-mentioned information is correct. I a early. Educators appointed as Moderators or Chief markers are to	accent that the ab	nove person may leave the i	nstitution, if appointed, reporting to the marking								
			DISTRICT OFFICE								
Print Name Signature: Learning		Date	STAMP								
SBA CO-ORDINA Curricul		procedure for	S Imer								
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	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL								
	Signatu	e: Acting Director Assessment	and Examinations								
		Date									

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### 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 Learning Area for which he or she applies.

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### CHIEF MARKER AET Level 4 ECDE/EXAMS/CHIEF MARKER



Province of the EASTERN CAPE DEPARTMENT OF EDUCATION

	ASSESSMENT INS	ANNEXURE 2 TRUCTION 19 OF 2013
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	SHORT CODE:	ID Photo Here

# APPLICATION: CHIEF MARKER AET L4 EXAMINATIONS: 2013

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1. At least a second year pass at a tertiary level in the Learning Area to be marked. 2. At least 3 years of recent teaching experience in the Learning Area AET L 3 & 4 3. Must have taught AET L 3 OR 4 in 2012 and 2013											
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2012											

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		MARKING EXPERIENCE		
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2012				
		DECLARATION BY APPLICANT		
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	Print Name	Signature: Applicant	_	Date
		DECLARATION BY CENTRE MANAGER		
	Print Name	Chief markers are to complete their work at their institution befo	ate	CENTRE STAMP
		N BY LEARNING AREA AET L4 SBA CO-ORDINATOR (Chairperson of Verification Committee)		
early. <u>Educat</u>	weuge the above-mer <u>ors</u> appointed as Moc	ntioned information is correct. I accept that the above person m derators or Chief markers are to complete their work at their inst centre.	ay leave the instituti	on, if appointed, ing to the marking
-	Print Name	Signature: Learning Area AET L4 Da SBA CO-ORDINATOR / CES: Curriculum	te DiaT	RICT OFFICE STAMP

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DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED		ROVINCIAL SELECTION I	1
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	Cionatua	A.C. Division	
	Signatur	e: Acting Director Assessment and	d Examinations
		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 Learning Area for which he or she

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LIST OF AET L4 LEARNING AREAS AND CODES						
LEARNING AREA	SHORT CODE					
AFRIKAANS	LCAF4					
ENGLISH	LCEN4					
SESOTHO	LCSO4					
ISIZULU	LCZU4					
ISIXHOSA	LCXH4					
APPLIED AGRIC. AND AGRIC. TECHNOLOGY.	AAAT4					
ANCILLIARY HEALTH CARE	ANHC4					
ARTS AND CULTURE	ARTC4					
ECONOMIC AND MANAGEMENT SCIENCES	EMSC4					
HUMAN AND SOCIAL SCIENCES	HSCC4					
LIFE ORIENTATION	LIFO4					
MATHEMATICAL LITERACY	MLMS4					
MATHEMATICS & MATHEMATICAL SCIENCE	MMSC4					
NATURAL SCIENCES	NATS4					
SMALL, MEDIUM AND MICRO ENTERPRISES	SMME4					
TECHNOLOGY	TECH4					
TRAVEL AND TOURISM	TRVT4					
EARLY CHILDHOOD DEVELOPMENT	ECDV4					
INFORMATION & COMMUNICATIONS TECHNOLOGY	INCT4					
WHOLESALE AND RETAIL	WHRT4					

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ECDE/EXAMS/MARKER MARKER AET Level 4





# 2013 AET Level 4 : MARKING MODERATORS / CHIEF MARKERS

# NAME OF DISTRICT

# NAME OF CENTRE

				T						 _	_
AET CENTRE MANAGER	SIGNATURE										
APPLICANT'S SIGNATURE											
ЯЗЧАЧ											
SUBJECT											
ID NUMBER											
PERSAL NO.											
SURNAME & INITIALS											
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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.

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Centre Manager Signature

Date

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# **AET CENTRE VERIFICATION 2013**

### 1. AET CENTRE VERIFICATION TEAM

AET Centre Managers – Chairperson
ALL AET EDUCATORS APPLYING TO MARK

### 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 Manager should table the AET educators' application forms before the Verification Committee.
- The Committee must verify if each applicant applying for the Learning Area qualifies to apply to be Marking Moderators or Chief Markers of the AET L4 examination. Only if one has taught AET L3 & L4 during the period 2008 to 2013 and has been a Senior Marker, Chief Marker, or a Deputy Chief Marker in the last 5 years. (2008 2012).
- When an educator's application has been approved, the educator must sign next to his/her name.
- The List of Applicants must be presented to the whole staff.
- The AET Centre Manager signs the List of Applicants, after the staff has accepted that the applicants taught AET L3 & L4 during the period 2008 to 2013 and has been an AET Senior Marker, Chief Marker, or a Deputy Chief Marker in the last 5 years.
- The AET Centre Manager must submit the list to the District Office, and sign for it on submission.

