

Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT AND EXAMINATIONS DIRECTORATE
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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.



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. CESSs, 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. VERIFICATION AT CENTRE LEVEL:

- 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.



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.



7. CRITERIA FOR REJECTION OF APPLICATIONS:

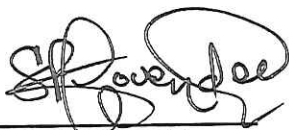
- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after the due date will not be considered.
- No application forms will be accepted at the Provincial Office. All applications must come through the District Office and be verified at District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





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

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

1. Any person found to have given fraudulent information will be disqualified from marking.
2. A **separate** application form must be completed for each Learning Area and paper applied for.
3. Certified copies of academic qualifications **MUST** accompany every application. If the Certificate/Degree does not show the specific major Learning Area, then a copy of the **Learning Area AET L4 transcript** must accompany the Certificate/Degree.
4. Criteria for appointments: Please see the extract of the Government Gazette of 17 September 2004 or refer to page 4.
5. 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.
7. Attach **ONE** recent ID Photo of yourself to the top right corner of this form.
8. An EDO may not apply as an AET L4 Moderator.
9. Only AET educators from the Department of Education Eastern Cape may apply. No applications from other Departments and other 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 No.											Postal Code			
Present Post	<input type="checkbox"/> Chief Marker		<input type="checkbox"/> Dep. Chief Marker				<input type="checkbox"/> Marking Moderator				<input type="checkbox"/> Senior Marker			
AET Centre Number				District Name										
Institution/Centre Name														

POPULATION GROUP

To which population group do you belong?

Black
 Coloured
 White
 Other
 If other, please

HOSPITALITY

If successful, will you need accommodation during marking period?	YES		NO	
Gender	M		F	
Meals - Normal	YES		NO	
Vegetarian (NB: All meals HALAAL)	YES		NO	



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 Learning Areas	English Home	<input type="checkbox"/>	Afrikaans Huistaal	<input type="checkbox"/>
	English Additional	<input type="checkbox"/>	Afrikaans Addisioneel	<input type="checkbox"/>

QUALIFICATIONS (In the Learning Area applied for on this form)				
Qualification for Marking:	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			
Learning Area	Years of Study	Degree/Diploma	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>

PARTICULARS OF POST		
Have you taught the Learning Area in AET L3 OR 4 between 2008- 2013?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching the Learning Area?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning your post in the Education Dept. on/or before December 2013?	<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
Did the Department remunerate you for marking in 2012?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

TEACHING EXPERIENCE (Relative to the Learning Area applied for on this application)						
Learning Area Code	Learning Area Description	AET L 3 - 4			Name of Centre	Centre Contact No.
		Year Start L3	Year End L4	Total Years		
<i>MLIT</i>	<i>Mathematics literacy</i>	2010	2010/12	3	<i>Bhisho AET Centre</i>	<i>(040) 604 5555</i>
		2011				
		2012				
		2013				

PERFORMANCE AT OWN CENTRE (Relative to the Learning Area applied for on this application)						
Year	Learning Area Code	Learning Area Description	Learning Area Average %	Learning Area % Pass Rate	Learning Area Level	Centre % past rate
2010						
2011						
2012						

MARKING EXPERIENCE			
Year	Learning Area Code	Learning Area Description	Rank (e.g. Marker / Snr Marker)
2011			
2012			



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.



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 Learning Areas	English Home	<input type="checkbox"/>	Afrikaans Huistaal	<input type="checkbox"/>
	English Additional	<input type="checkbox"/>	Afrikaans Addisioneel	<input type="checkbox"/>

QUALIFICATIONS (In the Learning Area applied for on this form)				
Qualification for Marking:	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			
Learning Area	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>

PARTICULARS OF POST	
Have you taught the Learning Area in AET L3 OR 4 between 2008- 2013?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you presently teaching the Learning Area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you resigning your post in the Education Dept. on/or before December 2013?	<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
Did the Department remunerate you for marking in 2012?	<input type="checkbox"/> YES <input type="checkbox"/> NO

TEACHING EXPERIENCE (Relative to the Learning Area applied for on this application)						
Learning Area Code	Learning Area Description	AET L 3 - 4			Name of Centre	Centre Contact No.
		Year Start L3	Year End L4	Total Years		
<i>MLIT</i>	<i>Mathematics literacy</i>	2008	2009/10	3	<i>Bhisho AET Centre</i>	<i>(040) 604 5555</i>
		2009				
		2010				
		2011				

PERFORMANCE AT OWN CENTRE (Relative to the Learning Area applied for on this application)						
Year	Learning Area Code	Learning Area Description	Learning Area Average %	Learning Area % Pass Rate	Learning Area Level	Centre % past rate
2001						
2012						



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





2013 AET Level 4 : MARKING MODERATORS / CHIEF MARKERS

NAME OF DISTRICT

NAME OF CENTRE

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	PAPER	APPLICANT'S SIGNATURE	AET CENTRE MANAGER SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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.

Centre Manager Name (Print) Centre Manager Signature Date



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.

