

**ASSESSMENT & EXAMINATIONS DIRECTORATE**

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**ASSESSMENT INSTRUCTION 20 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 OF PUBLIC AND INDEPENDENT SCHOOLS(GRADES 10 – 12)  
TEACHER UNIONS/TEACHER ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 15 MARCH 2013**

**2013 NATIONAL SENIOR CERTIFICATE (NSC)  
APPLICATION FOR APPOINTMENT AS A MARKER**

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1. Application by teachers for Appointment as a Marker of the 2013 National Senior Certificate Examination (White Form) ANNEXURE 1
2. Application by DCES and Subject Advisor for Appointment as a Marker of the 2013 National Senior Certificate Examination (Yellow Form) ANNEXURE 2
3. List of Marking Centres per subject(As far as possible the Marking Centres will not change except in instances where the final statistics change).



## 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 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 their Districts may also apply.

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

### **1. WHO QUALIFIES TO APPLY TO MARK?**

- Teachers qualify to apply to be Markers of the NSC examination only if one has taught Grade 12 during the period 2011 to 2013.
- School Management Team members (excluding principals) who taught Grade 12 during the period 2011 to 2013.
- Subject Advisors and DCESs in the FET phase with a second year qualification in the subject that they are advising on.
- SBA Cluster leaders who have taught Grade 12 during the period 2011 to 2013 and have a second year qualification in the subject for which they are SBA Cluster leaders.
- Teachers who have an ACE qualification must include a transcript of results from the University showing the phase (FET) and the year of study (2<sup>nd</sup>).
- SBA Co-ordinators who taught Grade 12 during the period 2011 to 2013 and have a second year qualification in the subject for which they are SBA Co-ordinators.

### **2. WHO DOES NOT QUALIFY TO MARK?**

- Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESs, EDOs and Curriculum Advisors in the GET Phase may not apply to mark Grade 12.
- SBA Cluster leaders and SBA Co-ordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.
- Principals of schools.
- Officials employed in the Assessment and Examinations Directorate.
- Teachers/Officials involved in Examination irregularities in 2012
- Teachers/Officials identified as poor markers via analysis of re-marking of 2012 NSC.

### **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 3**) that will be signed by each applicant and his/her Head of Department (HOD), in the absence of other applicants. 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 signing it.



- 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

- Approval must only be given by signing the form if the subject teacher was/is responsible for teaching the subject in Grade 12 during the period 2011 to 2013.
- Do not sign application forms of teachers who are not teaching in your school.
- Principals must ensure that information provided on application forms is accurate and verifiable.
- Principals are reminded that under no circumstances can they submit applications for themselves for Grade 12 NSC marking

## 4. VERIFICATION AT DISTRICT LEVEL:

4.1. The members of the Verification Committee to consider the application forms for NSC Grade 12 Markers will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Assessment & 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 NSC will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Assessment & 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)**

**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.**

## 5. APPOINTMENT PROCESSES

The membership of the **Provincial Committee** that recommends National Senior Certificate (NSC) markers to the Acting Deputy Director-General : Teaching and Learning Services is as follows:

- 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 have attended all professional development and training programmes.
- **Appointed markers must draw up their own handwritten marking memorandum for marking the question paper they have been appointed for and submit it at the Marking Centre on the day of registration.** This individual memorandum cannot be shared with colleagues and must be original, handwritten and not reproduced in any way.
- Appointed markers must bring their own question paper to the marking centre.
- In respect of Languages, educators who are teaching these Languages in 2013 should specify the set works they are teaching.
- Educator must have obtained at least a 50% pass rate in the subject applying for in the previous year Grade 12 NSC examinations
- Qualifying applicants may undergo a competency test for placement purposes.

## 7. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete or illegible applications will not be considered.
- Faxed or photocopied application forms 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 be submitted through the District Office so they may be verified at District level.

## 8. IMPORTANT DATES:

- Closing date for receiving application forms at the District:  
**Wednesday 19 April 2013.**
- Closing date for receiving application forms at the Provincial Office:  
**Monday 29 April 2013.**
- Selection date of NSC Markers:  
**24 to 26 May and 31 May to 02 June 2013.**  
Final List of Markers shall be ready for distribution to Districts:  
**Wednesday 31 July 2013.**
- Final List of Markers shall be ready for posting on ECDOE web site:  
**Monday 12 August 2013**

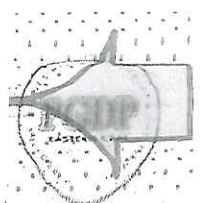
Kindly note that all the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as with **EMIS**. Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disqualification and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

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



**MR S.P. GOVENDER**  
**ACTING DEPUTY DIRECTOR GENERAL:**  
**TEACHING AND LEARNING SERVICES**

26/03/2013  
DATE





<b>ANNEXURE 1</b>	
ASSESSMENT INSTRUCTION 20 OF 2013	
SUBJECT: PAPER: 1/2/ 3	SHORT CODE: _____
Place ID Photo Here	

## APPLICATION FORM: MARKER GRADE 12 NSC EXAMINATION: 2013

**CLOSING DATE: 19 APRIL 2013**  
*At the District Office*

[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 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. This applies to ACE qualifications also.
- Criteria for appointments: Please see the Government Gazette of 17 September 2004 or refer to page 3.
- 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.
- An EDO and a Principal **must not** apply for marking.
- 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																																							
Tel. No. (W)											Postal Address																													
Tel. No. (H)																																								
Cell Number																					Postal Code																			
Present Post	<input type="checkbox"/> Dep. Principal										<input type="checkbox"/> HODS										<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:

### HOSPITALITY

If successful, will you need accommodation during marking period?	YES	Y	NO	No
Gender	Male	M	Female	F
Meals - Normal	YES	Y	NO	No
Vegetarian (NB: All meals HALAAL)	YES	Y	NO	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 subjects	English Home	Afrikaans Huistaal
	English Additional	Afrikaans Addisioneel

### QUALIFICATIONS (In the subject applied for on this form)

**Qualification for Marking:**

1. At least a second year pass at a tertiary level in the subject to be marked.
2. At least 3 years of recent teaching experience in the subject from Grade 10 - 12.
3. Must have taught grade 12 in the period between 2011 and 2013

Subject	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>
TEACHING QUALIFICATIONS (i.e. HDE)				

### MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g. Marker / Senior Marker)
2009				
2010				
2011				
2012				

### SET WORK BEING TAUGHT IN 2013

.....

.....

.....

.....

.....

.....

### PARTICULARS OF POST

Have you taught the subject in grade 10-12 between 2011- 2013?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching the Subject in Grade 12?	<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 from 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 Department	<input type="checkbox"/> YES	<input type="checkbox"/> NO



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

Subject Code	Subject Description	Grade 12			Name of School	School Contact No.
		Year Start	Year End	Total Years		
MLIT	Mathematics literacy	2009	2010/11	3	Bhisho High School	(040) 604 1234
		2010				
		2011				
		2012				
		2013				

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

Year	Subject Code	Subject Description	Subject Pass %	School % Pass Rate
2008				
2009				
2010				
2011				
2012				

**DECLARATION BY APPLICANT**

Should there be any change in my employment status, I will inform the District office or the marking centre manager immediately. I understand that **incomplete information, missing documents or signatures** will lead to automatic disqualification of this application. I hereby declare that all the information supplied in this application is true and correct

-----  
Print Name

-----  
Signature: Applicant

-----  
Date

**DECLARATION BY PRINCIPAL**

To my knowledge the above-mentioned information is true and correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2013 and must return to school if marking is completed prior to official closure of schools. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

\_\_\_\_\_  
Print Name/Initials

\_\_\_\_\_  
Signature: Principal

\_\_\_\_\_  
Date

SCHOOL

STAMP

**RECOMMENDATION BY SUBJECT ADVISOR / CES: CURRICULUM  
(Chairperson of Verification Committee)**

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant has taught the subject applied for in Grade 12 between 2011- 2013 and fully complied with the SBA moderation requirements.

DISTRICT OFFICE

STAMP

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature::

\_\_\_\_\_  
Date



<b>DISTRICT VERIFICATION:</b> Recommended [    ] : Not Recommended [    ]	<b>PROVINCIAL SELECTION PANEL</b> Indicate with a tick ✓		
<b>If Not Recommended:</b> Committee to state reason(s) why applicant is not recommended			
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
----- <b>Chairperson Name/Initials (Print)</b>	----- <b>Signature Chairperson</b>	----- <b>Chief Marker Name/Initials (Print)</b>	----- <b>Signature Chief Marker</b>
----- <b>Date</b>		----- <b>Date</b>	

**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.





## LIST OF GRADE 12 NSC SUBJECTS AND CODES

	SUBJECT	SHORT CODE
<b>OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL</b>		
<b>GROUP A</b>		
1	Afrikaans Home Language	AFRHL
2	Afrikaans First Additional Language	AFRFA
3	English Home Language	ENGHL
4	English First Additional Language	ENGFA
5	IsiXhosa Home Language	XHOHL
6	IsiXhosa First Additional Language	XHOFA
7	Sesotho Home Language	SESHL
8	Sesotho First Additional Language	SESFA
<b>MATHEMATICAL SCIENCE</b>		
9	Mathematical Literacy	MLIT
10	Mathematics	MATH
<b>HUMAN AND SOCIAL SCIENCE</b>		
11	Life Orientation	LIFE
<b>GROUP B</b>		
12	Agricultural Management Practices	AGRM
13	Agricultural Science	AGRS
<b>BUSINESS, COMMERCE AND MANAGEMENT STUDIES</b>		
14	Accounting	ACCN
15	Business Studies	BSTD
16	Economics	ECON
<b>OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES</b>		
17	Afrikaans Second Additional Language	AFRSA
18	English Second Additional Language	ENGSA
19	IsiXhosa Second Additional Language	XHOSA
20	IsiZulu Second Additional Language	ZULSA
21	Sesotho Second Additional Language	SESSA
<b>ENGINEERING AND TECHNOLOGY</b>		
22	Civil Technology	CVLT
23	Electrical Technology	ELTT
24	Mechanical Technology	MCHT
25	Engineering Graphics and Design	GRDES
<b>HUMAN AND SOCIAL STUDIES</b>		
26	Geography	GEOG
27	History	HIST
28	Religion Studies	RLGS
<b>PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE</b>		
29	Computer Applications Technology	CATN
30	Information Technology	INFT
31	Life Sciences	LFSC
32	Physical Sciences	PHSC
<b>SERVICES</b>		
33	Consumer Studies	CNST
34	Hospitality Studies	HOSP
35	Tourism	TRSM





SUBJECT: \_\_\_\_\_  
PAPER: 1/2/3 \_\_\_\_\_ SHORT CODE: \_\_\_\_\_

Place  
ID Photo  
Here

**APPLICATION FORM: SUBJECT ADVISOR AND DCES (Acting as Subject Advisor)  
GRADE 12 NSC EXAMINATION: 2013**

**CLOSING DATE: 19 APRIL 2013  
At the District Office**

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

**INSTRUCTIONS TO COMPLETE THIS FORM**

9. Any person found to have given fraudulent information will be disqualified from marking.
10. A separate application form must be completed for each subject and paper applied for.
11. 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. This applies to ACE qualifications also.
12. Criteria for appointments: Please see the Government Gazette of 17 September 2004 or refer to page 3.
13. Attach a **certified copy** of your ID Document to this form.
14. Attach **ONE** recent ID Photo of yourself to the top right corner of this form.
15. An EDO and a Principal must not apply for marking.
16. 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	D
Surname				First Names						
Title	Initials				Postal Address					
Tel. No. (W)										
Tel. No. (H)										
Cell Number						Postal Code				
Present Post	<input type="checkbox"/> Dep. Principal <input type="checkbox"/> DCES <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: \_\_\_\_\_

**HOSPITALITY**

If successful, will you need accommodation during marking period?	YES	Y	NO	No
Gender	Male	M	Female	F
Meals - Normal	YES	Y	NO	No
Vegetarian (NB: All meals HALAAL)	YES	Y	NO	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 subjects	English Home	Afrikaans Huistaal
	English Additional	Afrikaans Addisioneel

### QUALIFICATIONS (In the subject applied for on this form)

Qualification for Marking:

4. At least a second year pass at a tertiary level in the subject to be marked.
5. At least 3 years of recent teaching experience in the subject from Grade 10 - 12.
6. Must have taught grade 12 in the period between 2011 and 2013

Subject	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>
TEACHING QUALIFICATIONS (i.e. HDE)				

### MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g. Marker / Senior Marker)
2009				
2010				
2011				
2012				

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

Subject Code	Subject Description	Grade 12			Name of School	School Contact No.
		Year Start	Year End	Total Years		
<i>MLIT</i>	<i>Mathematics literacy</i>	2009	2010/11	3	<i>Bhisho High School</i>	<i>(040) 604 1234</i>
		2010				
		2011				
		2012				
		2013				

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

Year	Subject Code	Subject Description	Subject Pass %	School % Pass Rate
2008				
2009				
2010				
2011				
2012				



### DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform the District office or the marking centre manager immediately. I understand that **incomplete information, missing documents or signatures** will lead to automatic disqualification of this application. I hereby declare that all the information supplied in this application is true and correct

-----  
Print Name

-----  
Signature: Applicant

-----  
Date

### DECLARATION BY SUPERVISOR

To my knowledge the above-mentioned information is true and correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2013 and must return to school if marking is completed prior to official closure of schools. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

-----  
Print Name/Initials

-----  
Signature: Supervisor

-----  
Date

DISTRICT OFFICE

STAMP

### RECOMMENDATION BY CES: CURRICULUM (Chairperson of Verification Committee)

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant has advised on the subject applied for in Grade 12 between 2011- 2013 and fully complied with the SBA moderation requirements.

-----  
Print Name

-----  
Signature:

-----  
Date

DISTRICT OFFICE



DISTRICT VERIFICATION:		PROVINCIAL SELECTION PANEL		
Recommended [ ] : Not Recommended [ ]		Indicate with a tick ✓		
If Not Recommended: Committee to state reason(s) why applicant is not recommended				
		SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
----- Chairperson Name/Initials (Print) -----	Signature Chairperson ----- Date	Chief Marker Name/Initials (Print) -----	Signature Chief Marker ----- Date	

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

**Appointment of Markers: Norms and Standards**

- (4) Markers are appointed in terms of the Personnel Administration Measures (PAM).
- (5) 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.
- (6) 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.





**LIST OF MARKERS – 2013 NSC**

NAME OF DISTRICT

NAME OF SCHOOL

CENTRE NUMBER

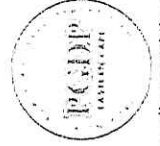
NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	PAPER	APPLICANT'S SIGNATURE	HOD SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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.

Principal Full Name (Print)

Principal Signature

Date



# SCHOOL VERIFICATION

## 1. SCHOOL VERIFICATION TEAM

Principals – Chairperson

**ALL EDUCATORS APPLYING TO MARK NATIONAL SENIOR CERTIFICATE (NSC)**

## 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 Principal should table the educators' application forms before the Verification Committee.
- The Committee must verify if each applicant applying for the Subject qualifies to apply to be Markers of the NSC examination and if they have taught Grade 12 during the period 2011 to 2013.
- 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 Applicants must be presented to the whole staff.
- The Principal signs the List of Applicants and minutes, after the staff has accepted that the applicants taught Grade 12 during the period 2011 to 2013.
- The Principal must submit the list to the District Office, and the district official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.

