

ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 21 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
(GRADE 12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

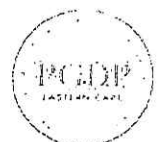
DATE: 15 MARCH 2013

2013 MAY/JUNE SENIOR CERTIFICATE EXAMINATION (NATED 550) APPLICATION FOR APPOINTMENT AS A MARKER		PAGE NO
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Application for appointment as a Marker in the 2013 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 level 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.
- Teachers / officials involved in Examination irregularities in 2012.
- Teachers / educators identified as poor markers via analysis of re-marking of 2012 NATED 550.

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 Grade 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.



- Principals are reminded that under no circumstances can they submit applications for themselves for Grade 12 NATED 550 MARKING.

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 (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 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 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.
- 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 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:
Wednesday 19 APRIL 2013.
- Closing date for forwarding application forms at the Provincial Office:
Wednesday : 24 April 2013.
- Selection of NATED 550 Markers:
Thursday 30 April 2013.
- Final List of Markers shall be ready for distribution to Districts:
Friday 17 May 2013.
- Final List of Markers shall be ready for posting on ECDOE web site:
Wednesday 22 May 2013.

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
ACTING DEPUTY DIRECTOR -GENERAL:
TEACHING AND LEARNING SERVICES

26/03/2013
DATE



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 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

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							
2008							
2009							
2010							
2011							
2012							



SENIOR CERTIFICATE (NATED 550) MARKING EXPERIENCE

Year	Subject Code	Subject Description	Grade	Subject Paper	Rank (e.g. Marker / Snr Marker)
2007					
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 correct. I accept that the above person may leave the institution, if appointed, as early as 24 June 2013 and must return to school after marking 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

Signature: Principal

Date

**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 24 June 2013. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

Print Name

Signature: Subject Advisor /
CES: Curriculum

Date

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL		
	Indicate with a tick ✓		
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	Reason(s) why applicant is not Successful:		
	Signature: _____ Chief Marker		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.



	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 CrimProc& Evidence	-	SG
32.	01301	Mathematics	1	HG
33.	01301	Mathematics	2	HG

	SUBJECT CODE	SUBJECTS	PAPER	GRADE
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



	SUBJECT CODE	SUBJECTS	PAPER	GRADE
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 APPLIED - 2013 SC (NATED 550)

NAME OF SCHOOL								
NAME OF DISTRICT								
NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	GRADE	PAPER	APPLICANT'S SIGNATURE	HOD SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

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 Applicants 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.

