



Province of the  
**EASTERN CAPE**  
EDUCATION

**ASSESSMENT & EXAMINATIONS DIRECTORATE**

Bundy Park, Schornville, KWT, \*Private Bag 4571\* KWT \* 5600  
REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)  
E-mail: [noluvuyo.lehlakane@edu.ecprov.gov.za](mailto:noluvuyo.lehlakane@edu.ecprov.gov.za)

Ref. No. 13/P Tel.: 043 604 7742/082 750 3294  
Enquiries: Ms N. Lehlakane Fax: 043 604 7800

**ASSESSMENT INSTRUCTION 25 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 AET CENTRES  
TEACHER UNIONS / TEACHER ORGANISATIONS  
SCHOOL GOVERNING BODIES

**DATE:** 17 APRIL 2013

<b>2013 NOVEMBER/DECEMBER AET L4 APPLICATION FOR APPOINTMENT AS A MARKER</b>		
1.	WHO QUALIFIES TO APPLY FOR MARKING?	2
2.	WHO DOES NOT QUALIFY FOR MARKING?	2
3.	VERIFICATION AT AET CENTRE LEVEL	2
4.	INSTRUCTION TO AET CENTRE MANAGERS	3
5.	VERIFICATION AT DISTRICT LEVEL	3
6.	APPOINTMENT PROCESSES	3
7.	CONDITIONS FOR APPOINTMENT	4
8.	CRITERIA FOR REJECTION OF APPLICATIONS:	4
9.	IMPORTANT DATES	4

1. Application for Appointment as a Marker in the Nov/Dec 2013 AET Level Examination ANNEXURE 1
2. A list of Marking Centres per subject (as far as possible the Marking Centres will not change except in instances where the final statistics change)
3. Read the instructions on the application form



*Ikamva eliqaqambileyo!*

**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**  
Verification and sorting will be done at AET L4 Centres and District level by the verification Committee

**1. WHO QUALIFIES TO APPLY FOR MARKING?**

- 1.1 AET L4 Tutors who taught a Learning Area in AET L4 during the period 2010 to 2013
- 1.2 Curriculum Advisors in the GET Phase may apply for AET L4 marking if they have a two year tertiary qualification in the Learning Area for which they apply.
- 1.3 SBA cluster leaders who have taught the subject for which they apply during the period 2011 – 2013 and have a two year tertiary qualification in the subject.
- 1.4 SBA cluster co-ordinators who have taught the subject for which they apply during the period 2011 – 2013 and have a two year tertiary qualification in the subject.

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

- 2.1 Office-based educators who are not directly involved in training and supporting Learning Area tutors e.g. CESSs, EDOs.
- 2.2 SBA Co-ordinators and SBA cluster leaders who are not teaching the Learning Area and do not have qualifications in the Learning Area they co-ordinate.
- 2.3 AET L4 Tutors/ Officials who were involved in Examination Irregularities in 2012.
- 2.4 Principals of schools
- 2.5 Officials employed in the Assessment and Examinations Directorate.
- 2.6 AET L4 Tutors/Officials identified as poor markers via analysis of re-marking of 2012 AET L4

**3. VERIFICATION AT AET CENTRE LEVEL:**

- 3.1 Centre Manager to convene a meeting with the applicants.
- 3.2 All application forms must be quality assured jointly at this meeting.
- 3.3 Complete the LIST OF APPLICANTS (ANNEXURE 2) that will be signed by each applicant and Centre Manager. The signed attendance register must be attached to this form.
- 3.4 The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 3.5 Centre Managers must present the list of applicants to the whole staff before signing the list.



- 3.6 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.

#### 4. INSTRUCTIONS TO AET CENTRE MANAGERS

- 4.1 Signature of approval must only be appended if Learning Area tutor was/is responsible for teaching the Learning Area during the period 2010 to 2013.
- 4.2 Do not sign application forms of tutors who are not teaching at your centre.
- 4.3 As Centre Manager do not sign your own application form. This form must be signed by the District AET L4 Co-ordinator.
- 4.4 Principals are reminded that under no circumstances can they submit applications for themselves for AET L4 marking.

#### 5. VERIFICATION AT DISTRICT LEVEL:

- 5.1 The members of the Verification Committee to consider the application forms for AET L4 markers will include:
- 5.1.1 CES: Curriculum (Chairperson)
- 5.1.2 CES: Governance
- 5.1.3 DCES: Examinations
- 5.1.4 Education Development Officer (EDO)
- 5.1.5 District AET officials
- 5.1.6 Subject Advisors/AET Co-ordinators
- 5.1.7 Teacher Union representatives as observers
- 5.1.8 NB: In the Districts where there are appointed DCES's and SES's for individual Learning Areas, preference must be given to the SES's

- 5.2 The members of the Verification Committee to consider the application forms for District Co-ordinators who apply to mark AET L4 will include:

- 5.2.1 CES: Curriculum (Chairperson)
- 5.2.2 CES: Governance
- 5.2.3 DCES: Examinations
- 5.2.4 Education Development Officer (EDO)
- 5.2.5 District AET officials
- 5.2.6 Teacher Union representatives as observers
- 5.2.7 NB: In the Districts where there are appointed DCESs and SESs for individual Learning Areas, preference must be given to the SESs

**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.



## 6. APPOINTMENT PROCESSES

The membership of the **Provincial Committee** that recommends AET L4 markers to the Acting Deputy Director-General: Teaching and Learning Services for appointment is as follows:

- 6.1 Moderator for the specific Learning Area
- 6.2 Chief Marker for the specific Learning Area
- 6.3 Head Office AET L4 officials
- 6.4 Teacher Union representatives as observers

## 7. CONDITIONS FOR APPOINTMENT

- 7.1 Appointed markers must have attended all professional development and training programmes.
- 7.2 **Appointed markers must draw up their own hand-written 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.
- 7.3 Appointed markers must bring their own question paper to the marking centre.
- 7.4 Qualifying applicants may undergo a competency test for placement purposes.

## 8. CRITERIA FOR REJECTION OF APPLICATIONS:

- 8.1 Incomplete or illegible applications will not be considered.
- 8.2 Faxed or photocopied applications will not be accepted.
- 8.3 Application forms received at the District Office after the due date will not be considered.
- 8.4 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.

## 9. IMPORTANT DATES:

- 9.1 Closing date for receiving application forms at the District:  
**Wednesday, 10 MAY 2013.**
- 9.2 Closing date for receiving application forms at the Provincial Office:  
**Monday, 24 May 2013**
- 9.3 Selection date of AET L4 Markers: **07 – 09 JUNE 2013**
- 9.4 Final List of Markers shall be ready for distribution to Districts:  
**Wednesday, 31 July 2013**
- 9.5 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** at 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**





**MARKER APPLICATION FORM**

---

**LEARNING AREA APPLIED FOR:**

.....

Place  
ID Photo  
Here

**AET LEVEL 4 EXAMINATIONS: 2013**

**CLOSING DATE: 10 MAY 2013**

[APPLICATIONS WILL NOT BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT]

**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 applied for.
3. Certified copies of academic qualifications MUST accompany your application. If the Certificate/Degree does not show the specific major subject, then a copy of the subject advice sheet should accompany the Certificate/Degree.
4. Criteria for appointments: Please see the Government Gazette of 5 July 2002 or refer to page 3.
5. Attach one certified copy of your ID Document to this form.
6. Attach a recent ID Photo of yourself to the top right corner of this form.

**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"/> Centre Manager							<input type="checkbox"/> Educator							Specify Other:						
AET Level 4 Exam Centre No.							District Name														
Institution Name																					

**POPULATION GROUP**

It is required that an equal spread of markers from the different population groups is appointed. 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		NO	
Gender	M		F	
Meals - Normal	YES		NO	
Meals – Specific Diet	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

### LEARNING AREA APPLIED FOR

Learning Area Code					Learning Area applied for
Other Learning Areas you applied to mark in 2013					

### LANGUAGE COMPETENCY

<b>Marking abilities for content subjects</b>	English Home		Afrikaans Huistaal	
	English Additional		Afrikaans Addisioneel	

### QUALIFICATIONS (In the Learning Area applied for on this form)

Qualification for Marking: 1. A recognised 3 year teacher qualification or a recognised AET L4 Tutor's Certificate.  
 2. Learning Area competency.  
 3. Appropriate teaching experience in the Learning Area concerned at Level 4.

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 (e.g. HDE)				

### PARTICULARS OF POST

Are you presently teaching the Learning Area on Level 4?	<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 VSP?	<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	Level 4			Name of School	School Contact No.
		Year Start	Year End	Total Years		
E.g. 7412	Maths Literacy	2010	2012	3	Bhisho High School	(040) 604 1234

### PERFORMANCE AT OWN CENTRE (Relative to the Learning Area applied for on this application)

Year	Learning Area Code	Learning Area Description	Average %	% Pass Rate	Highest Symbol
2009					
2010					
2011					
2012					

### MARKING EXPERIENCE (AET Level 4 marking experience in any Learning Area)

Year	Learning Area Code	Learning Area Description	Level	Rank (e.g. Marker / Snr Marker)
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 AET L4 CENTRE MANAGER

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2013 and must return to the centre after marking if marking is completed prior to official closure of centres.

Tutors appointed as markers are to complete their work at their institution before reporting to the marking centre.

AET CENTRE

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature: Centre Manager

\_\_\_\_\_

Date

STAMP





**RECOMMENDATION BY AET L4 CO-ORDINATOR, 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 and must return to the centre after marking if marking is completed prior to official closure of centres. 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 /AET  
L4 co-ordinator/ CES:  
Curriculum \_\_\_\_\_

Date \_\_\_\_\_

STAMP

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL		
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	<p align="center">_____ SIGNATURE: CHIEF MARKER</p> <p align="center">DATE: _____</p>		



**EXTRACT FROM GOVERNMENT GAZETTE, 5 JULY 2002 [No. 23590 Page 27]**

The criteria to qualify for appointment as an AET L4 marker (including senior marker, deputy chief marker and chief marker) should include the following:

- (1) A recognised three year teacher qualification or a recognized AET L4 Tutor's Certificate.
- (2) Appropriate teaching experience, in the Learning Area concerned, at Level 4.
- (3) Learning Area competency.
- (4) In addition to the above criteria, preference should be given to serving AET L4 educators who are presently teaching.

**LIST OF AET LEVEL 4 LEARNING AREAS AND THEIR CODES**

7401	LCAF4	Afrikaans L4	7417	ARTC4	Arts and Culture L4
7402	LCEN4	English L4	7418	LIFO4	Life Orientation L4
7403	LC SO4	Sesotho L4	7419	SMME4	Small, Medium and Micro Enterprises L4
7405	LCXH4	IsiXhosa L4	7420	AAAT4	Applied Agric and Agric Technology L4
7412	MLMS4	Maths Literacy	7421	TRVT4	Travel and Tourism L4
7413	NATS4	Natural Sciences L4	7422	ANHC4	Ancillary Health Care L4
7414	TECH4	Technology L4	7423	MMSC4	Maths and Maths Science L4
7415	HSSC4	Human and Social Sciences L4	7424	ECDV4	Early childhood Development L4
7416	EMSC4	Economic and Management Science L4	7425	INCT4	Information & Communication Technology L4



**LIST OF MARKERS APPLIED – 2013 NOV/DEC AET L4**

NAME OF CENTRE						
NAME OF DISTRICT						
NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	LEARNING AREA	APPLICANT'S SIGNATURE	CENTRE PRINCIPAL 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 TUTORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.**

<b>CENTRE PRINCIPAL FULL NAME</b>	<b>CENTRE PRINCIPAL SIGNATURE</b>	<b>DATE</b>



# CENTRE VERIFICATION

## 1. CENTRE VERIFICATION TEAM

Centre Principals – Chairperson

All tutors applying to mark AET L4 NOV/DEC 2013 examinations

## 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 Principals should table the tutors' application forms before the Verification Committee.
- The Committee must verify if each applicant is applying for the Learning Area qualify to apply to be markers in the AET L4 examination only if one has taught during the period 2010 to 2013.
- When a tutor's application has been approved, the tutor must sign next to his/her name.
- The Centre Principal must append his/her signature next to the name of the tutor he/she supervises.
- The List of Applicants must be presented to the whole staff.
- The Centre Principal signs the List of Applicants, after the staff has accepted that the applicants taught AET L4 during the period 2010 to 2013.
- The Centre Principal must submit the list to the District Office, and sign for it on submission.

