



Assessment and Examination Directorate

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ASSESSMENT INSTRUCTION 27 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 ALL SCHOOLS OFFERING GRADES 1 – 6 AND 9
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 23 MAY 2013

**2013 ANNUAL NATIONAL ASSESSMENT (ANA) GRADES 1 – 6 & 9 PROCEDURE FOR
SELECTION OF MARKERS**

1. BACKGROUND

ANA is administered to all learners in public and state funded independent schools with Grades 1 to 6 and 9 in the GET Band. To ensure the accuracy and reliability of the results, the Department of Basic Education (DBE) and the Provincial Education Departments (PEDs) must focus on monitoring and strengthening the quality of test administration, marking as well as reporting at the key transitional grades, Grades 3, 6 and 9.

Therefore, the moderation of tests for Grades 3, 6 and 9 is conducted at centralized venues under the supervision of the PED and monitored by the DBE. The Eastern Cape Department of Education is following DBE guidelines that are utilised across the country in ensuring a consistent and standardized approach to the marking and moderation of ANA test scripts.



Ikanva eliqaqambileyo!

The ANA Marking Manual states the systems and processes that govern the selection and appointment of marking personnel, training of moderating markers, selection of marking venues and overall marking and moderation process.

Remuneration for duties performed in respect of public examinations is in accordance with the Employment of Educators Act 76 of 1998 (PAM) as amended.

2. THE SELECTION AND APPOINTMENT OF PERSONNEL FOR CENTRALISED MODERATION

- The principal, in collaboration with the staff, nominates one teacher who currently teaches each of the Languages offered in Grades 3, 6 and 9, and one teacher who currently teaches Mathematics in the same grades in each school.
- Qualifying teachers are nominated on the basis of seniority in terms of years of service teaching in the grade and relevant phase.
- Teachers are nominated annually on a rotational basis so that eventually all teachers get an opportunity to participate in centralised moderation.
- Nominees will have to complete the ANA moderation marking nomination form.
- Nominees will write a motivation for selection of half to one page and attach to the ANA moderation marking nomination form.
- District selection committees recommend markers for appointment by the Provincial office.

3. VERIFICATION AT DISTRICT LEVEL:

The members of the **Verification Committee** to consider the nominated for ANA markers will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- GET Subject Advisors
- Teacher Union representatives as observers

NB: In the Districts where there are appointed DCES's and SES's for Languages and Mathematics preference must be given to the SES's

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. THE STANDARDISATION OF MARKING MEMORANDA AND MARKING OF ANA

- To standardise the marking of ANA, national discussions of the marking memoranda will be conducted prior to the commencement of marking.
- The PED's chief markers for each subject, language and grade (Grades 3, 6 and 9) will attend the relevant marking memoranda discussion.



Ikamva eliqaqambileyo!

- Schools must hold memoranda discussions for all grades, subjects/languages immediately after the writing of the ANA test paper so that all teachers reach the same understanding of the marking memoranda. (School Management Team (SMT) to lead the discussions)
- Teachers will mark the papers and SMTs will moderate the marking.
- All ANA tests written by Grades 3 or 6 (whichever is the higher grade) at independent schools will be forwarded to the district office for marking and moderation at the centralised venues.
- Principals of schools will sample Grades 3, 6 and 9 learners' scripts randomly for moderation at a centralised venue.

5. THE IMPLEMENTATION OF THE MARKING PROCESS AND FEEDBACK

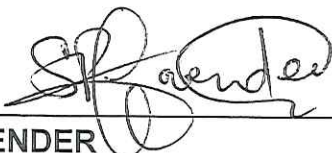
- Marking moderation at a centralised marking venue will be managed by a Chief marker for Mathematics and a Chief marker for each of the languages in the Language tests per grade, except where the numbers are so small that a senior marker may manage a language under the Chief marker of another Language.
- Marking moderation of tests scripts will be conducted by teachers in accordance with the standardised marking memoranda.
- All Chief markers and any senior markers who take responsibility for a language will write reports on the standard of marking.

6. IMPORTANT DATES:

- Closing date for receiving nominated teachers at the District:
Friday, 31 MAY 2013.
- Closing date for receiving selected teachers at the Provincial Office:
Friday, 14 June 2013
- Final List of Markers shall be ready for distribution to Districts:
Wednesday, 31 July 2013
- Final List of ANA Markers shall be ready for posting on ECDoE website:
Thursday, 15 August 2013

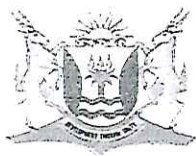
7. CONCLUSION

The co-operation of all schools offering Grades 1 – 6 and 9 and District officials in adhering to the correct procedure in the nomination, selection and appointment processes of the ANA markers in 2013 will assist all other processes to follow.



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





Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

MARKER NOMINATION FORM

SUBJECT NOMINATED FOR:
.....

Place
ID Photo
Here

ANA TESTS: 2013

CLOSING DATE: 31 MAY 2013

[NOMINATION FORMS 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. Attach one **certified copy** of your ID Document to this form.
3. 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"/> HOD														<input type="checkbox"/> Teacher														Specify Other:													
EMIS 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		

QUALIFICATIONS (In the Subject)

Qualification for Marking: 1. A recognised 3 year teacher qualification.
 2. Subject competency.
 3. Appropriate teaching experience in the Subject concerned at Foundation/Intermediate/Senior phase.

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 (e.g. HDE)				

PARTICULARS OF POST

Are you presently teaching the Subject at Foundation/Intermediate/Senior phase?	<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 Subject nominated for)

Foundation/ Intermediate/ Senior phase	Subject Description	Grade			Name of School	School Contact No.
		Year Start	Year End	Total Years		
<i>E.g. Senior</i>	<i>Mathematics</i>	<i>2010</i>	<i>2012</i>	<i>3</i>	<i>Bhisho High School</i>	<i>(040) 604 1234</i>

MARKING EXPERIENCE (ANA marking experience in any Subject)

Year	Foundation/ Intermediate/ Senior phase	Subject Description	Grade	Rank (e.g. Marker / Snr Marker)
2012				

DECLARATION BY APPLICANT

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

Print Name

Signature: Applicant

Date

DECLARATION BY THE 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 20 September 2013 and must return to school on the opening of the fourth term.
 Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

Print Name

Signature: Principal

Date

SCHOOL STAMP

RECOMMENDATION BY GET 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 20 September 2013 and must return to school on the opening of the forth term.

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 OFFICE

STAMP

**DISTRICT VERIFICATION COMMITTEE
REASON(S) WHY APPLICANT IS NOT
RECOMMENDED**

PROVINCIAL SELECTION PANEL

SUCCESSFUL

RESERVE LIST
NUMBER

UNSUCCESSFUL

SIGNATURE: CHIEF MARKER

DATE: _____