

Province of the **EASTERN CAPE**

ASSESSMENT AND EXAMINATIONS DIRECTORATE

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Ref. No.

13/P

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ASSESSMENT INSTRUCTION 19 OF 2015

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: 26 FEBRUARY 2015

SENIOR CERTIFICATE (SC) APPLICATION FOR APPOINTMENT AS A CHIEF MARKER OR **MARKING MODERATOR: 2015 TO 2016**

1. GENERAL INFORMATION

- 1.1 Application by teachers for Appointment as a Chief Marker/Marking Moderator for the 2015 Senior Certificate Examination (ANNEXURE 1).
- 1.2 Applicants are required to carefully read all instructions on the application form.
- 1.3 All officials must check the Application Forms carefully and verify that only application forms for competent and qualified teachers undergo the final selection process.
- 1.4 Application forms are to be handed in at the Examinations Unit in the Education District
- 1.5 Subject Advisors who qualify and have applied as Chief Marker/Marking Moderator must also hand in application forms to DCES: ASSESSMENT AND EXAMINATIONS at District Offices.
- 1.6 Deputy Chief Education Specialists who operate as Subject Advisors in their Districts may also apply, but must attach a letter delegating them as stand-in/interim Subject Advisors in the absence of the appointed Subject Advisors.
- 1.7 Verification and sorting process will be done at School and District levels by appropriate Verification Committees

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2. WHO SHOULD APPLY AS A CHIEF MARKER OR MARKING MODERATOR?

- 2.1 A teacher may apply to be a Chief Marker or Marking Moderator of the Senior Certificate Examinations provided he/she taught the subject he/she is applying for in Grade 12 during the period 2011 to 2014 and was either an Examiner, Setting Moderator, Chief marker, Deputy Chief Marker, Marking Moderator or Senior Marker during this period.
- 2.2 School Management Team members (excluding Principals) who taught Grade12 during the period 2011 to 2014 and who have a strong support staff that will manage the school in their absence.
- 2.3 Subject Advisors and DCES's in the FET Phase with a second year University/Teacher qualification in the subject that they are advising on.
- 2.4 SBA Cluster leaders and Co-ordinators who have taught Grade 12 during the period 2011 to 2014 and have been either Examiner, Setting Moderator, Chief marker, Deputy Chief Marker, Marking Moderator or Senior Marker in the subject applied for.
- 2.5 Teachers who have an ACE qualification must include a transcript of results from the University showing the phase (FET) and the year of study (2nd).
- 2.6 <u>Teachers must have taught the subject and obtained 80% pass rate in 2014 in the subject applied for.</u>

3. WHO DOES NOT QUALIFY TO MARK?

- 3.1 Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESs, EDOs, Curriculum Advisors in the GET Phase, must not apply to mark Grade 12.
- 3.2 Educators who never taught Grade 12 during the period 2011 to 2014 in the subject they are applying for.
- 3.3 Teachers who were never appointed as Examiner, Setting Moderator, Chief Marker, Deputy Chief Marker, Marking Moderator or Senior Marker in the subject applied for during the period 2011 to 2014.
- 3.4 SBA Cluster leaders and SBA Co- Coordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.
- 3.5 A teacher who does not have at least 3 years of recent teaching /advising experience in the subject in Grade 12.
- 3.6 Principals of schools.
- 3.7 Officials employed in the Assessment and Examinations Directorate.
- 3.8 Teachers/Officials involved in Examination Irregularities in 2014.

4. <u>VERIFICATION AT SCHOOL LEVEL:</u>

- 4.1 Principal to convene a meeting with the applicants and the School Management Team.
- 4.2 All application forms must be quality assured jointly at this meeting.

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- 4.3 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.
- 4.4 The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 4.5 Principals must present the list of applicants to the entire staff members before signing it.
- 4.6 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.

4.1.1 INSTRUCTIONS TO PRINCIPALS

- 4.1.1.1 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 2014.
- 4.1.1.2 Do not sign application forms of teachers who are not teaching in your school.
- 4.1.1.3 NB: Principals must ensure that information provided on application forms is accurate and verifiable.
- 4.1.1.4 Principals are reminded that under no circumstances can they submit applications for themselves for Grade 12 SC marking.

5. <u>VERIFICATION AT DISTRICT LEVEL:</u>

- 5.1 The members of the <u>Verification Committee</u> to consider the application forms for SC Grade 12 Markers will include:
- 5.1.1 CES: Curriculum (Chairperson)
- 5.1.2 CES: Governance
- 5.1.3 DCES: Assessment & Examinations
- 5.1.4 Education Development Officer (EDO)
- 5.1.5 Subject Advisors
- 5.1.6 Teacher Union representatives as observers
- 5.1.7 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 the application being rejected.
- 5.2 The members of the <u>Verification Committee</u> to consider the application forms for Subject <u>Advisors and DCESs</u> who apply to mark SC will include:
- 5.2.1 CES: Curriculum (Chairperson)
- 5.2.2 CES: Governance
- 5.2.3 DCES: Assessment & Examinations
- 5.2.4 Education Development Officer (EDO)
- 5.2.5 Teacher Union representatives as observers
- 5.2.6 NB: In the Districts where there are appointed DCESs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors).
- 5.2.7 Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCES.

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5.2.8 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 the application being rejected.

6. APPOINTMENT AT HEAD OFFICE

- 6.1 The membership of the Provincial Committee that recommends SC Chief Markers/Marking Moderators to the Acting Deputy Director General: IOM for appointment is as follows:
- 6.1.1 CES: Marking Processes and Marking Processes Officials
- 6.1.2 CES: Instrument Development
- 6.1.3 **CES: Internal Assessment**
- 6.1.4 DD: IT and Certification
- 6.1.5 Human Resource Adminstration
- 6.1.6 **Head Office Subject Planners**
- 6.1.7 Teacher Union representatives as observers

CONDITIONS FOR APPOINTMENT

- 7.1 Appointed Marking Moderators/Chief Markers must have attended all professional development and training programmes and have a proven track record of excellence in the subject applied for and must attach references.
- 7.2 Educators must have obtained at least 80 % pass rate in the subject applying for in 2014 Grade 12 NSC Examinations.
- 7.3 A copy of appointment letter as Examiner, Setting Moderator, Chief marker, Deputy Chief Marker, Marking Moderator or Senior Marker and a short resume' must be attached.
- 7.4 The Department reserves the right to reverse any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information both work or academic related.
- 7.5 At least 3 years of recent teaching /advising experience in the subject in Grade 12 during the period 2011 to 2014.

CRITERIA FOR REJECTION OF APPLICATIONS:

- 8.1 Incomplete or illegible applications will not be considered.
- 8.2 Application forms received at the District Office after the due date will not be considered.
- 8.3 No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office and be verified at District level.
- 8.4 Educators obtained less than 80% pass in the subject applying for in 2014.
- 8.5 Failure to attach the appointment letter as Examiner, Setting Moderator, Chief marker, Deputy Chief Marker, Marking Moderator or Senior Marker and a short resume'.

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9 IMPORTANT DATES:

Closing date for receiving application forms at the District:	Friday, 20 March 2015
Closing date for the submission of application forms at the Provincial Office	Friday, 27 March 2015

Kindly note that all the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as the **EMIS database**. 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.

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DR A.S NUKU

DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

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	ANNEXURE 1
ASSESSMENT INSTRUCT	TION 18 0F 2015
	Place ID Photo
SHORT CODE:	Here

APPLICATION FORM: 2015 - 2016 **GRADE 12 SENIOR CERTIFICATE EXAMINATIONS**

SUBJECT:

PAPER:1/2/3

(Tick the appropriate block)

CHIEF MARKER

MARKING MODERATOR

CLOSING DATE: 20 MARCH 2015 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.
- Attach a certified copy of your ID Document to this form.
- Attach an appointment letter and a short CV detailing experience as an Examiner, Setting Moderator, Chief Marker, Marking Moderator, Deputy 6. Chief Marker or Senior Marker.
- Attach FOUR recent ID Photo of yourself to the top right corner of this form. 7. An EDO and a Principal must not apply as Chief Marker/Marking Moderator.
- Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

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Name of Bank Branch Name Branch Code	BANK PARTICULARS											
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Are you currently employed by the Eastern Cape Education Department	Are you cur	rently employ	yed by	the Eastern	Cape Education	n Depai	tment			YES 🔲 I	NO	

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TEACHING/ADVISING EXPERIENCE (Relative to the subject applied for on this application) Subject	TE	ACHING/ADVI	SING EXPERIE	NCE (Re	lative to t	he subi	ect a	pplied for on this	s application)		
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Eastern Cape Provincial Assessment Instruction



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Surname/Initials (Print) CES: CURRICULUM MANAGEMENT	Signature Chairperso	n	Surname & Initials Chief Marker/Mode		Signature hief Marker/Moderator
	Date				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.

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	SUBJECT	SHORT CODE
	OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL	LLEVEL
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
	AGRICULTURE	
8	Agricultural Sciences	AGRS
	BUSINESS, COMMERCE AND MANAGEMENT STU	JDIES
9	Accounting	ACCN
10	Business Studies	BSTD
11	Economics	ECON
	HUMAN AND SOCIAL STUDIES	
12	Geography	GEOG
13	History	HIST
14	Religion Studies	RLGS
	PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE S	SCIENCES
15	Computer Applications Technology	CATN
16	Information Technology	INFT
17	Life Sciences	LFSC
18	Physical Sciences	PHSC
19	Mathematical Literacy	MLIT
20	Mathematics	MATHS

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Province of the EASTERN CAPE DEPARTMENT OF EDUCATION

LIST OF APPLICANTS – 2015 SENIOR CERTIFICATE

NAME OF DISTRICT

NAME OF SCHOOL

	IGNA										
	HOD SIGNATURE										
	APPLICANT'S SIGNATURE										
	Ь∀РЕК										
	SUBJECT										
	ID NUMBER										
	PERSAL NO.										
P	SURNAME & INITIALS										
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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.

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Principal Signature

Date

SCHOOL STAMP

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Eastern Cape Provincial Assessment Instruction

building blocks for growth

SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principal - Chairperson

ALL EDUCATORS APPLYING TO MARK SENIOR CERTIFICATE (SC)

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 qualifies to apply to be a Chief Marker/Marking Moderator for the SC Examination and if he/she has taught Grade 12 during the period 2011 to 2014.
 - 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 2011 to 2014.
 - 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.

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