



ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 48 OF 2017

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
CENTRE MANAGERS OF AET L4 CENTRES
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 20 JULY 2017

**AET L 4
APPLICATION FOR APPOINTMENT AS A CHIEF MARKER OR
MARKING MODERATOR: 2017 TO 2019**

- 1. GENERAL INFORMATION**
- 1.1 Application by tutors for Appointment as a Chief Marker/Marking Moderator for the 2017/19 Adult Education and Training L4 (AET L4) Examinations (**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 tutors undergo the final selection process.
- 1.4 Application forms are to be handed in at the Education District Offices – Exams Unit.
- 1.5 Verification and sorting process will be done at Centre and District levels by appropriate Verification Committees.
- 1.6 Chairpersons of the verification committees must ensure that all documents required have been attached by each applicant. A Checklist is attached to the Application Form.



WHO SHOULD APPLY AS A CHIEF MARKER OR MARKING MODERATOR?

- 2.1 A tutor may apply to be a Chief Marker or Marking Moderator of the Adult Education & Training (AET) L4 Examinations provided he/she taught the Learning Area he/she is applying for in Level 4 during the period 2014 to 2016 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 Centre Managers**) who taught AET L4 during the period 2014 to 2016 and who have a strong support staff that will manage the centres in their absence.
- 2.3 Tutors who have any qualification beyond Grade 12 must include a transcript of results from the institution showing the courses and the year of study.
- 2.4 **Tutors must have taught the subject and obtained 80% pass rate in 2016 in the Learning Area applying for.**

2. WHO DOES NOT QUALIFY TO MARK?

- 3.1 Tutors who never taught AET L4 during the period 2014 to 2016 in the Learning Area they are applying for.
- 3.2 Tutors who were never appointed as Examiner, Setting Moderator, Chief Marker, Deputy Chief Marker, Marking Moderator or Senior Marker in the Learning Area applying for during the period 2014 to 2016.
- 3.3 SBA Cluster leaders and SBA Co-ordinators who are not teaching the Learning Area and do not have qualifications in the Learning Area they co-ordinate.
- 3.4 A tutor who does not have at least 3 years of recent teaching experience in the Learning Area at Level 4.
- 3.5 AET Centre Managers.
- 3.6 Officials employed in the Assessment and Examinations Directorate.
- 3.7 Tutors/Officials involved in Examination Irregularities in 2016.

3. VERIFICATION AT CENTRE LEVEL:

- 4.1 Centre Managers to convene a meeting with the applicants and the Centre Management Team.
- 4.2 All application forms must be quality assured jointly at this meeting.
- 4.3.1 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 the list of applicants.
- 4.3.2 The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.



- 4.3.3 Centre Managers must present the list of applicants to the entire staff members before signing it.
- 4.3.5 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.

5. INSTRUCTIONS TO CENTRE MANAGERS

- 5.1 Approval must only be given, by signing the form, if the applicant was/is responsible for teaching the Learning Area at Level 4 during the period 2014 to 2016.
- 5.2 Do not sign application forms of teachers who are **not teaching in your centre.**
- 5.3 NB: Centre Managers must ensure that information provided on application forms is accurate and verifiable.
- 5.4 **Centre Managers are reminded that under no circumstances can they submit applications for themselves for positions of Chief Marker or Marking Moderator for AET L4.**

6. VERIFICATION AT DISTRICT LEVEL:

- 6.1 The members of the **Verification Committee** to consider the application forms for AET L4 Chief Markers and Marking Moderators will include:
- 6.1.1 CES: Curriculum (Chairperson)
- 6.1.2 CES: Governance
- 6.1.3 DCES: Assessment & Examinations
- 6.1.4 Education Development Officer (EDO)
- 6.1.5 Subject Advisors
- 6.1.6 Teacher Union representatives as observers
- 6.1.7 **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 not recommended.**

7. APPOINTMENT AT HEAD OFFICE

- 7.1 The membership of the **Provincial Committee** that recommends AET L4 Chief Markers/ Marking Moderators to the Superintendent General: Education for appointment is as follows:
- 7.1.1 CES: Marking Processes and Marking Processes Officials
- 7.1.2 CES: Instrument Development
- 7.1.3 CES: Internal Assessment
- 7.1.4 DD: IT and Certification
- 7.1.5 Human Resource Administration
- 7.1.6 Head Curriculum Officials
- 7.1.7 Teacher Union representatives as observers



8. CONDITIONS FOR APPOINTMENT

- 8.1 Appointed Marking Moderators/Chief Markers must have attended all professional development and training programmes and have a proven track record of excellence in the Learning Area applying for and must attach references.
- 8.2 Tutors must have obtained at **least 80 % pass rate** in the Learning Area applying for in the 2016 Examinations.
- 8.3 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.
- 8.4 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.
- 8.5 At least 3 years of recent teaching experience in the Learning Area at Level 4 during the period 2014 to 2016.

9. CRITERIA FOR REJECTION OF APPLICATIONS:

- 9.1 Incomplete or illegible applications will not be considered.
- 9.2 Application forms received at the District Office after the due date will not be considered.
- 9.3 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.
- 9.4 Tutors who obtained less than 80% pass in 2016 in the Learning Area applying for.
- 9.5 Failure to attach the appointment letter as Examiner, Setting Moderator, Chief Marker, Deputy Chief Marker, Marking Moderator or Senior Marker and a short resume'.

10. IMPORTANT DATES:

Closing date for receiving application forms at the District:	Friday, 17 AUGUST 2017
Closing date for the submission of application forms at the Provincial Office	Friday, 24 AUGUST 2017

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.



MS P. VINJENVOLD
DEPUTY DIRECTOR GENERAL : EPM



For Office use: Capture By: _____

ANNEXURE 1 OF 2017

Signature _____

Date _____

Province of the
EASTERN CAPE
EDUCATION

LEARNING AREA: _____

Place
Two
ID Photos

HereAPPLICATION FORM: AMENDED ADULT EDUCATION & TRAINING
(AET L4) EXAMINATION: 2017-2018

(Tick the appropriate block)

CHIEF MARKER

MARKING MODERATOR

CLOSING DATE: 17 AUGUST 2017
At the District Office

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT]

INSTRUCTIONS TO COMPLETE THIS FORM

1. AN APPLICANT MAY APPLY FOR ONE SUBJECT ONLY.
2. Any person found to have given fraudulent information will be disqualified from marking.
3. Certified copies of matric and 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 also applies to any other qualification after Grade 12.
4. A recommendation from Centre Manager and Subject Advisor must be attached if the tutor does not have the qualifications in the Learning Area applying for as evidence of his/her involvement in it.
5. Attach a **certified copy** of your ID Document to this form.
6. Attach TWO recent ID Photos to the top right corner of this form.
7. An EDO, GET Subject Advisors and a Centre Manager **must** not apply to be Chief Markers/Marking Moderators
8. Only tutors from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

A. 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																														
Next of Kin	Surname & Initials:										Relationship:										Contact Number/s:									
Present Post	(Mark with X) <input type="checkbox"/> Co-ordinator <input type="checkbox"/> Tutor																													
Employment status	<input type="checkbox"/> Temporal <input type="checkbox"/> Permanent <input type="checkbox"/> SGB Post <input type="checkbox"/>																													
AET L4 Centre Number											District Name																			
Institution/Centre Name																														



B. POPULATION GROUP (Mark with X)

To which population group do you belong?

☐ Black ☐ Coloured ☐ Indian ☐ White ☐ Other If other, please specify:
C. HOSPITALITY (Mark with X)

If successful, will you need accommodation during marking period?	Yes	No
Gender	Male	Female
Meals - Normal	Yes	No
Vegetarian (NB: All meals HALAAL)	Yes	No

D. LANGUAGE COMPETENCY

Marking language preference (Mark with X)	English	Afrikaans	Both
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E. QUALIFICATIONS (In the subject applying for on this form)

Qualification for Marking:	1. At least a second year pass at a tertiary level in the Learning Area to be marked. 2. At least 3 years of recent teaching /advising experience in the Learning Area at Level 4 i.e 2014, 2015 or 2016			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
E.g. Math Lit	2	AET Diploma.	2011	UNISA
TEACHING QUALIFICATIONS (i.e. HDE)				

E. MARKING EXPERIENCE

Year	Subject Code	Subject Description	Rank (e.g. Marker / Senior Marker)
2014			
2015			
2016			

F. PARTICULARS OF POST

Have you taught/advised the Learning Area Level 4 between 2014- 2016?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching/advising the Learning Area at Level 4?	<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 2017?	<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



G. TEACHING/ADVISING EXPERIENCE (Relative to the Learning Area applied for on this application)

Subject Description	Grade 12		
	Year	Name of Centre/District	Centre/District Contact No.
	2014		
	2015		
	2016		

H. PERFORMANCE AT OWN CENTRE/DISTRICT

Year	Subject Code	Information given must be relevant to the centres given in G	Learning Area Pass %	Learning Area Average %	No of learners in Learning Area
2014					
2015					
2016					

Indicate if you are currently appointed in the following position

Chief Marker (ECDDoE)		Internal Moderator (ECDDoE)	
National Examination Panel		Position at DHET	

H. 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

I. DECLARATION BY CENTRE MANAGER

To my knowledge the above-mentioned information is true and correct. I accept that the above person may leave the institution, if appointed, to take up marking responsibilities, and must return to school if marking is completed prior to official closure of centres. Tutors appointed as Chief Markers/Marking Moderators are to complete their work at their centres before reporting to the marking centre.

SCHOOL

STAMP

Print Name/Initials

Signature: Principal

Date

VERIFICATION AT DISTRICT (LEVEL 1)**VERIFICATION & RECOMMENDATION BY CO-ORDINATOR**

(The letter of recommendation must be attached if the tutor does not have qualifications in the Learning Area applying for and has been teaching it for the past three (3) years.

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant is currently teaching the Learning Area applying for at Level 4 and fully complied with the SBA moderation requirements.

Print Name

Signature: Subject Co-ordinator

Contact Number

Date

DISTRICT OFFICE

STAMP



VERIFICATION AT DISTRICT (LEVEL 2)
(Chairperson – CES: Curriculum Management)

Recommended	Not Recommended	
Reasons for not recommending:		
..... SURNAME & INITIALS (Print) SIGNATURE DATE

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APPOINTED	NOT APPOINTED	
Reasons for not appointing:		
..... CHAIRPERSON OF THE PANEL SURNAME & INITIALS (Print) SIGNATURE 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.

