



## ASSESSMENT AND EXAMINATIONS DIRECTORATE

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Ref. No. 13/P

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### ASSESSMENT INSTRUCTION NO 09 OF 2018

**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: 25 JANUARY 2018**

**NATIONAL SENIOR CERTIFICATE  
APPLICATION FOR APPOINTMENT AS A CHIEF MARKER OR  
MARKING MODERATOR: 2018 TO 2019**

#### 1. GENERAL INFORMATION

- 1.1 Application by educators for Appointment as a Chief Marker/Marking Moderator for the 2018-19 National Senior Certificate Examination is attached as **ANNEXURE 1**.
- 1.2 Applicants are required to carefully read all instructions on the application form.
- 1.3 Officials at all levels must check the application forms carefully and verify that only application forms for competent and qualified educators are submitted for the final selection process.
- 1.4 Application forms are to be handed in at Human Resource Administration (HRA) offices in relevant District Offices.
- 1.5 Subject Advisors who qualify and have applied as Chief Markers/Marking Moderators must also hand in application forms to District HRA.
- 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 an appointed one.



- 1.7 Verification and sorting processes will be done at School and District levels by appropriate Verification Committees.
- 1.8 Chairpersons of the verification committees must ensure that all documents required have been attached by each applicant.

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

- 2.1 An educator may apply to be a Chief Marker or Marking Moderator of the National Senior Certificate (NSC) Examinations provided he/she taught the subject he/she is applying for in Grade 12 during the period 2015 to 2017 and was either an Examiner / Setting Moderator / Chief Marker / Deputy Chief Marker / Marking Moderator or Senior Marker during this period.
- 2.2 A Subject Advisor who has been advising in the subject he/she is applying for during the period 2015 to 2017, and was either an Examiner / Setting Moderator / Chief Marker / Deputy Chief Marker / Marking Moderator or Senior Marker during this period.  
(Preference, however, will be given to school based educators.)
- 2.3 All applicants with a second year or third year University/Teacher qualification in the subject that they are advising on can apply as Marking Moderators.
- 2.4 Educators who have an ACE qualification must include a transcript of results from the University showing the phase (FET) and the year of study e.g. 2<sup>nd</sup>.
- 2.5 ***Educators must have taught the subject and obtained 80% pass rate in 2015 - 2017 in the subject applied for.***

## **3. WHO DOES NOT QUALIFY TO APPLY AS CHIEF MARKER / MARKING MODERATOR?**

- 3.1 Office-based educators who are not directly involved in training and supporting subject educators e.g. CESSs, EDOs, Curriculum Advisors in the GET Phase, must not apply to mark Grade 12.
- 3.2 Educators who have not taught Grade 12 during the period 2015 to 2017 in the subject they are applying for.
- 3.3 Educators who do not have experience as Examiner / Setting Moderator / Chief Marker/ Deputy Chief Marker / Marking Moderator or Senior Marker in the subject applied for during the period 2015 to 2017.
- 3.4 Principals of schools.
- 3.5 Officials employed in the Assessment and Examinations Directorate.
- 3.6 Educator/Officials involved in Examination Irregularities in 2017.

## **4. VERIFICATION AT SCHOOL LEVEL:**

- 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.
- 4.3 Complete the LIST OF APPLICANTS (**ANNEXURE 2**), that will be signed by each applicant and his/her Head of Department (HOD). A 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 before signing it.
- 4.6 Any false information supplied in this document will result in the disqualification of all the participants in the school verification process from being appointed as markers for two years.

## 5. **INSTRUCTIONS TO PRINCIPALS**

- 5.1 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 2015 to 2017.
- 5.2 Do not sign application forms of educators who are **not teaching in your school.**
- 5.3 NB: Principals must ensure that information provided on application forms is accurate and verifiable.
- 5.4 Principals **are reminded that under no circumstances may they submit applications for themselves for Grade 12 NSC marking.**

## 6. **VERIFICATION AT DISTRICT LEVEL:**

- 6.1 The members of the **Verification Committee** to consider the application forms for NSC Grade 12 Chief Markers / Marking Moderators will include:
- 6.1.1 CES: Curriculum (Chairperson)
  - 6.1.2 CES: Management and Governance
  - 6.1.3 DCES: Examinations & Assessment
  - 6.1.4 Circuit Managers
  - 6.1.5 Subject Advisors
  - 6.1.6 Teacher Union representatives as observers
  - 6.1.7 Secretariat from HRA
  - 6.1.8 **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.**
- 6.2 The members of the **Verification Committee** to consider the application forms for Subject **Advisors and DCESs** who apply to mark NSC will include:
- 6.2.1 CES: Curriculum (Chairperson)
  - 6.2.2 CES: Management and Governance
  - 6.2.3 DCES: Assessment & Examinations
  - 6.2.4 Circuit Managers
  - 6.2.5 Teacher Union representatives as observers



6.2.6 Secretariat from HRA

6.2.7 **NB: In the Districts where there are appointed DCEs and SEs for individual subjects, preference must be given to the SEs (Subject Advisors).**

6.2.8 ***Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCE of the same subject.***

6.2.9 **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.**

## **7. APPOINTMENT AT HEAD OFFICE**

7.1 The membership of the **Provincial Committee** that recommends NSC Chief Markers / Marking Moderators to the Deputy Director General: EPEM 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 Office Subject Planners

7.1.7 Teacher Union representatives as observers

7.1.8 Secretariat from HRA

## **8 CONDITIONS FOR APPOINTMENT**

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.

8.1 Educators must have obtained at **least 80 % pass rate** in the subject applying for in 2017 Grade 12 NSC Examinations.

8.2 A copy of **appointment letter** as Examiner / Setting Moderator / Chief Marker / Deputy Chief Marker / Marking Moderator or Senior Marker and a short resume` may be attached.

8.3 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.

8.4 At least 3 years of recent teaching /advising experience in the subject in Grade 12 during the period 2015 to 2017.

## 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 HRA and be verified at District level.
- 9.4 Applicants who obtained less than 80% pass in the subject applying for in 2017 will not be considered.


## 10 IMPORTANT DATES:

Closing date for receiving application forms at the District:	<b>Friday, 22 FEBRUARY 2018</b>
Closing date for the submission of application forms at the Provincial Office	<b>Friday, 08 MARCH 2018</b>

Kindly note that all the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as with 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. VINJEVOLD**  
**DEPUTY DIRECTOR GENERAL: EPEM**

For Office use: Capture By: _____		<b>ANNEXURE 1</b> <b>ASSESSMENT INSTRUCTION 09 OF 2018</b>										
Signature _____	Date _____											
 Province of the <b>EASTERN CAPE</b> EDUCATION	<b>SUBJECT:</b> _____ <b>INDICATE YOUR PREFERENCE IN THE ORDER AS FOLLOWS</b>		Place Two ID Photos  Here									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">PREFERENCE</th> <th style="width: 50%;">PAPER (1/2/3)</th> </tr> <tr> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> </tr> </table>		PREFERENCE		PAPER (1/2/3)	1		2		3			
PREFERENCE	PAPER (1/2/3)											
1												
2												
3												

<b>APPLICATION FORM: CHIEF MARKER / MARKING MODERATOR</b> <b>GRADE 12 NSC EXAMINATION: 2018 - 2019</b> (Tick the appropriate block)																						
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">CHIEF MARKER</div>				<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">MARKING MODERATOR</div>																		
<div style="border: 1px solid black; display: inline-block; padding: 5px;"> <b>CLOSING DATE: 22 FEBRUARY 2018</b>  <b>At the District Office</b> </div>																						
[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]																						
<b>INSTRUCTIONS TO COMPLETE THIS FORM</b>																						
1. <b>AN APPLICANT MAY APPLY FOR ONE SUBJECT ONLY.</b> 2. Any person found to have given fraudulent information will be disqualified from marking. 3. Certified copies of Matric and academic qualifications <b>MUST</b> accompany every application. If the Certificate/Degree does not show the specific major subject, then a copy of the <b>subject advice sheet/transcript</b> must accompany the Certificate/Degree. This also applies to ACE qualifications. 4. <b>A recommendation from Principal and Subject Advisor must be attached if the educator does not have the qualifications in the subject applying for as evidence of his/her involvement in the subject.</b> 5. Attach a <b>certified copy</b> 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 Principal <b>must not</b> apply for appointment as Chief Marker / Marking Moderator. 8. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.																						
<b>A. PERSONAL INFORMATION</b>																						
PERSAL No.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">ID No</td> <td colspan="10"></td> </tr> </table>											ID No										
ID No																						
Surname						First Names																
Title	Initials					Postal Address																
Tel. No. (W)																						
Tel. No. (H)																						
Cell Number																						
Next of Kin	Surname & Initials:					Relationship:					Contact Number/s:											
Present Post	(Mark with X) <input type="checkbox"/> DCES <input type="checkbox"/> SES <input type="checkbox"/> Educator																					
Employment status	<input type="checkbox"/> Temporal <input type="checkbox"/> Permanent <input type="checkbox"/> SGB Post <input type="checkbox"/> Independent School																					
Grade 12 Exam Centre Number						District Name																
Institution/School 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

**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 subject applying for.
2. At least 3 years of recent teaching /advising experience in the subject in Grade 12 i.e 2015, 2016 or 2017

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	2011	<i>NMMU</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

**E. MARKING EXPERIENCE**

Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g. Marker / Senior Marker)
2015				
2016				
2017				

**F. PARTICULARS OF POST**

Have you taught/advised the subject in Grade 12 between 2015- 2017?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching/advising the Subject in Grade 12?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you in a Governing Body Post? (applicable to educators)	<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 subject applied for on this application)			
Subject Description	Grade 12		
	Year	Name of School/District	School/District Contact No.
<i>e.g. Business Studies</i>	2014	<i>Bhisho High</i>	040-6392662
	2015		
	2016		
	2017		

H. PERFORMANCE AT OWN CENTRE/DISTRICT (Relative to the Subject applied for on this application)					
Year	Name of School/District		Subject Pass %	Subject Average %	No of learners in the subject
<i>e.g. 2014</i>	<i>Bhisho High</i>	Information must relate to personal performance at the centres listed above in G.	73	56	68
2015					
2016					
2017					

Indicate if you are currently appointed in the following position

Chief Marker (ECDoE)		Internal Moderator (ECDoE)	
National Examination Panel		Position at DBE <a href="#">[NM]</a>	

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 true and correct. I accept that the above person may leave the institution, if appointed. Educator appointed as Chief Markers / Marking Moderators are to complete their work at their institution before reporting to the marking centre.			
		SCHOOL	
		STAMP	
----- Print Name/Initials	----- Signature: Principal	----- Date	





**VERIFICATION AT DISTRICT**  
**VERIFICATION & RECOMMENDATION BY SUBJECT ADVISOR / CES CURRICULUM**  
(The letter of recommendation must be attached if the teacher does not have qualifications in the subject applying for and has been teaching it for the past three years.)

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant is currently teaching Grade 12 for the subject applied for.

Recommended

Not Recommended

Reasons for not recommending:

DISTRICT OFFICE

Print Name

Signature: Subject Advisor /CES Curriculum

Contact Number

Date

STAMP

**PROVINCIAL OFFICE USE ONLY**

<b>APPOINTED</b>		<b>NOT APPOINTED</b>	
<b>If not appointed provide reasons:</b>			
<b>CHAIRPERSON OF THE PANEL</b>		<b>DATE:</b>	

**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.



LIST OF GRADE 12 NSC SUBJECTS AND CODES		
SUBJECT		SHORT CODE
OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL		
GROUP A		
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
MATHEMATICAL SCIENCE		
8	Mathematical Literacy	MLIT
9	Mathematics	MATH
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
10	Accounting	ACCN
11	Business Studies	BSTD
12	Economics	ECON
ENGINEERING AND TECHNOLOGY		
13	Civil Technology	CVLT
14	Electrical Technology	ELTT
15	Mechanical Technology	MCHT
16	Engineering Graphics and Design	GRDES
HUMAN AND SOCIAL STUDIES		
17	Geography	GEOG
18	History	HIST
19	Religion Studies	RLGS
PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE		
20	Computer Applications Technology	CATN
21	Information Technology	INFT
22	Life Sciences	LFSC
23	Physical Sciences	PHSC
SERVICES		
24	Consumer Studies	CNST
25	Hospitality Studies	HOSP
26	Tourism	TRSM



**LIST OF APPLICANTS – 2018 NATIONAL SENIOR CERTIFICATE - CHIEF MARKER /  
MARKING MODERATOR:**

**NAME OF DISTRICT**

**NAME OF SCHOOL**

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	PAPER	APPLICANT'S SIGNATURE	HOD SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							

**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 (Print)

-----  
Principal Signature

-----  
Date

SCHOOL STAMP

# SCHOOL VERIFICATION

## 1. SCHOOL VERIFICATION TEAM

Principal – Chairperson

**ALL EDUCATORS APPLYING AS CHIEF MARKERS / MARKING MODERATORS  
NATIONAL SENIOR CERTIFICATE**

## 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.
- 3** The Committee must verify if each applicant qualifies to apply to be a Chief Marker / Marking Moderator for the NSC Examination and if he/she has taught Grade 12 during the period 2015 to 2017.
- When an educator's application has been recommended, 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.
- 4** The Principal signs the List of Applicants, after the staff has accepted that the applicants taught Grade 12 during the period 2015 to 2017.
- The Principal must submit the list to the District Office HR, and the district official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.
  - The principal must keep a copy of the list signed by the District Official.

