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**ASSESSMENT INSTRUCTION NO 22 OF 2020**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DHET REGIONAL MANAGER  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
ECCET PRINCIPALS  
ECCET DEPUTY PRINCIPALS  
CIRCUIT MANAGERS  
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS  
COMMUNITY LEARNING CENTRE MANAGERS  
TEACHER UNIONS/TEACHER ORGANISATIONS  
ECCET COUNCIL  
ECCET ACADEMIC BOARD**

**DATE: 22 JULY 2020**

**2020 ADULT EDUCATION & TRAINING (AET) L4- GETC  
APPLICATION FOR APPOINTMENT AS A MARKER**

**Application by lecturers for Appointment as Markers of the 2020 Adult Education & Training Examination – AET L4 - ANNEXURE 1.**

**Read the Instructions on Application Forms.**

**NB: All officials are requested to check the Application Form carefully to verify that only competent qualified Markers are appointed to these critically important positions.**

**Application forms to be handed in at DISTRICT/CMC- HEAD OF EXAMINATIONS OFFICES in relevant Districts/CMCs. AET Regional Officials who qualify and wish to be appointed as markers must also submit application forms in their relevant District/CMC Offices.**

**Verification and sorting will be done at Centre and District level by the Verification Committees.**

## **1. WHO QUALIFIES TO APPLY TO MARK AET L4 EXAMINATION SCRIPTS?**

- 1.1 CET lecturers who taught the Learning Area applying for in AET L4 during the period 2015 - 2019.
- 1.2 CET lecturers who have at least a recognized three year post matric qualification in the Learning Area applying for or directly related field of study at second or third-year level.

**NB. A transcript/statement of results must be attached, if the Learning Area is not specified on the certificate.**

- 1.3 CET lecturers who do not have the required qualifications in the relevant learning area, BUT have been teaching the Learning Area on full time basis, and can submit letters of recommendation from the Centre Manager as evidence of teaching the Learning Area.
- 1.4 Centre Management Team members who taught AET L4 during the period 2015 to 2019.  
**NB. Preference will be given to serving lecturers who are presently teaching the the Learning Area concerned.**
- 1.5 AET Regional Officials who have a three-year qualification in the Learning Area applying for, or a directly related field of study at tertiary level. A transcript of results must be attached, if the Learning Area is not specified on the certificate.

**NB. A minimum of 50% pass rate in the learning area applying for, in any of these years between 2015 to 2019, will be an added advantage.**

## **2. WHO DOES NOT QUALIFY TO MARK?**

- 2.1 CET lecturers who never taught Level 4 during the period 2015 to 2019 in the Learning Area they are applying for.
- 2.2 Office-based educators who are not directly involved in training and supporting of AET lecturers in the Learning Area, e.g. CESSs, EDOs, Curriculum Advisors in the GET Phase.
- 2.3 CET lecturers/office-based educators who do not have a qualification in the Learning Area or directly related field of study and their Center Managers/Supervisors have not confirmed their lecturing/supporting experience in the Learning Area they are applying for.
- 2.4 Non-South African citizens without SACE registration. Non-South African citizens with expired work permits.
- 2.5 CET lecturers who will be on leave at the time of marking.
- 2.6 CET lecturers on suspension.
- 2.7 CET lecturers who have retired or were dismissed from any other government department.
- 2.7.1 Officials employed in the Assessment and Examinations Chief Directorate.

- 2.7.2 AET lecturers /Officials who have been found to have contravened the Examinations Regulations and are still serving the sanctions.
- 2.7.3 CET lecturers whose evaluation forms for the previous marking session reflect that they do not qualify to mark.

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

- 3.1 CET Centre Manager to convene a meeting with the applicants and the Centre Management Team.
- 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 his/her Head of Department (HOD). A signed Attendance Register and minutes of the meeting must be attached to each application form.
- 3.4 The signing of the application form is legally binding, and it certifies the accuracy and ownership of the information provided by all signatories.
- 3.5 Centre Managers must present the list of applicants to the entire staff before signing it.
- 3.6 Centre Manager's application form must be signed by the AET Regional Official/Deputy Principal Academic.
- 3.7 **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. Furthermore, disciplinary action will be taken against the Center Manager.**

### **4. INSTRUCTIONS TO CENTRE MANAGERS**

- 4.1 Approval must only be given by signing the form, if the lecturer was/is responsible for teaching the Learning Area in Level 4 during the period 2015 to 2019.
- 4.2 Do not sign application forms of lecturers who are **not teaching in your centre or who have outstanding documents**
- 4.3 NB: AET Centre Managers must ensure that information provided on application forms is accurate and verifiable.
- 4.4 **Centre Managers to attach a letter of recommendation for lecturers who do not have the required qualifications in the relevant Learning Area, BUT have been teaching it on full time basis, motivating the competence of the lecturers in the Learning Area.**
- 4.5 Centre Manager must submit a copy of the signed minutes and List of Applicants to the District/CMC office.
- 4.6 Centre Manager must keep a copy of the minutes and List of Applicants for future reference.

## **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: School Administration

5.1.3 DCES: Assessment & Examinations

5.1.4 Representation of Circuit Managers

5.1.5 AET Regional Officials

5.1.6 Teacher Union representatives as observers.

5.1.7 **The committee must ensure that all criteria are met, and information provided is verified.**

5.1.8 **Reasons must be written in the space provided on the application form in the event of the application not being recommended, not on the front of the application.**

5.1.9 **AET Regional Co-Ordinators must attach a letter of recommendation for lecturers who do not have the required qualifications in the relevant Learning Area, BUT have been teaching it on full time basis, motivating the competence of the lecturer in the Learning Area.**

5.1.10 **All application forms must be signed by the Chairperson/Regional Officials after verification.**

5.2 **AET Regional Official who have applied to mark AET L4 should not be part of the Verification Committee when their applications are being verified.**

5.2.1 ***Under NO circumstances must the Verification Committee recommend both the AET Regional Official and the DCES.***

5.3 **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 VERIFICATION AT PROVINCIAL LEVEL:**

6.1 **The membership of the Provincial Committee that recommends AET L4 markers to the Superintendent General: Education, for appointment is as follows:**

6.1.1 Assessment and Examinations official as a Chairperson

6.1.2 Marking Moderator for the specific Learning Area

6.1.3 Chief Marker for the Learning Area

6.1.4 ECCET Deputy Principal-Academic, Deputy Principal-Corporate & Regional Officials based on the region.

6.1.5 Teacher Union representatives as observers.

## **7 CONDITIONS FOR APPOINTMENT**



- 7.1 Appointed markers will receive appointment letters which must be produced on arrival at the marking centres, signed by the CET Centre Manager that he/she has been released from his/her centre/office.
- 7.2 **Appointed markers must draw up their own handwritten marking memorandum for marking the question paper they have been appointed for and submit it at the Marking Centre on the day of registration.**
- 7.3 This individual memorandum cannot be shared with colleagues and must be original, and handwritten and not reproduced in any way/form.
- 7.4 Appointed markers must bring their own Question Papers (and addendum if applicable), and recommended colour of the pens as it will be indicated on the appointment letter to the Marking Centre.
- 7.5 Appointed markers must attend a compulsory training session on the day prior to the start of the marking session. Markers who fail to attend this training session will not be allowed to mark.
- 7.6 Lecturers who have obtained at least 50 % pass rate in the learning area applying for in 2015 - 2019 AET L4 Examinations shall have an added advantage.
- 7.7 Appointed markers who have relatives who will be writing the AET L4 Examination in the year marking is applied for, must declare this by signing the form attached to the application form - **(ANNEXURE 3)**.
- 7.8 Lecturers must have SACE certificate.
- 7.9 Foreign qualifications must have DHET and SAQA evaluation certificates.
- 7.10 Foreign nationals must have a Passport and a work permit which is valid at least for a period of six months, which must include the marking period from 01 November 2020 to 28 February 2021.

**The department reserves the right to disqualify any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or incorrect information, both work and academic record.**

## **8 CRITERIA FOR REJECTION OF APPLICATIONS:**

- 8.1 Incomplete or illegible applications will not be considered.
- 8.2 Application forms that are not signed by Centre Managers will not be considered and will be regarded as incomplete.
- 8.3 Application forms received at the District/CMC 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/CMC Exams Office and be verified at District level.

## 9 IMPORTANT DATES:

Closing date for receiving application forms at the District:	<b>Friday, 14 August 2020</b>
Closing date for receiving application forms at the Provincial Office:	<b>Friday, 21 August 2020</b>

Kindly note that all the information in application forms will be **verified** with the **database** in the **DHET Regional office, as well as ECCET College**. 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.

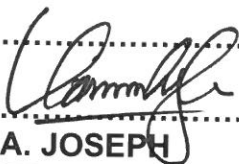
  

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**MR. R. TYWAKADI**

**DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGEMENT & DELIVERY**

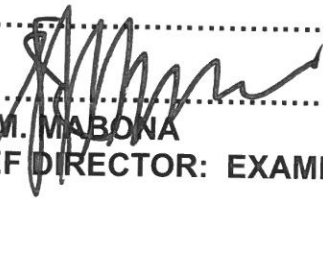
SUPPORTED / NOT SUPPORTED



MR V. A. JOSEPH  
DIRECTOR: EXAMINATIONS AND ASSESSMENT

28/07/2020  
DATE

RECOMMENDED / NOT RECOMMENDED



MR E. M. MABONA  
A/CHIEF DIRECTOR: EXAMINATIONS & ASSESSMENT

20-07-2020  
DATE

APPROVED / NOT APPROVED



MR R. TYWAKADI  
DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGEMENT & DELIVERY

30/07/2020  
DATE





### C. HOSPITALITY

If successful, will you need accommodation during marking period?	YES	Y	NO	No	
Gender	Male	M	Female	F	
Meals - Normal	YES	Y	NO	No	
Normal – but No pork	YES	Y	NO	No	
Vegetarian (NB: All meals HALAAL)	YES	Y	NO	No	

### D. 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		

### E. LANGUAGE OF TEACHING

Marking language preference for all learning areas	English			
	Afrikaans			

### F. QUALIFICATIONS (In the learning area applied for on this form)

<b>Qualification for Marking:</b>	1. At least a second-year pass at a tertiary level in the learning area to be marked. 2. At least 5 years of recent teaching /advising experience in the Learning Area in AET L4 i.e. 2015, 2016, 2017, 2018 or 2019			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. English</i>	2	<i>B. A.</i>	2008	<i>Fort Hare University</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

### F. MARKING EXPERIENCE

Year	Learning Area Code	Learning Area Description	Rank (e.g. Marker / Senior Marker)
2015			
2016			
2017			
2018			
2019			

### G. PARTICULARS OF POST

Have you lectured/advised the Learning Area in AET L4 between 2015-2019?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching/advising the Learning Area in AET L4?	<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 Dept. of Higher Education & Training on or before December 2020?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Are you currently employed by the Department of Higher Education & Training (DHET)

☐ YES

☐ NO

### H. TEACHING/ADVISING EXPERIENCE (Relative to the subject applied for on this application)

Learning Area Code	Learning Area Description	Grade 12			Name of Centre	Centre Contact No.
		Year Start	Year End	Total Years		
LCEN 4	English	2015	2015/19	5	Westbank Prison	(043) 3102125
		2016				
		2017				
		2018				
		2019				

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

Year	Learning Area Code	Learning Area Description	Learning Area Pass %	Learning Area Average %	No of learners in the Learning Area
2015					
2016					
2017					
2018					
2019					

### 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 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, as early as 01 December 2020 / 01 January 2021 and must return to school if marking is completed prior to official closure of AET centres. Lecturers appointed as markers are to complete their work at their institution before reporting to the marking centre.

-----  
Print Name/Initials

-----  
Signature: Centre Manager

-----  
Date

CENTRE  
STAMP

**RECOMMENDATION BY AET CO-ORDINATOR/ CES: CURRICULUM**  
**(Chairperson of Verification Committee)**

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant is currently teaching AET L4 for the Learning Area applied for and fully complied with the SBA moderation requirements.

Print Name

Signature: AET Regional Official /CES:  
Curriculum

Contact Number

Date

DISTRICT OFFICE

STAMP

<p align="center"><b>DISTRICT VERIFICATION:</b></p> <p>Recommended [   ] : Not Recommended [   ]</p> <p><b>If Not Recommended:</b> Committee to state reason(s) why applicant is not recommended</p> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border: 1px solid black; height: 15px; margin-bottom: 2px;"></div>	<p align="center"><b>PROVINCIAL SELECTION PANEL</b></p> <p align="center">Indicate with a tick <input checked="" type="checkbox"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; padding: 5px;">SUCCESSFUL</td> <td style="width: 33%; text-align: center; padding: 5px;">RESERVE LIST NUMBER</td> <td style="width: 33%; text-align: center; padding: 5px;">UNSUCCESSFUL</td> </tr> <tr> <td style="height: 100px;"></td> <td></td> <td></td> </tr> </table>	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL			
SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL					
<p>Surname/Initials (Print) CES: CURRICULUM MANAGEMENT</p>	<p>Signature Chairperson</p>	<p>Surname &amp; Initials (Print) Chief Marker/Moderator</p>	<p>Signature Chief Marker/Moderator</p>				
	Date		Date				

<p><b>EXTRACT FROM GOVERNMENT GAZETTE, 12 FEBRUARY 2016 [No. 39684 Pages D 143-145]</b></p>
<p align="center"><b>CRITERIA FOR THE APPOINTMENT OF EDUCATORS FOR EXAMINATION-RELATED WORK (MARKERS)</b></p>
<p>(1) Markers are appointed in terms of the Personnel Administration Measures (PAM), which states among other, the following: -</p> <p>(2) A recognised three-year post school qualification which must include the subject concerned at secondary or third year level or other appropriate post grade 12 qualifications.</p> <p>(3) Appropriate teaching experience, including teaching experience at the appropriate level (FET band), in the subject area concerned.</p> <p>(4) Preference should be given to serving educators who are presently teaching the subject concerned.</p> <p>(5) The selection of markers for a specific examination paper should be carried out by a panel comprising of Chief Marker and Marking Moderator; Relevant departmental officials; Teacher unions (as observers).</p>



## LIST OF APPLICANTS – 2020 AET L4

**NAME OF DISTRICT**

**NAME OF CENTRE**

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	LEARNING AREA	PAPER	APPLICANT'S SIGNATURE	SUPERVISOR/CENTRE MANAGER 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 LECTURERS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.**

Centre Manager Full Name (Print) .....

Centre Manager Signature .....

Date .....

CENTRE STAMP





Province of the  
**EASTERN CAPE**  
EDUCATION

**DECLARATION BY OFFICIALS INVOLVED IN EXAMINATION ACTIVITIES  
TO THE DEPARTMENT OF EDUCATION CONCERNING RELATIVE/CLOSE FRIEND WRITING THE  
2020 AET L4 EXAMINATION**

I, \_\_\_\_\_ declare that:  
(Full Names. PLEASE PRINT)

[illegible]

(Identity Number)

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(Persal Number)

1. I have a relative/close friend writing the 2020 AET L4 examinations.
2. I fully understand and accept that should I, without authority, make available to this person confidential information regarding examinations; or should I, whether by intent or negligence, allow confidential examination information to be made available to this person I shall be liable to disciplinary action by the Department.  
If I am found guilty of misconduct, the serious nature of this misconduct might cause my discharge and any other penalties imposed legally on me by the Education Department.
3. **I fully understand the requirements and accept them unconditionally.**

<b>DETAILS OF RELATIVE / CLOSE FRIEND</b>								
<b>FULL NAME</b>								
<b>ID NUMBER</b>								
<b>NAME OF CENTRE</b>								
<b>SIGNATURE OF DECLARANT</b>								
<b>DESIGNATION</b>								
<b>DATE</b>								
<b>WITNESS 1</b>	<b>NAME</b>							
	<b>SIGNATURE</b>							<b>DATE</b>
	<b>ID NO</b>							
<b>WITNESS 2</b>	<b>NAME</b>							
	<b>SIGNATURE</b>							<b>DATE</b>
	<b>ID NO</b>							

A certified copy of your ID and the relative/close friend ID shall be attached to this form

# **CENTRE VERIFICATION**

## **1. CENTRE VERIFICATION TEAM**

Centre Manager – Chairperson

### **ALL LECTURERS APPLYING TO MARK 2020 AET L4**

## **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 Manager should table the lecturers' application forms before the Verification Committee.

## **3 The Committee must verify if each applicant qualifies to apply to be a Marker of the AET L4 Examination and if he/she has taught AET L4 during the period 2015 to 2019.**

- When a lecturer's application has been approved, the lecturer must sign next to his/her name.
- The Supervisor must append his/her signature next to the name of the lecturer, he/she supervises.
- The List of Applicants must be presented to the whole staff.

### **3.2.1 The Centre Manager signs the List of Applicants, after the staff has accepted that the applicants taught AET L4 during the period 2015 to 2019. First time applicants must have taught the Learning Area for at least two years.**

- The Centre Manager 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.

# DISTRICT VERIFICATION

## 1. DISTRICT VERIFICATION TEAM

- As per the Assessment Instruction
- CES Curriculum: Chairperson

**N. B. Make copies of the Assessment Instruction available to the Verification Team, and reference must be made to it during the verification process.**

## 2. DISTRICT VERIFICATION PROCEDURE

- Application forms must be received from Exams in clearly labelled batches, per learning area and Paper.
- Members of the Verification Committee are divided into various learning areas.
- Start by setting those for educators with foreign qualifications. Verification to be done as per Assessment Instruction.
- Check the accurate completion of the application form. If not, set aside and state the reason in the space for recommending/not recommending.
- Verify the information on the centre or district performance in the learning area applied for.
- Verify teaching experience in the relevant learning area. If incorrect information has been supplied, do not recommend and comment as such in the provided space.
- In the remaining applications check if all the required documents, as per the Assessment Instruction, have been attached.
- Use the attached checklist to indicate what has been checked at District level (accurate execution).
- **No comments** should be written on the front cover of the application form.
- All required signatories should append their signatures and put the district stamp.
- Keep applications as per their respective learning areas and papers.
- Applications for lecturers with foreign qualifications should be batched separately, clearly identified.
- A typed list of applicants for each learning area and paper must be placed on top of each batch.
- The Chairperson of the District Verification Committee must ensure that all applications are submitted to the Head Office: Marking Processes within the set time frames.
- Chairperson should make sure that a **copy of all the applicants is made and kept** safe at the district exams office for reference purposes and resolution of disputes, if any.

# CHECKLIST FOR THE SELECTION OF AET L4 MARKERS

SURNAME & INITIALS: ----- LEARNING AREA & PAPER-----

NO.	ITEM	MARKER	HOD	DISTRICT	SELECTION PANEL
1.	ID photos attached				
2.	Certified copy of ID				
3.	Certified copies of Matric Certificate				
4.	Certified copies of qualifications (transcript reflecting 2 <sup>nd</sup> year qualification in the learning area)				
5.	Certified copy of SACE certificate				
6.	Letter of recommendation from the Centre Manager if the lecturer does not have qualification but has been teaching the learning area				
7.	Letter of recommendation from the Subject Advisor if the lecturer does not have qualification but has been teaching the learning area				
8.	Has the applicant signed?				
9.	Signature by Centre Manager and centre stamp				
10.	Signature by Subject Advisor and or CES Curriculum				
11.	Work Permit (if Foreign National) valid at least up to 28 February 2021.  <ul style="list-style-type: none"> <li>• SARS Certificate</li> <li>• SAQA &amp; DHET verification of Qualifications</li> </ul>				

-----  
SURNAME & INITIALS OF HOD

-----  
SIGNATURE

-----  
DATE

<b>LIST OF AET L4 LEARNING AREAS</b>
APPLIED AGRIC & AGRIC TECHNOLOGY L4
NATURAL SCIENCES L4
INFORMATION TECHNOLOGY L4
SESOTHO L4
XHOSA L4
ECONOMIC AND MANAGEMENT SCIENCES L4
MATHS & MATHS SCIENCES L4
EARLY CHILDHOOD DEVELOPMENT L4
MATHEMATICAL LITERACY L4
TRAVEL AND TOURISM L4
ENGLISH L4
ANCILLIARY HEALTH CARE L4
HUMAN AND SOCIAL SCIENCES L4
LIFE ORIENTATION L4
SMALL MEDIUM & MICRO ENTERPRISES L4
WHOLESALE & RETAIL L4