

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

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ASSESSMENT INSTRUCTION NO 16 OF 2023

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 – 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 21 FEBRUARY 2023

**NATIONAL SENIOR CERTIFICATE (NSC) APPLICATION
FOR APPOINTMENT AS A CHIEF MARKER OR MARKING
MODERATOR: 2023 TO 2025**

1. GENERAL INFORMATION

- 1.1 Application form by educators for appointment as a Chief Marker/Marking Moderator for the 2023-25 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 Examinations and Assessment offices in relevant District Offices/CMCs.
- 1.5 Subject Advisors who qualify and have applied as Chief Markers/Marking Moderators must also hand in application forms to the same offices mentioned at 1.4.

- 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 It must be noted that, the PAM document, Gazette No 39684, page 155, D.4.4.4, provides that (preference should be given to serving educators who are presently teaching the subject concerned.)
- 1.8 Verification and sorting processes will be done at School and District levels by appropriate Verification Committees.
- 1.9 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 2018 to 2022 and from 2018 to 2022 was either an/a
 - 2.1.1 Provincial/ National Examiner
 - 2.1.2 Provincial/National Question Paper Setting Moderator
 - 2.1.3 Chief Marker
 - 2.1.4 Deputy Chief Marker
 - 2.1.5 Marking Moderator or
 - 2.1.6 Senior Marker
- 2.2 **A Subject Advisor** who has been advising in the subject he/she is applying for during the period 2018 to 2022 and from 2018 to 2022 was either a/an
 - 2.2.1 Provincial/National Examiner
 - 2.2.2 Provincial/National Question Paper Setting Moderator
 - 2.2.3 Chief Marker
 - 2.2.4 Deputy Chief Marker
 - 2.2.5 Marking Moderator or
 - 2.2.6 Senior Marker

- 2.3 An educator with recognized three-year post school qualification which must include the subject concerned at second year or third year level, or other appropriate post grade 12 qualification.
- 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., 2nd.
- 2.5 ***Educators must have taught the subject and obtained 80% pass rate in 2018 - 2022 in the subject applied for.***
- 2.6 *In addition to the above criteria, preference shall be given to the serving educators who are presently teaching the subject concerned.*

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, Circuit Managers, 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 2018 to 2022 in the subject they are applying for.
- 3.3 Educators who do not have experience as
 - 3.3.1 Provincial/National Examiner
 - 3.3.2 Provincial/National Question Paper Setting Moderator
 - 3.3.3 Chief Marker
 - 3.3.4 Deputy Chief Marker
 - 3.3.5 Marking Moderator or
 - 3.3.6 Senior Marker in the subject applied for during the period 2018 to 2022.
- 3.4 Principals of schools.
- 3.5 Officials employed in the Examinations and Assessment Chief Directorate.
- 3.6 Educators/Officials who have been found to have contravened the Examination Regulations and are still serving sanction.

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 consecutive years. Furthermore, disciplinary action shall be taken against the principal.

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 2018 to 2022.
- 5.2 Do not sign application forms of educators who are **not teaching in your school or who have outstanding documents.**
- 5.3 NB: Principals must ensure that information provided on application forms is accurate and verifiable.
- 5.4 **Principals must submit signed minutes of the meeting to the District Office.**
- 5.5 **Principal must keep a copy of the list of recommended applicants and minutes for future reference.**

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: School Administration
 - 6.1.3 CES/DCES: Examinations & Assessment
 - 6.1.4 Representation of Circuit Managers
 - 6.1.5 FET 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, and not on the front cover of the application form.**

 - 6.1.9 Office-based educators should recuse themselves when the Verification Committee in the District Office verifies their application forms.**

 - 6.1.10 Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCES of the same subject.**
- 6.2 The members of the **Verification Committee** to consider the application forms for **Subject Advisors and DCESs** who apply to be NSC Chief Markers / Marking Moderator will include:
- 6.2.1 CES: Curriculum (Chairperson)
 - 6.2.2 CES: School Administration
 - 6.2.3 DCES: Examinations and Assessment
 - 6.2.4 Representative of 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 DCESs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors).**

 - 6.2.8 Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCES 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: CM&D for appointment is as follows:
- 7.1.1 Chairpersons of the Selection Panels.
 - 7.1.2 CES: Marking Processes and Marking Processes Officials
 - 7.1.3 CES: Instrument Development
 - 7.1.4 CES: Policy Unit
 - 7.1.5 CES: Curriculum Management
 - 7.1.6 DD: IT and Certification
 - 7.1.7 DD: Human Resource Administration
 - 7.1.8 Head Office Subject Planners
 - 7.1.9 Teacher Union representatives as observers
 - 7.1.10 Secretariat from HRA

8 CONDITIONS FOR APPOINTMENT

- 8.1 At least 5 years of recent teaching/advising experience in the subject in Grade 12 during the period 2018 to 2022. Teaching/advising experience must be within FET phase.
- 8.2 Subject Advisors must submit District pass percentage in the subject applied for.
- 8.3 Applicant must have SACE certificate.
- 8.4 Applicant must attach an academic record if certificate does not specify area of specialization.
- 8.5 Educators with foreign qualifications must attach SAQA & DHET Certificates as well as valid work permit covering the period applied for.
- 8.6 The Department reserves the right to disqualify any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information, both work and academic related records.
- 8.7 NB: For each applicant, the Subject Advisors should complete the checklist and sign it. Copies of minutes of school verification must be attached to each application form before submission to District/CMC.

9 IMPORTANT DATES:

Closing date for receiving application forms at the district:	Friday, 24 March 2023
Closing date for the submission of application forms at the Provincial Office	Friday, 31 March 2023

10 CRITERIA FOR REJECTION OF APPLICATIONS:

- 10.1 Incomplete or illegible applications will not be considered.
- 10.2 Application forms received at the District Office after the due date will not be considered.
- 10.3 No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office, Examinations and Assessment Unit and be verified at District level. Applicants who obtained less than 80% pass in the subject applying will not be considered.

In instances where the subjects consist of papers e.g., P1, 2, and or 3, an applicants may be considered and deployed after appointment in any of the papers including those that may not have been applied for, based on the prerogative of the provincial selection panel.

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.



28 February 2023

MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

DATE

For Office use: Captured By: _____ _____ Signature _____ Date _____	ANNEXURE 1 ASSESSMENT INSTRUCTION 16 OF 2023									
Province of the EASTERN CAPE DEPARTMENT OF EDUCATION	SUBJECT: _____ INDICATE YOUR PREFERENCE IN THE ORDER AS FOLLOWS NB: ONE APPLICATION PER SUBJECT	Place Two ID Photos Here								
Did you mark in 2018-22? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, which Subject & Paper? Subject:.....Paper:.....	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:30%;">PREFERENCE</th> <th style="width:70%;">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										

APPLICATION FORM: CHIEF MARKER / INTERNAL MODERATOR GRADE 12 NSC EXAMINATION: 2023-2025				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">INTERNAL MODERATOR</td> <td style="width:50%; text-align: center;">CHIEF MARKER</td> </tr> </table>	INTERNAL MODERATOR	CHIEF MARKER		
INTERNAL MODERATOR	CHIEF MARKER			
(tick appropriate block)				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"> CLOSING DATE 24 MARCH 2023 At the District/CMC Office </td> </tr> </table>			CLOSING DATE 24 MARCH 2023 At the District/CMC Office	
CLOSING DATE 24 MARCH 2023 At the District/CMC Office				

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN ZWELITSHA AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. AN APPLICANT MAY APPLY FOR ONE SUBJECT ONLY PER FORM.
2. Educator/s with foreign qualifications must attach SAQA & DHET Certificate as well as valid work permit.
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 ACE qualifications.
4. Attach a **certified copy** of your ID Document to this form.
5. Attach TWO recent ID Photos to the top right corner of this form.
6. Attach a certified copy of SACE certificate.
7. A Principal, Circuit Manager and GET Subject Advisor **must not** apply for appointment as Internal Moderator / Chief Marker.
8. Only educators from the Eastern Cape Department of Education may apply. No applications from other Departments and Provinces will be accepted.
9. Any person found to have given fraudulent information will be disqualified from marking.

A. PERSONAL INFORMATION																								
PERSAL No.											ID No					Date of Birth	Y	Y	Y	Y	M	M	D	D
Surname											First Names													
Title						Initials						Postal Address												
Tel. No. (W)											Email													
Tel. No. (H)																								
Cell Number												Postal Code												
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"/> ECDoE employed educator <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) All markers will be accommodated at the marking centre.

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

D. LANGUAGE OF TEACHING

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 subject applying for.			
	2. At least 2 years of recent teaching/advising experience in the subject in Grade 12 within the period 2018-2022.			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g., Geography</i>	3	<i>Bachelor of Arts</i>	1996	<i>Unitra</i>
TEACHING QUALIFICATIONS (i.e.HDE)				

F. PRESCRIBED SET WORK / SETWORK THAT CAN BE MARKED (In order of preference regardless of paper applied for,) where applicable.

-
-
-

G. MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g., Chief Marker / Marking Moderator / Senior Marker)
2018				
2019				
2020				
2021				
2022				





H. PARTICULARS OF POST

Have you taught/advised the subject in FET phase between 2018-2022?	<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 2025?	<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

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

Subject Description (<i>Technical Subjects to specify area of specialization</i>)	Grade 12		
	Year	Name of School/District	School/District Contact No.
<i>e.g., Geography:</i>	2018	JS Skenjana SSS	047-7481842
	2019		
	2020		
	2021		
	2022		
	2023		

Information must relate to personal performance at the centre/s listed above in I.

J. PERSONAL PERFORMANCE AT OWN CENTRE / DISTRICT (Relative to the Subject applied for on this application)

Year	Name of School	Centre No	District Name	Subject Pass %	Subject Average %	No of learners in the subject
<i>e.g., 2018</i>	JS Skenjana SSS	4351028	Amatole East	82	54	124
2019						
2020						
2021						
2022						
2023						

K. HAVE YOU APPLIED FOR ANY OTHER SUBJECT?

YES NO

If yes, specify:	SUBJECT	PAPER



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 / SUPERVISOR

To my knowledge the above-mentioned information is true and correct. I accept that the above person may leave the institution and go for marking, if appointed.

(Educators appointed as Markers are to complete their work at their institutions before reporting to the Marking Centre.)

.....
Print Name & Initials

.....
Signature

.....
Date

**SCHOOL
STAMP**

VERIFICATION AT DISTRICT/CMC

VERIFICATION and RECOMMENDATION BY SUBJECT ADVISOR / CES CURRICULUM

To my knowledge the information provided by the applicant is true and correct. I confirm and certify that the applicant is currently teaching/advising Grade 12 for the subject applied for.

Recommended

Not Recommended

Reasons for not recommending:

.....
Print Name

.....
Signature: Subject Advisor /CES Curriculum

.....
Contact Number

.....
Date

**DISTRICT
OFFICE
STAMP**





PROVINCIAL OFFICE USE ONLY

APPOINTED		NOT APPOINTED	
If not appointed provide reasons:			
CHAIRPERSON OF THE PANEL:		DATE:	

EXTRACT FROM GOVERNMENT GAZETTE, 12 FEBRUARY 2016 [No. 39684 Pages 143-145]

CRITERIA FOR THE APPOINTMENT OF EDUCATORS FOR EXAMINATION-RELATED WORK (MARKERS)

- (1) Markers are appointed in terms of the Personnel Administration Measures (PAM), which states among other, the following: -
- (2) A recognised three-year post school qualification which must include the subject concerned at second- or third-year level or other appropriate post grade 12 qualifications.
- (3) Appropriate teaching experience, including teaching experience at the appropriate level (FET band), in the subject concerned.
- (4) Preference should be given to serving educators who are presently teaching the subject concerned.
- (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).



LIST OF GRADE 12 NSC SUBJECTS AND CODES

SUBJECT		SHORT CODE
OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL		
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 P1 and P2.	MLIT
9	Mathematics P1 and P2.	MATH
10	Technical Mathematics P1 and P2.	TMAT
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
11	Accounting P1	ACCN
12	Accounting P2	ACCN
13	Business Studies P1	BSTD
14	Business Studies P2	BSTD
15	Economics P1 and P2.	ECON
ENGINEERING AND TECHNOLOGY		
16	Civil Technology (Construction, Civil Services, Woodworking)	CVLT
17	Electrical Technology (Digital Systems; Electronics; Power Systems)	ELTT
18	Mechanical Technology (Automotive; Fitting and Machining; Metalwork and Welding)	MCHT
19	Engineering Graphics and Design P1 and P2.	GRDES
HUMAN AND SOCIAL STUDIES		
20	Geography P1 and P2.	GEOG
21	History P1 and P2.	HIST
22	Religion Studies P1 and P2.	RLGS
PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE		
23	Agricultural Sciences P1 and P2.	AGRSDE
24	Agricultural Management Practice	AGRM
25	Computer Applications Technology P1 and P2.	CATN
26	Information Technology P1 and P2.	INFT
27	Life Sciences P1 and P2.	LFSC
28	Physical Sciences P1 and P2.	PHSC
29	Technical Science P1 and P2.	TCSC
SERVICES		
30	Consumer Studies	CNST
31	Design	DSGN
32	Dramatic Arts	DRMA
33	Hospitality Studies	HOSP
34	Music	MUSC
35	Tourism	TRSM
36	Visual Arts	VSLA





Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

LIST OF APPLICANTS – 2023 NATIONAL SENIOR CERTIFICATE – CM MARKER / MM

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							

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 AND DISCIPLINARY ACTION WILL BE TAKEN AGAINST THE PRINCIPAL.

Principal Full Name (Print)

Principal Signature

Date



SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principal – Chairperson

NB: Make copies of Assessment Instruction available for verification team.

ALL EDUCATORS APPLYING AS MARKERS: 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 to each application form.
 - 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 Marker for the NSC Examination and if he/she has taught Grade 12 during the period 2018 to 2022.
- Verify if all relevant documents have been attached.
 - 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 2018 to 2022.
- The principal must submit the list to the District Office Exams section, and the district official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.
 - Each application form must have a checklist attached to it.
 - The principal must keep a copy of the list signed by the District Official.



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 Subject and Paper.
- Members of the Verification Committee are divided into various subjects.
- Start by setting aside SGB educators' applications, as well as 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 school/district performance in the subject applied for.
- Verify teaching experience in the relevant subject. 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 Subjects and Papers.
- Applications for SGBs and educators with foreign qualifications should be batched separately, clearly identified as such.
- A typed list of applicants for each Subject 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 GRADE 12 NSC MARKERS

SURNAME & INITIALS: ----- SUBJECT & 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 nd year qualification in the subject)				
5.	Certified copy of SACE certificate				
6.	Has the applicant signed?				
7.	Signature by Principal and school stamp				
8.	Signature by Subject Advisor and or CES Curriculum				
9.	Valid Work Permit: <ul style="list-style-type: none"> • Foreign National. • SARS Certificate • SAQA & DHET verification of qualifications certificates 				

SURNAME & INITIALS OF HOD

SIGNATURE

DATE

SURNAME & INITIALS OF
SUBJECT ADVISOR/DISTRICT OFFICIAL

SIGNATURE

DATE

