Province of the EASTERN CAPE EDUCATION

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT
Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries**: Mr Z Lolwana Tel: 040 602 7067. Email: zuko.lolwana@ecdoe.gov.za   Website: www.ecdoe.gov.za**

ASSESSMENT INSTRUCTION 21 OF 2023

TO: DEPUTY DIRECTORS-GENERALS
      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: 22 MARCH 2023

NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS
APPLICATION FOR APPOINTMENT AS A MARKER: DECEMBER 2023

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1.   **GENERAL INFORMATION**

1.1   A **LINK** for the **Online Application Form** by educators for the appointment as a Marker for the December 2023 National Senior Certificate (NSC) Examination is attached together with a guideline on how to complete and submit online the form as ANNEXURE **4.**

1.2   Applicants are required to carefully read all instructions contained in this Assessment Instruction before filling the online Application form.

1.3   Educators and/or Subject Advisors who are declared as potential and competent applicants may fill and submit the Online Application form.

1.4   Deputy Chief Education Specialists who operate as Subject Advisors in their Districts may also apply but this must be clearly captured in the declaration form by the CES-Curriculum.

1.5 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).*

1.6 Verification will be done at School and District levels by appropriate Verification Committees.

1.7 It is a responsibility of an applicant to ensure that all required documents **(in PDF)** are attached and uploaded with the application.

1.8 Chairpersons of the verification committees at all levels must verify that all documents required have been attached and uploaded by each applicant.

2.   WHO SHOULD APPLY AS A MARKER?

2.1 An educator may apply to be a Marker of the National Senior Certificate (NSC) Examinations, provided he/she taught/advised the subject he/she is applying for in Grade 12 for at least 2 years during the period between 2018 to 2022 (within 5 recent years), in the FET Phase.

2.2 An educator with a recognised three-year post school qualification which must include the subject concerned at a second or third-year level, or other appropriate post Grade 12 qualifications.

2.3 Educators who have certificates that do not show the area of specialization and the year of study e.g., second year level must attach transcripts of results.

2.4 School Governing Body (SGB) educators and educators from independent school who have relevant qualifications but must ensure that *they do not write any persal number* (Must write '0' instead). Providing inactive persal number may disqualify your application.

2.5 *NB: Appointment of markers will be based on learner performance in the subject one is applying for, between the years 2018-2022. Educators/Subject Advisors who have obtained a 50% and above pass rate will have an added advantage.*

2.6 *Only One application per applicant will be accepted.*

3. WHO DOES NOT QUALIFY TO APPLY AS A MARKER?

3.1 Office-based educators who are **not** directly involved in advising, training, and supporting subject teachers e.g., CESs, Circuit Managers, Curriculum Advisors/Subject 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 are no longer serving as secondary school educators.

3.4 Subject Advisors who are no longer advising/appointed in FET Phase.

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 the sanctions.

3.7 Educator who was **medically boarded.**

3.8 A person who was **dismissed/absconded.**

3.9 School Principals.

3.10 Educators/office based who are on long leave.

4. VERIFICATION AT SCHOOL AND DISTRICT LEVEL:

4.1 Principal/CES curriculum to convene a meeting with all the applicants and the School Management Team (SMT) / District Management Team (DMT) before the filling of online markers' application forms.

4.2 Complete the LIST OF APPLICANTS **(ANNEXURE 3),** that will be signed by each applicant and the Principal / Chief Education Special (CES). A signed copy of attendance registers and minutes of the meeting must be scanned separately and attached to the Online marker application form by each applicant.

4.3 A declaration form signed by the Principal / CES-curriculum in the case of Subject Advisors for each individual applicant must be scanned and attached/uploaded by each applicant.

4.4 The signing of the declaration form is legally binding, and it certifies the accuracy and ownership of the information provided by a signatory.

4.5 Principals/CES must present the list of applicants to the entire staff (educators/subject advisors) before signing it.

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4.6 Any false information supplied in this document will result in the **disqualification of all the applicants in the school/district** from being appointed as markers for two consecutive years. Furthermore, disciplinary action shall be taken against the principal/subject advisor/CES as per the regulations.

5.   INSTRUCTIONS TO PRINCIPALS/CESs

5.1 List of Subjects is attached as **ANNEXURE 2.**

5.2 Approval must only be given, by signing the **declaration form,** if the Educator/Subject Advisor was/is responsible for teaching/advising the subject in Grade 12 during the period 2018 to 2022. **ANNEXURE 1**.

5.3 **Do not sign** the Declaration forms of Educators/Subject Advisors who are **not teaching in your school/ who are not teaching the subject / advising in your district or who have outstanding documents.**

5.4 NB: Principals/CESs must ensure that documents to be uploaded into individual online markers' application forms are **accurate**, **valid, and verifiable**.

5.5 Principal/CES must make and hand-over copies of attendance register, declaration forms and signed minutes of the verification meeting to the applicants and must file a copy of the list of recommended applicants for future reference.

6.   ONLINE VERIFICATION OF APPLICATION FORMS AT DISTRICT LEVEL:

6.1 The members of the **Verification Committee** to the online application forms for NSC Grade 12 Markers, for educators/subject advisors, will consist of:

6.1.1   CES: Curriculum (Chairperson).

6.1.2   CES: School Governance and Administration.

6.1.3   Acting CES / DCES: Examinations and Assessment.

6.1.4   Representative 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 against the attached documents. Reasons for not recommending must be checked in a drop-down list /arrow on the online application form, in the event that the applicant is not recommended.**

6.1.9   **Office-based educators should recuse themselves when the Verification Committee verifies their own 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.*

6.1.11 **Attached required documents must be verified against the summary dashboard in the online marker application form.**

6.1.12 Each verified online form (whether recommended or not recommended) must then be submitted successfully online.

7.   **SELECTION PANEL AT HEAD OFFICE**

7.1   Members of the **Provincial Selection Panel** that recommends NSC Markers to the Head of Department for appointment consist of:

7.1.1   Chairpersons of Selection Panels.

7.1.2   CES: Marking Processes and Marking Processes Officials.

7.1.3   CES: Policy Compliance.

7.1.4   CES: Curriculum Management.

7.1.5   DD: Human Resource Administration.

7.1.6   Chief Markers

7.1.7   Subject Planners.

7.1.8   Teacher Union representatives as observers.

7.1.9   Secretariat from HRA.

8   CONDITIONS FOR APPOINTMENT

8.1.1.   Have extensive experience as an educator in a particular subject or a related area and at least 2 years teaching or other curriculum related experience within the last recent 5 years at the appropriate level (teaching/advising experience must be within FET phase from 2018 to 2022).

8.1.2.   Must have studied the subject for a minimum of 2 years at a tertiary institution.

8.1.3.   Learner performance in the subject one is applying for between the years 2018-2022.

8.1.4.   **Subject Advisors must submit District pass percentage in the subject applied for.**

8.1.5.   Applicants must have a **SACE certificate.**

8.1.6.   Applicants must attach an academic transcript if certificate does not specify area of specialization.

8.1.7.   Applicants must attach the declaration forms signed by the principals.

8.1.8.   **SGB employed educator/s or educator/s from independent schools with foreign qualifications must attach SAQA & DHET Certificate as well as valid work permit.**

8.1.9.   **Foreign nationals, those who are not permanently employed by the state as educators, must have a Passport and work permit which is valid at least for a period of more than six months, which includes the marking period- from 01 November 2023 to 31 March 2024.**

8.1.10. The Department reserves the right to **disqualify, institute disciplinary action and not pay** any marker if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information, both work and academic related records.

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9 CONDITIONS FOR REJECTION OF APPLICATIONS:

9.1. Incomplete applications.

9.2. Inappropriate or fraudulent information.

9.3. Incomplete supporting documentation.

9.4. Do not meet the minimum requirements.

10 IMPORTANT DATES:

The online markers system will open on the: **(NB: - no one must interfere with the system before this date)**	**Friday, 31 March 2023**
Closing date for submission of online Marker application forms by the applicants.	**Friday, 28 April 2023 16H00**
Closing date for District Online Verification of applications.	**Friday, 12 May 2023 16H00**

Please note that the system will be actively open only for the duration of time as indicated above, then be closed on the closing date and will not take in any other applications after the closing date.
It must be further noted that applicants must apply as soon as possible to avoid influx in the last days and the impact of load shedding.

11 SIGNIFICANT INFORMATION

11.1. **Transport claim:**

11.1.1. Driver shall claim full Travel Allowance.

11.1.2. Passenger shall claim 25% of the full travel allowance.

11.1.3. Public transport user shall claim 25% of the full travel allowance.

11.2. **Early termination of service due to various reasons**

11.2.1. Termination prior to the assumption of duty, travel costs will be paid.

11.2.2. Termination during the time of marking period, travel costs as well as number of hours worked at the time of release from duty will be compensated.

12 **REMUNERATION FOR MARKING:**

12.1 Remuneration for marking will be based on the PAM document (Government Gazette No. 19767 dated 18 February 1999, Chapter E, Clause 2 (2.2), (d) and Amended Government Gazette No.39684 dated 12 February 2016, Chapter D (D. 2.2.4).

12.2 It states that hourly rates apply in respect of marking and control of examination scripts.

12.3 It is calculated as the actual number of hours worked x a standard tariff.

Kindly note that all the information on the **ONLINE** 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, non-payment, and disciplinary action.

The Co-operation of all education stakeholders in this important process is both anticipated and appreciated.

_____ 22 March 2023
MR R. TYWAKADI **DATE**
DDG: CURRICULUM MANAGEMENT AND DELIVERY

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DECLARATION FORM   (ANNEXURE 1)

DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform the District Exam office or the marking centre manager immediately. I understand that incomplete information, missing documents, and false declaration will lead to automatic disqualification of this application.

I hereby declare that all the information supplied in this application is true and correct. I further declare that I fully agree and abide with the terms & conditions stated in the Assessment Instruction 21 of 2023.

Print Full Name	Signature: Applicant	Date

DECLARATION BY PRINCIPAL/SUPERVISOR

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

Educator / Office Based Educator appointed as Marker to be completed their work at their institutions before reporting to the Marking Centre.

Print Full Name	Signature: Principal / Supervisor	Date	SCHOOL OR DISTRICT STAMP

ANNEXURE 2

LIST OF GRADE 12 NSC SUBJECTS AND CODES

	SUBJECT	SHORT CODE
1.	Afrikaans Home Language P1, P2, P3	AFRHL
2.	Afrikaans First Additional Language P1, P2, P3	AFRFA
3.	English Home Language P1, P2, P3	ENGHL
4.	English First Additional Language P1, P2, P3	ENGFA
5.	IsiXhosa Home Language P1, P2, P3	XHOHL
6.	IsiXhosa First Additional Language P1, P2, P3	XHOFA
7.	Sesotho Home Language P1, P2, P3	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 and P2	ACCN
12.	Business Studies P1 and P2	BSTD
13.	Economics P1 and P2.	ECON
	ENGINEERING AND TECHNOLOGY	
14.	Civil Technology (Construction, Civil Services, Woodworking)	CVLT
15.	Electrical Technology (Digital Systems, Electronics, Power Systems)	ELTT
16.	Mechanical Technology (Automotive; Fitting and Machining; Metalwork and Welding)	MCHT
17.	Engineering Graphics and Design P1 and P2.	GRDS
	HUMAN AND SOCIAL STUDIES	
18.	Geography P1 and P2.	GEOG
19.	History P1 and P2.	HIST
20.	Religion Studies P1 and P2.	RLGS
	PHYSICAL, COMPUTER AND LIFE SCIENCE	
21.	Agricultural Sciences P1 and P2.	AGRS
22.	Agricultural Management Practice	AGRM
23.	Computer Applications Technology P1 and P2.	CATN
24.	Information Technology P1 and P2.	INFT
25.	Life Sciences P1 and P2.	LFSC
26.	Physical Sciences P1 and P2.	PHSC
27.	Technical Science P1 and P2.	TCSC
	SERVICES`	
28.	Consumer Studies	CNST
29.	Dance	DNCE
30.	Design	DSGN

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31.	Dramatic Arts	DRMA
32.	Hospitality Studies	HOSP
33.	Music	MUSC
34.	Tourism	TRSM
35	Visual Arts	VSLA

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LIST OF APPLICANTS – 2023 NATIONAL SENIOR CERTIFICATE - MARKER

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							
10							
11							
12							
13							

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 / CES.

SCHOOL STAMP

Principal Full Name:…………   **Principal Signature:………..**   **Date:…………..**

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SCHOOL/DISTRICT APPLICANT VERIFICATION

1. SCHOOL VERIFICATION TEAM
- Principal/CES – Chairperson
- SMT/DMT
- **ALL EDUCATORS APPLYING AS MARKERS: NATIONAL SENIOR CERTIFICATE**

(NB: Assessment Instruction with the link and guidelines for filling ONLINE Marker Application Forms must be available)

2. SCHOOL VERIFICATION PROCEDURE
- All members of the Verification Team must be present.
- All applicants must be present.
- The Principal/CES must mediate the Assessment Instruction
- All applicants must bring required documents for verification
- Minutes of the meeting should be copied and given to EACH applicant to upload.

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 to be uploaded are available.
- Recommended educator must sign next to his/her name in the verification form.
- The Departmental Head (DH) / DCES must append his/her signature next to the name of the educator/subject advisor he/she supervises.
- The List of Applicants must be presented to the whole staff.

4 The Principal /CES signs the List of Applicants, after the staff has accepted that the applicants taught/advise Grade 12 during the period 2018 to 2022.
- The Principal/CES must give each applicant a copy of attendance register, minutes and declaration forms for uploading and file the original documents for future references.
- Each applicant must fill the application form ONLINE and upload all the required documents.

DISTRICT VERIFICATION OF APPLICATION FORMS

1. DISTRICT VERIFICATION TEAM

- As per the Assessment Instruction
- CES Curriculum: Chairperson

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

2. ONLINE- DISTRICT VERIFICATION PROCEDURE

- Members of the Verification Committee are divided into various subjects.
- Application forms must be downloaded ONLINE per Subject and Paper using a link and a password that will be provided.
- Verify all documents uploaded by each applicant.
- Verify the information on the school or 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 space provided.
- Chairperson should make sure that a copy of lists of all the applicants is made and kept safe at the district exams office for reference purposes and resolution of disputes, if any.
- Recommend, IF not recommending the applicant go to the dropdown arrow for the reasons for not recommending. If the reason is not listed, click on 'other' and write the reason.

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GUIDELINE FOR ONLINE APPLICATION FOR MARKING

Step 1: GO TO your Browser (**Google Chrome, Firefox, Microsoft Edge**) then type www.iqula.co.za in the address to access Login Page, Once you there, enter your email address then click 'Get passcode' to obtain your unique passcode on the browser itself. Copy and paste the password in the password box and click validate

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Step 2: Please fill in the basic information about yourself to create your profile. If you choose ID Number, it should be 13 digits only then choose Employment post

Step 3: Click 'Create New Application' and fill in application details by choosing exam reference, subject and paper. All fields are mandatory. And click save & next

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Step 4: Personal Details Page, Fill in all mandatory fields, Type in centre number of your school. District and Institution name will be Auto filled (*please do not try to type anything in the District Name and Institution Name box because this will not take your application to the corresponding district*). Once all fields are filled, click save & Next button.

Note: Search functionality is available to choose correct school, press search and type in your district first 3 digits code in the bottom box, it will bring all the schools in that district. You can choose your correct school. If you know your correct centre number, you can skip search option.

Personal Details

👤 Please provide the following personal details

Persal Number *		ID Number *	7654321234599	Date of Birth *	YY ∨ MM ∨ DD ∨

Gender *	Choose... ∨	Title *		Initials *	

Telephone(W) *		Telephone(H)		Cell Number *	

Address 1 *

Address 2 | | Postal Code *

Present Post *	Choose... ∨	Exam Centre No *		Search	District Name

Institution Name

Application Status

Personal Details	❗
Other Details	❗
Qualification	❗
Marking Experience	❗
Teaching Experience	❗
Performance	❗
Documents	❗

Save & Next [Other Details]

Step 5: If you not sure, please click Search button next to centre number, type in the bottom search box to find your school name and select it.

Step 6: Fill in other details and click save & next button to proceed further

Step 7: Please fill in the qualifications one by one and click 'save qualification' button. Once all qualifications are added, please proceed to 'Next (Marking Experience)' button

Step 8: Under Marking Experience, Choose, whether you have previous marking experience or not. If Not, then below boxes will be greyed out, you can save that as your marking experience and proceed to next step. If yes, then fill one by one by saving marking experience per year and move to next step [Teaching Experience Page]

Note: you must save even if don't have previous marking experience as well.

Step 9 : Add Teaching Experiences one by one and save. Once all Teaching Experience is added, please proceed to Next step (Performance) button

Step 10: Add Personal Performance at your own centre/district one by one (2018-2022) and save. Once all the years are added, please proceed to the Next step '(Document) button'

Step 11: As per your selection of your Employment post, you will be allowed to upload all necessary documents one by one, by choosing document title and select their corresponding file which is already saved in your local computer and click 'upload document'. Once all the documents have been uploaded, click 'Next (Submit Application Button)'

Note: Only PDF documents & only Jpg format is accepted for Photos (ID photo size 3.5cm x 4.5cm). All **documents MUST** be compressed to less than 1MB.

Upload Documents

Back to Performance			Next [Submit Application]

Upload Documents

Information! Documents certified by SAPS should only be uploaded or else your application will be rejected. Maximum permitted file size is 1 MB (or) 1024 KB

Document Title	Choose...
Select File	No file selected

Upload Document

Existing Documents

Document Title	Document Name	Uploaded At	Options
No documents uploaded so far			

Note: Name the file which you are uploading without special characters e.g: Attendance Register, Minutes of the meeting, ID, Passport and so on.

Step 12: A dialog box appears to say that you have successfully completed all the sections. Click 'ok' and proceed to declaration page.

Information	×

You have successfully completed all the sections.

You may now proceed to submit the application

OK
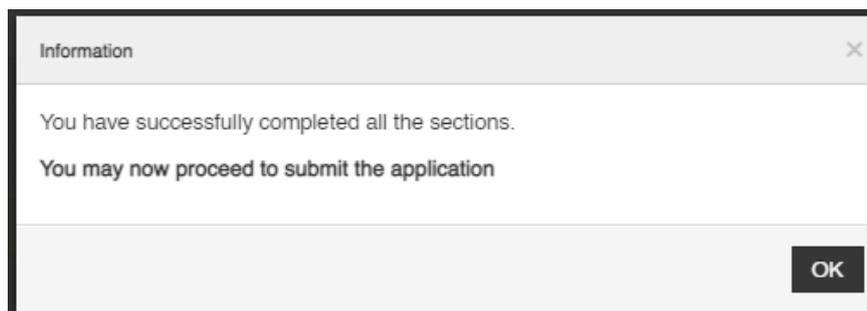
Note: This does not mean, that you have submitted the application, this is just a message which informs you that all the sections are completed, so you can now proceed to '*submit*' the application.

Step 13: Please make sure to **check/verify** your credentials once again before submitting the application. Once the application is submitted it cannot be reverted. Click Declaration to confirm and submit application.

Step 14: Once Application is successfully submitted, the dashboard will show the above message. Now you can safely Signout!!!