



EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION NO 24 OF 2025

**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: 20 APRIL 2025

**AMENDMENT TO ASSESSMENT INSTRUCTION NO 18 OF 2025: NATIONAL
SENIOR CERTIFICATE (NSC) EXAMINATIONS:
APPLICATION FOR APPOINTMENT AS A MARKER: DECEMBER 2025**

1. GENERAL INFORMATION

Assessment Instruction No 24 of 2025 must be read in conjunction with Assessment Instruction No 18 of 2025. This Assessment Instruction is the amendment of certain paragraphs of Assessment Instruction No 18 of 2025.

Amendment is on paragraph 3 with the heading, 'who does not qualify to apply as a marker' as well as sub-paragraph 3.8: that indicates exclusion of school principals to apply as markers.



The Department of Education in the Eastern Cape is the system on the rise. Consequently, the executive decision that was taken in 2012 to prohibit principals from FET schools who qualify as markers and are currently teaching Grade 12 and meet the criteria as required by PAM has henceforth been reviewed and are eligible to apply as markers for 2025 NSC papers November/ December 2025 marking.

VERIFICATION AT SCHOOL LEVEL AND DISTRICT LEVEL

- Paragraph 4 of Assessment Instruction No18 of 2024 indicates the process to be followed at school and district level during verification of applicants.

2.1 SCHOOL LEVEL (amendment)

- The Circuit Manager will be part of the meeting with the potential applicant (Principal) and School Management Team before the filling of the online markers' application form.
- Declaration form of the principal will be signed by the Circuit manager who confirms that the applicant (principal) is meeting all the PAM Document minimum requirements as indicated in paragraph 2 of Assessment Instruction No 18 of 2025.
- These are the minimum requirements:
 - 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 2020 to 2024 (within 5 recent years), in the FET Phase.
 - 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.

- 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.**
- Applicants must have a **SACE certificate.**
- School Governing Body (SGB) educators (**who will not be employed as Educator Assistants during marking period**) 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 an inactive Persal number may result to disqualification.
- **NB: Appointment of markers will be based on learner performance in the subject one is applying for, between the years 2020-2024. Educators/Subject Advisors who have obtained a 50% and above pass rate will have an added advantage.**
- **Educators' own learner performance in the subject one is applying for between the years 2020-2024.** ○ **Only One application per applicant will be accepted.**

2. **VERIFICATION PROCESS AT SCHOOL LEVEL:**

- Principal together with the Circuit Manager (if the principal is an applicant) to convene a meeting with all the potential applicants and the School Management Team (SMT) before the filling of online markers' application forms.
- Complete the LIST OF APPLICANTS (**ANNEXURE 3**), that will be signed by each applicant and the Principal/Circuit Manager.
- 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 **with 2024 marker evaluation form.**
- A declaration form signed by the principal for each individual applicant must be scanned and attached/uploaded by each applicant.



- A declaration form signed by the Circuit manager for the principal as an applicant must be scanned and attached/uploaded by each applicant.
- The signing of the declaration form is legally binding, and it certifies the accuracy and ownership of the information provided by a signatory. The principal/Circuit Manager sign for only teachers/principals who are teaching the subject with relevant qualifications as indicated by the PAM document.
- Principals must present the list of applicants to the entire staff (educators) before signing it.
- Any false information supplied in this document will result in the **disqualification of all the applicants in the school** from being appointed as markers for two consecutive years. Furthermore, disciplinary action shall be taken against the principal as per the regulations.

3. **INSTRUCTIONS TO PRINCIPALS/CIRCUIT MANAGERS/CESs**

- List of Subjects is attached as **ANNEXURE 2 of Assessment Instruction No 18 of 2025.**
- Approval must only be given, by signing the **declaration form**, if the Educator/Principal/Subject Advisor was/is responsible for teaching/advising the subject in Grade 12 during the period 2020 to 2024. **ANNEXURE 1.**
- **Do not sign** the Declaration forms of Educators/ principal/Subject Advisors who are **not teaching in your school/ who are not teaching the subject / advising in your district or who have outstanding documents/ who are not qualified to teach the subject.**
- NB: Principals/Circuit Managers/CESs must ensure that documents to be uploaded into individual online markers' application forms are **accurate, valid, and verifiable.**
- Principals/Circuit Managers/CESs 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.

4. **ONLINE VERIFICATION OF APPLICATION FORMS AT DISTRICT LEVEL, SELECTION PANEL AT HEAD OFFICE, CONDITIONS OF EMPLOYMENT AND CONDITIONS FOR REJECTION.**

- All processes will be the same as indicated in this paragraph 6,7.8, and 9 of Assessment Instruction No 18 of 2025.


5. **IMPORTANT DATES:**

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| The online markers system will open on the: (NB: - no one must interfere with the system before this date) | Monday,14 April 2025 |
| Closing date for submission of online Marker application forms by the applicants. | Friday, 23 May 2025 at 16H00 |
| Closing date for District Online Verification of applications. | Friday, 30 May 2025 at 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.


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.

Please note: If the subject paper you apply for meet the quoter and the other paper/papers has got shortage of markers, the department will move the applicant to the other paper so that all subject papers can be balanced.

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



MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

30/04/2025

DATE