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ASSESSMENT INSTRUCTION 16 OF 2010

TO: DEPUTY DIRECTOR-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: 03 MARCH 2010

2010 NATIONAL SENIOR CERTIFICATE (NSC) APPLICATION FOR APPOINTMENT AS A MARKER

- Application for Appointment as a Marker in the 2010 NSC Examination (White form) ANNEXURE 1
- 2. Application by DCES and Subject Advisor for Appointment as a Marker in the 2010 National Senior Certificate Examination (Yellow form) ANNEXURE 2

Read the Instructions on Application Forms.

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

Application forms to be handed in at **DISTRICT OFFICES**. Subject Advisors who qualify and have applied to mark must also hand in applications to DCES: EXAMINATIONS at District Offices.

DCESs who operate as subject advisors in their Districts may also apply.

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

1. WHO QUALIFIES TO APPLY FOR MARKING?

- Teachers qualify to apply to be Markers of the NSC examination only if one has taught Grades 10, 11 and 12 during the period 2006 to 2010.
- School Management Team members who taught Grades 10, 11 and 12 during the period 2006 to 2010 and who have a strong School Management Team (SMT) who will manage the school in their absence.
- Subject Advisors and DCESs in the FET phase with a second year qualification in the subject that they are advising on.
- SBA Cluster leaders who have taught Grades 10, 11 and 12 during the period 2006 to 2010 and have a second year qualification in the subject for which they are SBA Cluster leaders.
- SBA Co-ordinators who taught Grades 10, 11 and 12 during the period 2006 to 2010 and have a second year qualification in the subject for which they are Cluster leaders.

2. WHO DOES NOT QUALIFY FOR MARKING?

- Office-based educators who are not directly involved in training and supporting subject teachers e.g.
 CESs, EDOs, Curriculum Advisors in the GET Phase, may not apply to mark Grade 12.
- SBA Cluster leaders and SBA Co- Ordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.

3. VERIFICATION AT SCHOOL LEVEL:

- Principal to convene a meeting with the applicants and the school management team
- All application forms must be quality assured jointly at this meeting
- Complete the LIST OF APPLICANTS (ANNEXURE 3) that will be signed by each applicant and his/her Head of Department (HOD). The signed attendance register must be attached to this form.
- The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- Principals must present the list of applicants to the whole staff before signing the list.
- 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.

3.1 INSTRUCTIONS TO PRINCIPALS

- Approval must only be given by signing the form if the subject teacher was/is responsible for teaching the subject in Grades 10, 11 and 12 during the period 2006 to 2010.
- Do not sign application forms of teachers who are not teaching in your school.
- As principal of the school, do not sign your own application form. This form must be signed by the Education Development Officer (EDO).
- NB: Principals must ensure that information provided on application forms is accurate and verifiable.

4. VERIFICATION AT DISTRICT LEVEL:

- 4.1 The members of the <u>Verification Committee</u> to consider the application forms for NSC <u>Markers</u> Grade 12 will include:
 - CES: Curriculum (Chairperson)
 - CES: Governance
 - DCES: Examinations
 - Education Development Officer (EDO)
 - Subject Advisors
 - Teacher Union representatives as observers
 - 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 rejection.
- The members of the <u>Verification Committee</u> to consider the application forms for <u>Subject Advisors and DCESs</u> who apply to mark NSC will include:
 - CES: Curriculum (Chairperson)
 - CES: Governance
 - DCES: Examinations
 - Education Development Officer (EDO)
 - Teacher Union representatives as observers
 - NB: In the Districts where there are appointed DCESs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors)

- 4.3 The membership of the **Provincial Committee** that appoints NSC markers is as follows:
 - Marking Moderator for the specific subject
 - Chief Marker for the subject
 - Head Office Subject Planners
 - Teacher Union representatives as <u>observers</u>

5. CONDITIONS FOR APPOINTMENT

- 5.1 Appointed markers must have attended all professional development and training programmes.
- 5.2 Appointed markers must draw up their own marking memorandum for marking the question paper they have been appointed for and submit it at the Marking Centre on the day of registration. This individual memorandum cannot be shared with colleagues and must be original and not reproduced in any way.

6. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after the due date will not be considered.
- No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office and be verified at District level

7. <u>IMPORTANT DATES</u>:

- Closing date for receiving application forms at the District: **Friday 16 April 2010**.
- Closing date for receiving application forms at the Provincial Office: Friday 30 April 2010.
- Selection date of NSC Markers: 26-28 May 2010
- Provisional List of NSC Markers for 2010 shall be ready on 30 June 2010 for distribution to Districts.
- Return of amended selection List of NSC Markers to Provincial Office: 9 July 2010
- Final List of Markers shall be ready for distribution to Districts: 16 July 2010
- Final List of Markers shall be ready for posting on ECDOE web site: 20 July 2010

Kindly note that all the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as with **EMIS**. Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disciplinary action and disqualification.

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

S.P. GOVENDER
CHIEF DIRECTOR – CURRICULUM MANAGEMENT



ANNEXURE 1				
ASSESSMENT INSTRUCTION	16	OF	201	0

SUBJECT & PAPER APPLIED FO	R:

Place ID Photo Here

APPLICATION: MARKER GRADE 12 NSC EXAMINATIONS: 2010

CLOSING DATE: 30 APRIL 2010

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

INSTRUCTIONS TO COMPLETE THIS FORM

- . Any person found to have given fraudulent information will be disqualified from marking.
- 2. A separate application form must be completed for each subject and paper applied for.
- 3. Certified copies of 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.

Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

- 4. Critéria for appointments: Please see the Government Gazette of 17 September 2004 or refer to page 3.
- Attach a certified copy of your ID Document to this form.
- 6. Attach ONE recent ID Photo of yourself to the top right corner of this form.
- 7. An EDO may not apply for marking.

Vegetarian (NB: All meals HALAAL)

PERSONAL INFORMATION Date of D PERSAL No. ID No 1 9 D Birth Surname First Names Title Initials Postal Address Tel. No. (W) Tel. No. (H) Cell Number Postal Code Present Post ☐ Principal ☐ Dep. Principal ☐ ES ☐ Educator Specify Other: Grade 12 Exam Centre Number District Name Institution/School Name **POPULATION GROUP** To which population group do you belong? ☐ Coloured ☐ Black ☐ Indian ■ White ☐ Other If other, please specify: **HOSPITALITY** NO If successful, will you need accommodation during marking period? **YES** Gender M F Meals - Normal **YES** NO

YES

NO

			BANK	PARTICUL/	ARS					
Name of Ba	ank			Br	anch Name					
Account Nur	mber			Br	anch Code					
Type of Acc	ount	☐ Savings Acco	ount	☐ Cu	rrent Accour	nt		Transm	ission Account	
			LANGUA	GE COMPE	TENCY					
Mark	ing langi	age preference for all s			nglish Hon	ne		Δfrikaans	Huistaal	
1146211		auge preference for unit	abjects		ish Additi				Addisioneel	
		QUALIFICAT					form)			
Qualification Marking:	for 2.	At least a second year pass At least 3 years of recent to Must have taught grade 12	eaching experier	ice in the subje	t to be marke ct from Grade	ed. e 10 - 12.				
	Subject		s of Study	Degree/Diplo		Year	obtained		Obtained at	
E.g	. Mathem	atics	2	B. S	C.		1990		Fort Hare	
TEACHING QU	IALIFICAT	TONS (i.e. HDE)								
Have you taugh	t the subje	ect in grade 10 – 12 betw		ULARS OF	POST			☐ YES	S □ NO	
				0 !						
		g the Subject in Grade 12	2?					☐ YES	S NO	
Are you in a Go	verning Bo	ody Post?						YES	S	Э
Did you take the	VSP?							☐ YES	S NO	Э
Are you resignir	ng your po	st in the Education Dept.	on/or before D	ecember 201	0?			☐ YES	S 🗆 N	Э
Are you currentl	ly employe	ed by the Eastern Cape E	ducation Dept	?				☐ YES	S 🗆 N	Э
Did the Departm	nent remu	nerate you for marking in	2009?					☐ YES	S 🗆 NO	O
	TE	ACHING EXPERIENC	E (Relative t	o the subje	ct applied	for on	this appl	ication)		
			1	irade 10 - 12						
Subject Code	Sı	ubject Description	Year Start(Gr 10)	Year End(Gr 12)	Total Years	Na	ime of Sch	ool	School Contact No).
MLIT	Ma	athematics literacy	2007	2008/9	3	Bhis	ho High So	chool	(040) 604 12	234
			2008							
			2009							
			2010					T		

	PERFORMAN	NCE AT OWN CENTRE (Relative	to the Subject app	lied for on thi	s applica	tion)				
Year	Subject Code	Subject Description	Subject Average %	Subject % Pass Rate	Subject Level					
2008										
2009										
		MARKING	EXPERIENCE							
Year	Subject Code	Subject	Description		Subject Paper	Rank (e.g. Marker / Snr Marker)				
2008										
2009										
		DECLARATION	N BY APPLICANT							
	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									
		DECLARATIO	N BY PRINCIPAL							
	December 2010 a	mentioned information is correct. I ac and must return to school after markin markers are to complete their work at	ccept that the above pe	ed prior to officia	al closure of	schools. Teachers				
						SCHOOL				
						STAMP				
	Print Name	e Signature: F	Principal	Date						
	R	ECOMMENDATION BY SUBJECTION OF VO			JM					
		mentioned information is correct. I ac eachers appointed as markers are to		rson may leave						
					DIS	STRICT OFFICE				
					_	STAMP				
	Print Name	Signature: Subject CES: Curr		Date		OTAM				

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL Indicate with a tick $\sqrt{}$				
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL		
	Sign: Examiner	-	 Date		

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 THEIR 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 IsiXhosa First Additional Language	XHOHL XHOFA
6		
7	IsiZulu Home Language	ZULHL
8	IsiZulu First Additional Language	ZULFA
9	Sesotho Home Language Sesotho First Additional Language	SESHL SESFA
10	MATHEMATICAL SCIENCE	SESFA
11		MLIT
12	Mathematical Literacy Mathematics	MATH
12	HUMAN AND SOCIAL SCIENCE	MAIH
13		LIFE
13	Life Orientation GROUP B	LIFE
14	Agricultural Management Practices	AGRM
15	Agricultural Science	AGRS
16	Agricultural Technology	AGRT
17	Dance Studies	DNCE
18	Design	DSGN
19	Dramatic Arts	DRMA
20	Music	MUSC
21	Visual Arts	VSLA
	BUSINESS, COMMERCE AND MANAGEMENT STUDIES	VSLA
22	Accounting	ACCN
23	Business Studies	BSTD
24	Economics	ECON
24	OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGE	
25	Afrikaans Second Additional Language	AFRSA
26	English Second Additional Language	ENGSA
27	IsiXhosa Second Additional Language	XHOSA
28	IsiZulu Second Additional Language	ZULSA
29	Sesotho Second Additional Language	SESSA
	ENGINEERING AND TECHNOLOGY	020071
30	Civil Technology	CVLT
31	Electrical Technology	ELTT
32	Mechanical Technology	MCHT
33	Engineering Graphics and Design	GRDES
	HUMAN AND SOCIAL STUDIES	3.1220
34	Geography	GEOG
35	History	HIST
36	Religion Studies	RLGS
	PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE	
37	Computer Applications Technology	CATN
38	Information Technology	INFT
39	Life Sciences	LFSC
40	Physical Sciences	PHSC
	SERVICES	
41	Consumer Studies	CNST
42	Hospitality Studies	HOSP
	Tourism	TRSM
	OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES (C	
43	Arabic Second Additional Language	ARBSA
44	French Second Additional Language	FRHSA
45	German Second Additional Language	GRMSA
	5 5	



ANNEXURE 2 ASSESSMENT INSTRUCTION16 OF 2010	
SUBJECT & PAPER APPLIED FOR:	
	Place ID Photo Here

APPLICATION: SUBJECT ADVISOR AND DCES'S (ACTING AS SUBJECT ADVISORS) GRADE 12 NSC EXAMINATIONS: 2010

CLOSING DATE: 30 APRIL 2010

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

9. Any person found to have given fraudulent information will be disqualified from marking. 10. A separate application form must be completed for each subject and paper applied for.

- 11. Certified copies of 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.
- 12. Criteria for appointments: Please see the Government Gazette of 17 September 2004 or refer to page 3.
- 13. Attach a certified copy of your ID Document to this form.
- 14. Attach ONE recent ID Photo of yourself to the top right corner of this form.
- 15. An EDO may not apply for marking. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted. PERSONAL INFORMATION Date of PERSAL No. D ID No 9 D Birth Surname First Names Title Initials Postal Address Tel. No. (W) Tel. No. (H) Cell Number Postal Code Present Post ☐ Principal Dep. Principal ☐ ES Educator Specify Other: Grade 12 Exam Centre Number District Name Institution/School Name **POPULATION GROUP** To which population group do you belong? ☐ Coloured □ Black ☐ Indian ■ White Other If other, please specify: **HOSPITALITY** If successful, will you need accommodation during marking period? YES NO F Gender M Meals - Normal **YES** NO **YES** NO Vegetarian (NB: All meals HALAAL)

			RANK	PARTICUL	ARS					
Name of Ba	ank		DAIN		anch Name					
Account Nun	nber			Br	anch Code					
Type of Acco	ount	☐ Savings A	ccount	☐ Cui	rent Accour	nt		☐ Tran	nsmission Account	
			I ANGUA	GE COMPE	TENCY					
Marl	king lang	uage preference for		Е	nglish Ho				aans Huistaal	
English Additional Afrikaans Addisioneel										
QUALIFICATIONS (In the subject applied for on this form)										
Qualification for	4. At least a second year pass at a tertiary level in the subject to be marked. Solution for Marking: 4. At least a second year pass at a tertiary level in the subject to be marked. 5. At least 3 years of recent teaching experience in the subject from Grade 10 - 12. 6. Must have taught grade 12 in 2009 and 2010									
	Subject		Years of Study	Degree/D	iploma Nam	ne Ye	ear obta	ained	Obtained at	
Ε.	.g. Mathen	natics	2	E	3. Sc.		1990)	Fort Hare	
TEACHING Q	UALIFICA	TIONS (i.e. HDE)								
		- (- ,								
			PARTIC	ULARS OF	POST					
Have you taugh	t the subje	ct in grade 10 – 12 be	etween 2006- 201	0?					YES NO)
Are you present	ly teaching	the Subject in Grade	e 12?						YES N)
Are you in a Go	verning Bo	dy Post?							YES N)
Did you take the	VSP?								YES N)
Are you resignir	ng your pos	st in the Education De	ept. on/or before D	ecember 20	0?				YES NO)
Are you currentl	y employe	d by the Eastern Cap	e Education Dept	?					YES N)
Did the Departm	nent remur	erate you for marking	g in 2009?						YES N)
	TE	ACHING EXPERIE	NCE (Relative t	o the subj	ect applied	d for on	this ap	oplicatio	n)	
			G	rade 10 - 12					School	
Subject Code	Su	bject Description	Year Start(Gr 10)	Year End(Gr 12)	Total Years	Na	me of S	School	Contact No).
MLIT	Ма	thematics literacy	2007	2008/9	3	Bhis	ho High	School	(040) 604 12	234
			2008							
			2009							

2010

		MARK	KING EXPE	RIENCE					
Year	Subject Code Subject Description				ect Code Subject Description				
2008									
2009									
	PERFORMAN	ICE AT OWN CENTRE (Re	elative to t	ne Subject an	oplied for on t	his applic	ation)		
Year	Subject Code	Subject Description		Subject Average %	ubject Subject		t School % past		
2008									
2009									
						-			
		DECLARA	ATION BY A	APPLICANT					
	Print Nam		Signatu	re: Applicant		Da	to.		
	T TITLE TAGET								
To my kno early as 01	December 2010 an	nentioned information is corrected must return to school after narkers are to complete their wo	ct. I accept th	rking is comple	ted prior to offici	al closure o	f schools. Teachers		
							SCHOOL		
						_	STAMP		
	Print Name	Signature	e: Principal		Date				
		RECOMMENDATI (Chair		BJECT ADVIS		URRICUL	UM		
appo	ointed, as early as 0	pove-mentioned information is 1 December 2010. <u>Teachers</u> a							
repo	rting to the marking	centre					DISTRICT OFFICE		
							STAMP		

Print Name

Signature: Subject Advisor CES: Curriculum

Date

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL Indicate with a tick √					
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL			
		_				
	Sign: Examiner		Date			

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6	IsiXhosa First Additional Language	XHOFA
7	IsiZulu Home Language	ZULHL
8	IsiZulu First Additional Language	ZULFA
9	Sesotho Home Language	SESHL
10	Sesotho First Additional Language	SESFA
44	MATHEMATICAL SCIENCE	MLIT
11 12	Mathematical Literacy Mathematics	MATH
12	HUMAN AND SOCIAL SCIENCE	WATH
13	Life Orientation	LIFE
13	GROUP B	LIFE
14	Agricultural Management Practices	AGRM
15	Agricultural Science	AGRS
16	Agricultural Technology	AGRT
17	Dance Studies	DNCE
18	Design	DSGN
19	Dramatic Arts	DRMA
20	Music	MUSC
21	Visual Arts	VSLA
	BUSINESS, COMMERCE AND MANAGEMENT STUDIES	
22	Accounting	ACCN
23	Business Studies	BSTD
24	Economics	ECON
	OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES	
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26	English Second Additional Language	ENGSA
27	IsiXhosa Second Additional Language	XHOSA
28	IsiZulu Second Additional Language	ZULSA
29	Sesotho Second Additional Language	SESSA
	ENGINEERING AND TECHNOLOGY	•
30	Civil Technology	CVLT
31	Electrical Technology	ELTT
32	Mechanical Technology	MCHT
33	Engineering Graphics and Design	GRDES
	HUMAN AND SOCIAL STUDIES	
34	Geography	GEOG
35	History	HIST
36	Religion Studies	RLGS
	PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE	
37	Computer Applications Technology	CATN
38	Information Technology	INFT
39	Life Sciences	LFSC
40	Physical Sciences	PHSC
	SERVICES	
41	Consumer Studies	CNST
42	Hospitality Studies	HOSP
	Tourism	TRSM
	OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGE	,
43	Arabic Second Additional Language	ARBSA
44	French Second Additional Language	FRHSA
45	German Second Additional Language	GRMSA

LIST OF MARKERS - 2010 NSC

NAI	ME OF SCHOOL							
NAI	ME OF DISTRIC	Т						
NO	SURNAME & INITIALS	PER:	ID NUMBER	SUBJECT	GRADE	PAPER	APPLICANT'S SIGNATURE	PRINCIPAL 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 EDUCATORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

PRINCIPAL FULL NAME	PRINCIPAL SIGNATURE	DATE

SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principals – Chairperson

ALL EDUCATORS APPLYING TO MARK SENIOR CERTIFICATE (NATED 550)

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 Principals should table the educators' application forms before the Verification Committee
- The Committee must verify if each applicant is applying for the Subject qualify to apply to be Marking Moderators or Chief Markers of the NSC examination only if one has taught Grades 10, 11 and 12 during the period 2006 to 2010 and has been a Senior Marker, Examiner, or a Deputy Examiner in the last 5 years. (2006 2009).
- When an educator's application has been approved, 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
- The Principal signs the List of Applicants, after the staff has accepted that the applicants taught Grades 10, 11 and 12 during the period 2006 to 2010 and has been a Senior Marker, Examiner, or a Deputy Examiner in the last 5 years.
- The Principals must submit the list to the District Office, and sign for it on submission