

ASSESSMENT & EXAMINATIONS, Old Bundy Building, Schornville, KWT.

* Private Bag 4571* KWT * 5600 * REPUBLIC OF SOUTH AFRICA * Enquiries: Mr. Ndzause

*Tel: +27 (0)43 604 7712 REFERENCE 13/P

Fax: 043 604 7749 *Website: ecprov.gov.za * Email : andile.ndzause@edu.ecprov.gov.za

ASSESSMENT INSTRUCTION 18 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 SENIOR CERTIFICATE EXAMINATION NATED 550 APPLICATION FOR APPOINTMENT AS A MARKER

 Application for appointment as a Marker in the 2010 NATED 550 Examination (Blue form) ANNEXURE 1

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 for NATED 550 if they taught the subject applied for in Grade 12 during 2006 and 2007
- School Management Team members qualify to apply to be Markers for NATED 550 if they taught the subject applied for in Grade 12 during 2006 and 2007 and who have a strong School Management Team (SMT) that will manage the school in their absence.

2. WHO DOES NOT QUALIFY FOR MARKING?

Office-based educator

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 2) 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 he/she appends his/her signature.
- 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 <u>INSTRUCTIONS TO PRINCIPALS</u>

- Signature of approval must only be appended if subject teachers was responsible for teaching the subject in Grades 12 from 2006 2007.
- Do not sign application forms of teachers who are <u>not teaching in your school.</u>
- The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 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. <u>VERIFICATION AT DISTRICT LEVEL</u>:

- 4.1 The members of the <u>Verification Committee</u> to consider the application forms for SC <u>Markers</u> NATED 550 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 SC NATED 550 will include:
 - CES: Curriculum (Chairperson)
 - CES: Governance
 - DCES: Examinations
 - Education Development Officer (EDO)
 - Teacher Union representatives as <u>observers</u>
 - 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 SC NATED 550 markers is as follows:
 - Marking Moderator for the specific subject
 - Chief marker for the subject
 - Head Office Subject Planners
 - Teacher Union representatives as observers

5. CONDITIONS FOR APPOINTMENT

Appointed markers must draw up their own marking memorandum for marking the question paper they have been appointed for and submit 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 applicants must come through the District Office and be verified at District level

7. **IMPORTANT DATES**:

- Closing date for application forms at the District: 26 March 2010.
- Closing date for application forms at the Provincial Office: <u>09 April 2010.</u>
- Selection of NATED 550 Markers: 28 30 April 2010
- Provisional List of NATED 550 Markers ready for distribution to Districts:
 14 May 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 18 OF 2010	
SUBJECT & PAPER APPLIED FOR:	
	Place ID Photo Here

APPLICATION: NATED 550 MARKER GRADE 12 NATED 550 EXAMINATIONS: JUNE 2010

CLOSING DATE: 26 MARCH 2010

INO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABL	[NO	APPLICATI	ION WILL BI	E ACCEPTED	AT THE PROVINCIAL	OFFICE IN KWT	AFTER THE	CLOSING DATE	- NO FAXES	ACCEPTABLE
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INSTRUCTIONS TO COMPLETE THIS FORM

- Any person found to have given fraudulent information will be disqualified from marking.
- 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.
- Criteria for appointments: Please see the Government Gazette of 17 September 2004 or refer to page 3.
- Attach one **certified copy** of your ID Document to this form.
- Attach a recent ID Photo of yourself to the top right corner of this form.
- 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. 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? Black ☐ Coloured ☐ Indian ☐ White ☐ Other If other, please specify: **HOSPITALITY** If successful, will you need accommodation during marking period? YES NO Gender M F Meals - Normal YES NO YES NO Vegetarian (NB: All meals HALAAL)

Name of Bank Branch Name Branch Name Branch Name Branch Code Type of Account Savings Account Current Account Transmission													
Account Number Branch Code					BANK	PARTI	CUL	ARS					
Current Account	Name of B	ank					Br	anch Name					
LANGUAGE COMPETENCY Marking language preference for all subjects English Primary Afrikaans Primër Afrikaans Addisioneel OUALIFICATIONS (In the subject applied for on this form) 1. At least a second year pass at a tertiary level in the subject to be marked. 2. At least 3 years of teaching experience in the subject in Grade 12. Subject Years of Study Degree/Diploma Name Year obtained Obtained at E.g. Mathematics 2 B. Sc. 1990 Fort Hare FACHING QUALIFICATIONS (i.e. HDE) Fort Hare PARTICULARS OF POST Have you taught the subject in grade 12? YES NO Are you in a Governing Body Post? YES NO Are you resigning your post in the Education Dept. on/or December 2010? YES NO Are you currently employed by the Eastern Cape Education Dept? YES NO Did the Department remunerate you for marking in 2009? YES NO TEACHING EXPERIENCE (Relative to the subject applied for on this application) Subject Code Subject Description Grade 12 Year Total Years Name of School School Conitact No.	Account Nu	mber	Branch Code										
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Did the Department remunerate you for marking in 2009?	Are you curre	ntly employ	ved by the Eas	tern Cape	Education De	ept?					 □ YE:	 S	 □ NO
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Year Year Year Years Contact No.		Subject	Subject Description	Grade				Name of School		ı			
1301 Mathematics HG 2005 2007 3 Bhisho High School (040) 604 1234								Years	(Contact No.	
	1301	Mati	hematics	HG	2005	200	07	3	E	Bhisho High Scho	ol	(040) 6	04 1234

	PERFORMA	NCE AT OWN CENTRE (Rel	ative to the	Subject appl	lied for on thi	s applicati	on)			
Year	Subject Code	Subject Description	Grade	Paper	Average %	% Pass Ra	Highest			
2006										
2007										
2008										
2009										
	MARKING EXPERIENCE									
Year Subject Code Subject Description Grade Subject Paper Mark										
						i apc.	Marker)			
		DECLARA	TION BY A	PPLICANT						
	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 N	lame	Signa	ture: Applicant		D	ate			
		DECLARA	ATION BY P	RINCIPAL						
	1 June 2010 and	-mentioned information is correct I must return to school after mark markers are to complete their wo	king if markin	ng is completed p	orior to official c	losure of sch	ools. Teachers			
							SCHOOL			
							STAMP			
Print Name Signature: Principal Date										
RECOMMENDATION BY SUBJECT ADVISOR / CES: CURRICULUM										
	(Chairperson of Verification Committee) To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 11 June 2010. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.									
						DIST	RICT OFFICE			
						STAMP				
	Print Name	e Signature: CES:	Subject Advi Curriculum	isor /	Date					

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	_	NCIAL SELECTION	
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	Sign: Examine	er	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 NATED) 550 SUBJECTS	AND THEIR CODES
1101 1102 1104 1105 1111 1121 1140 1301 1304 1306 1307 1401 1402 1404 1501 1502 1503 1711 1724 1802	Afrikaans First Language HG Afrikaans Second Language HG English First Language HG English Second Language HG Southern Sotho First Language HG Xhosa First Language HG Xhosa Second Language HG Mathematics HG Physical Science HG Biology HG Accounting HG Business Economics HG Economics HG Biblical Studies HG Geography HG History HG Technical Drawing HG Computer Studies HG Agricultural Science HG Additional Mathematics HG Speech & Drama HG	2101 2102 2104 2105 2301 2303 2304 2305 2306 2307 2401 2402 2403 2404 2405 2408 2501 2502 2503 2711 2802 2907 2902 2904 2903 2905	Afrikaans First Language SG Afrikaans Second Language SG English First Language SG English Second Language SG English Second Language SG Mathematics SG Functional Mathematics SG Physical Science SG Functional Physical Science SG Biology SG Physiology SG Accounting SG Business Economics SG Commercial Mathematics SG Economics SG Mercantile Law SG Typing SG Biblical Studies SG Geography SG History SG Technical Drawing SG Agricultural Science SG CompuTyping SG Law of Criminal Procedure and Evidence SG Statute Law SG South African Criminal Law SG Introduction to Criminology SG Introduction to Ethnology SG Applied Agriculture SG Hotelkeeping & Catering SG Speech & Drama SG

LIST OF MARKERS - 2010 SC (NATED 550)

NAI	ME OF SCHOOL	L						
NAI	ME OF DISTRIC	T						
NO	SURNAME & INITIALS	PERS NO	ID NUMBER	SUBJECT	GRAD	PAPER	APPLICANT'S SIGNATURE	PRINCIPAL SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
0								

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.

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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