



EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION NO. 11 OF 2021

**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: 09 MARCH 2021

**NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS
APPLICATION FOR APPOINTMENT AS A MARKER
DECEMBER 2021**

1. GENERAL INFORMATION

- 1.1 An application form by educators for appointment as a Marker for the December 2021 National Senior Certificate (NSC) 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 Educators and Subject Advisors who qualify and have applied as Markers must hand in application forms to the Examinations and Assessment Office at the relevant District/CMC.
- 1.5 Deputy Chief Education Specialists who operate as Subject Advisors in their Districts may also apply, but must attach a letter delegating them as stand-ins/interim Subject Advisors in the absence of an appointed one.
- 1.6 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*).



- 1.7 Verification and sorting process of applications will be done at School and District levels by appropriate Verification Committees.
- 1.8 Chairpersons of the verification committees, at all levels must ensure that all documents required have been attached 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 2016 to 2020 (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.

NB: Appointment of markers will be based on learner performance in the subject one is applying for, between the years 2016-2020. Educators/Subject Advisors who have obtained a 50% and above pass rate will have an added advantage.

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

- 3.1 Office-based educators who are not directly involved in training and supporting and advising subject teachers e.g., CESs, 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 2016 to 2020 in the subject they are applying for.
- 3.3 Educators who are no longer serving as secondary school educators.
- 3.4 Officials employed in the Examinations and Assessment Chief Directorate.
- 3.5 Educators/Officials who have been found to have contravened the Examination Regulations and are still serving the sanctions.
- 3.6 School Principals.

4. VERIFICATION AT SCHOOL LEVEL:

- 4.1 Principal to convene a meeting with all 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 copy of attendance registers and minutes of the meeting must be attached to EACH application form.

- 4.4 The signing of the application form is legally binding, and it certifies the accuracy and 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 educator was/is responsible for teaching the subject in Grade 12 during the period 2016 to 2020.
- 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 Principal must submit signed minutes of the meetings to the District Office.
- 5.5 Principal must keep a copy of the list of recommended applicants 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 Markers, for educators, will include:
- 6.1.1 CES: Curriculum (Chairperson).
- 6.1.2 CES: School Administration
- 6.1.3 DCES: Assessment and Examinations.
- 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 against the attached documents. 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 application form.**

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

- 6.1.9 ***Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCES of the same subject in the same CMC.***
- 6.1.10 Attached documents must be verified against the checklist.

7. APPOINTMENT AT HEAD OFFICE

- 7.1 The membership of the **Provincial Committee** that recommends NSC Markers to the Deputy Director General: CM & D for appointment is as follows:
- 7.1.1 Chairpersons of Selection Panels.
 - 7.1.2 CES: Marking Processes and Marking Processes Officials.
 - 7.1.3 CES: Instrument Development.
 - 7.1.4 CES: Internal Assessment.
 - 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.

1. CONDITIONS FOR APPOINTMENT

- 1.1 At least 5 years of recent teaching/advising experience in the subject in Grade 12 during the period 2016 to 2020. Teaching/advising experience must be within FET phase.
- 1.2 Learner performance in the subject one is applying for between the years 2016-2020.
- 8.3 **Subject Advisors must submit District pass percentage in the subject applied for.**
- 1.3 Applicant must have SACE certificate.
- 1.4 Applicant must attach an academic record if certificate does not specify area of specialization.
- 1.5 **SGB employed educator/s or educator/s from independent schools with foreign qualifications must attach SAQA & DHET Certificate as well as work permit.**
- 1.6 **Foreign nationals 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 2021 to 31 March 2022.**
- 1.7 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.

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.

2. CRITERIA FOR REJECTION OF APPLICATIONS:

- 2.1 Incomplete or illegible applications.
- 2.2 Application forms received at the District Office after the closing date.
- 2.3 Application forms received directly from the applicant at the Provincial Office. All applications must be submitted through the Office of the District Head of Examinations and be verified at District level.

3. IMPORTANT DATES:

Closing date for submission of application forms at the District/CMC.	Tuesday, 14 April 2021
Closing date for the submission of application forms at the Provincial Office	Monday, 29 April 2021

4. IMPORTANT INFORMATION:

4.1 Transport claim:

- Driver shall claim full Travel Allowance.
- Passenger shall claim 25% of the full travel allowance.
- Public transport user shall claim 25% of the full travel allowance.

4.2 Early termination of service:

- Prior to the assumption of duty, travel costs will be paid.
- During the time of marking period, travel costs as well as number of scripts marked at the time of release from duty will be compensated.

4.3 Remuneration for marking:

- 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))
- It states that hourly rates apply in respect of marking and control of examination scripts.
- It is calculated as the actual number of hours worked x a standard tariff.

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.



MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

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 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 2015-2019.			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	3	<i>B. Sc.</i>	<i>2010</i>	<i>UCT</i>
TEACHING QUALIFICATIONS (i.e.HDE)				

F. PRESCRIBED SETWORK / SETWORK THAT CAN BE MARKED (In order of preference regardless of paper applied for)

1.
2.
3.

G. MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g. Marker / Senior Marker)
2016				
2017				
2018				
2019				
2020				



H. PARTICULARS OF POST

Have you taught/advised the subject in FET phase between 2016- 2020?	<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 2021?	<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 (Technical Subjects to specify area of specialisation)	Grade 12		
	Year	Name of School/District	School/District Contact No.
<i>e.g. Civil Tech: Construction</i>	<i>2015</i>	<i>Bisho High School</i>	<i>043-6392772</i>
	<i>2016</i>		
	<i>2017</i>		
	<i>2018</i>		
	<i>2019</i>		
	<i>2020</i>		

Information must relate to personal performance at the centres 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. 2015</i>	<i>Bisho High</i>	<i>4351028</i>	<i>BCM</i>	<i>79</i>	<i>54</i>	<i>146</i>
<i>2016</i>						
<i>2017</i>						
<i>2018</i>						
<i>2019</i>						
<i>2020</i>						

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

(The letter of recommendation must be attached if the educator does not have qualifications in the subject applying for and has been teaching it for the past five years)

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

Recommended		Not Recommended	
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Reasons for not recommending:

.....

.....

.....

Print Name

Signature: Subject Advisor / CES Curriculum

Contact Number

Date

**DISTRICT
OFFICE
STAMP**

PROVINCIAL OFFICE USE ONLY

APPOINTED		NOT APPOINTED	
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If not appointed provide reasons:

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.....

.....

CHIEF MARKER / MODERATOR: _____ **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 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.	GRDES
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.	AGRSDE
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.	Design	DSGN
30.	Dramatic Arts	DRMA
31.	Hospitality Studies	HOSP
32.	Music	MUSC
33.	Tourism	TRSM
34.	Visual Arts	VSLA





Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

LIST OF APPLICANTS – 2021 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							

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 STAMP

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 2016 to 2020.
- 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 2016 to 2020.
- The Principal must submit the list to the District Office HRA, 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 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 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.
- 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 2021 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.	Letter of recommendation from the Principal if the teacher does not have qualification but has been teaching the subject				
7.	Letter of recommendation from the Subject Advisor if the teacher does not have qualification but has been teaching the subject				
8.	Has the applicant signed?				
9.	Signature by Principal and school stamp				
10.	Signature by Subject Advisor and or CES Curriculum				
11.	Work Permit (if SGB employed and Independent School or Foreign National) valid up to at least 31 March 2022. <ul style="list-style-type: none"> • SARS Certificate • SAQA & DHET verification of Qualifications 				

SURNAME & INITIALS OF HOD

SIGNATURE

DATE

SIGNATURE OF SUBJECT ADVISOR/DISTRICT OFFICIAL

DATE

