



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sportontwikkeling
Lefapha la Thuto le Tlhabololo ya Metshameko

NORTH WEST PROVINCE

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GENERAL AND FURTHER EDUCATION TRAINING SERVICES ASSESSMENT, CERTIFICATION AND ACCREDITATION

Reference	AI 4/17	Enquiries:	D. Moroeng	Tel:(018) 384 8095 dmoroeng@nwp.gov.za	Fax: 086 563 1174	Date:	2017/02/09
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ASSESSMENT INSTRUCTION 05/2017

**TO: CHIEF DIRECTORS
DISTRICT DIRECTORS
DISTRICT ASSESSMENT MANAGERS
CHIEF EDUCATION SPECIALISTS – PROFESSIONAL SUPPORT
AREA MANAGERS
CIRCUIT MANAGERS
SUBJECT ADVISORS
AAO's
PRINCIPALS: ALL SECONDARY SCHOOLS
TEACHER UNIONS**

RE: APPLICATION FOR MARKING GRADE 12 NSC EXAMINATIONS 2017

Marking of the Grade 12 NSC scripts will be done from 30 November to 14 December 2017. The following information should be considered by all applicants when completing the form.

INFORMATION ON COMPLETING THE FORM

1. You may only apply for **ONE** subject (**NOT PAPERS**) that you are teaching at grade 12 level in 2017.
2. A teacher must have taught the subject for three consecutive years at grade 12 before s/he can be considered for marking.
3. Applicants for languages should indicate the level of the language (i.e. Home/1st Additional /2nd Additional Languages) and the literature books that are selected at the school for easy placement during marking.
4. All applicants should **attach certified copies** of:
 - your identity document,
 - transcript of your qualification (Academic record)
 - all post-matric qualifications and
 - SACE registration certificate.
5. ALL applicants **MUST** ensure that all fields on the form are completed and they provide their cell phone numbers and email addresses.
6. Each page of the application form must have the name of the applicant and the subject applied for.
7. The application form must be completed in black ink, **no photocopies or faxed forms** will be accepted at Head Office. Only forms from the district office will be accepted.

8. Principals must attach the list of all teachers from the school who applied on the form provided. If the name is not on the list it will be disregarded.
9. Incomplete applications will not be accepted.
10. Principals/Head of Institutions should submit all application forms to the District Office on or before **31 March 2017, no late applications will be accepted.**

SELECTION OF MARKERS

The selection of markers will be done from 24 – 28 July 2017.

MAILING LIST FOR CORRESPONDENCE

All schools/centres/departmental officials that are still not on the e-mail list of the Directorate *ASSESSMENT, CERTIFICATION AND ACCREDITATION* could request to be added as follows:

Send an e-mail to ddeklerk@nwpg.gov.za with a request to be added to the e-mail list and also provide the following information:

- a) Full name of your school (Your name and position in the case of departmental officials)
- b) E-mail address

You must send the request from the same e-mail address (b) that you wish to add to the e-mailing list.

Schools/centres/officials on the e-mail list will receive Assessment Instructions, Circulars etc. also in electronic format via e-mail.



R.D MOROENG

ACTING DIRECTOR: ASSESSMENT, CERTIFICATION AND ACCREDITATION

ADDITIONAL INFORMATION AS EXTRACTED FROM THE DBE MARKING PROCESS GUIDELINE

1. WHO QUALIFIES TO APPLY TO MARK?

- a) Teachers, including Subject Heads and Heads of Department, qualify to apply to be Markers of the NSC examination
 - only if the applicant has: is teaching/has taught Grade 12.
 - at least a three year post matric qualification which must include the subject concerned at second or third year level;
 - Extensive experience as a teacher in the particular subject and at least two years teaching or other curriculum-related experience within the last five years at the appropriate level in the subject.
 - preference will be given to teachers/ Subject Advisors/ Curriculum Specialists teaching/ providing professional support to the Grade 12 CAPS.
 - previous experience as a marker
- b) Subject Advisors/Curriculum Advisors in the FET phase with a second year qualification in the subject in which they are providing professional support.
- c) Teachers in registered Independent schools who meet the requisite appointment criteria.
- d) Teachers in School governing Body posts who meet the requisite appointment criteria.
- e) Teachers who have a child or immediate relative in Grade 12 in the year they are applying to mark the NSC examination may only apply for the position of marker provided that she/ he has declared that a child / immediate relative is a NSC candidate.

2. WHO DOES NOT QUALIFY TO MARK?

- a) Office-based educators or Subject Advisors/Curriculum Advisors who are not directly involved providing professional support to Grade 12 subject teachers in the particular subject may not apply to mark Grade 12.
- b) Principals/acting principals during marking period/AET educators.
- c) Teachers/ Subject Advisors/ Curriculum Specialists who will be on official annual/ sick/ maternity leave during the marking session.
- d) Teachers/ Subject Advisors/ Curriculum Specialists who are 65 years and older.
- e) Officials employed in the Assessment and Examinations Directorate.

3. VERIFICATION OF MARKER DETAILS AT SCHOOL LEVEL:

- a) The principal informs all teachers that the marker application forms are available to all eligible applicants and makes copies available for completion.
- b) The principal forms a verification committee that will verify all applications received at the school.
- c) The Principal and committee members ensure that information on each application form is authentic by verifying every application form received. The committee will sign a declaration that the information being submitted is correct and accurate on the summary form.
- d) The school prepares a summary list of all applicants and the subjects / question papers for which they have applied.

- e) The **summary list of applicants** must be completed and signed by each applicant and his/her Head of Department (HOD). A signed register of attendance and minutes of the Verification Meeting must be attached to this form.
- f) Teachers are informed by the principal that they when they sign the Marker Application form in the knowledge that it is legally binding and certifies the accuracy and the ownership of the information provided by all signatories. Any false information supplied on this document will result in the disqualification of the respective applicant/s during the verification meeting. These applicants cannot be appointed as markers for the next two years.
- g) Applications can be rejected during screening by the subject advisor based on information if the teacher has not taught or the performance of the teacher is falsified.

3.2 Instructions to Principals

- a) The principal is to sign the application form only if the subject teacher was/is responsible for teaching the subject in Grade 12 for at least two years in the past five years.
- b) Principals must not sign the application forms of teachers who are not teaching in their school, are on leave at the time of application, or who will be on leave during the marking session. .
- c) If a teacher taught Grade 12 in a different school in previous years, and is not currently teaching Grade 12, the principal must only sign the form if he/she has have verified with the previous principal that the teacher taught the subject within the last three years at Grade 12 level in 2014, 2015 and or 2016.

3.3. Screening and verification at Subject Advisory level

- a) Screening and verification by the subject committee established at Area level will validate application forms received from schools against the following criteria:
 - i) Completeness of the application form;
 - ii) Eligibility of applicants;
 - iii) Verification and recommendation of applicants by Subject Advisor/ Curriculum Specialist for each question paper in the subject for which the application is made.
- b) The screening and verification committee will complete a Marker Application Scoring Guide to assist with the ranking of all eligible applications to guide the selection by the provincial verification and selection committee.

4. PROVINCIAL VERIFICATION AND SELECTION COMMITTEE

The membership of the Provincial Subject Committee that recommends NSC markers for appointment is as follows:

- Examinations official as chairperson
- Internal Moderators for the specific subject papers
- Chief Markers for the subject papers
- Teacher Union representatives as observers

5. **PROVINCIAL RECOMMENDATION COMMITTEE**

The membership of the Provincial Recommendation Committee that recommends NSC markers for appointment by the Head of Department is as follows:

- Head of Examinations as Chairperson
- Examinations officials including Chief Education Specialist: Marking

6. **CONDITIONS FOR APPOINTMENT AS A MARKER**

- a) Appointed markers must have attended all relevant professional development and training programmes hosted by the Department of Basic Education and the provincial education departments respectively.
- b) Appointed markers must draw up their own handwritten **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 memorandum cannot be shared with colleagues and must be original, handwritten and may not be reproduced in any way.
- c) In respect of Languages, teachers who apply to mark languages must specify the set works they are teaching in the year of application.

7. **CRITERIA FOR REJECTION OF APPLICATION FORMS:**

- a) Incomplete or illegible applications will not be considered.
- b) Application forms that contained false information or information that could not be verified by the Verification Committee will not be considered.
- c) Application forms received at the District Office after the due date will not be considered.
- d) Application forms submitted directly to the Provincial Office. All applications must be submitted through the District Office for verification at District level.
- e) Faxed application forms will not be considered.

The marker application form must carry the signatures of the following:

- The principal of the school where the applicant is teaching at, or the Subject Advisor Coordinator for office based educators.
- The Subject Advisor who is supporting the applicant in the Area Office/District Office. (Remember your signature it is a **declaration** that shows that the teacher teaches the subject applied for and is qualified for marking the subject and if not disciplinary action can be taken against the signatories).

Application forms to be handed in to the Examinations Unit at **District Office /Area Office with the summary form and minutes of meeting held at the school.**

Curriculum / Subject Advisors who qualify and wish to apply to mark must also hand in applications to the Examinations Unit at **District / Area Offices**

- After the markers have been selected, list of markers will be sent to the principals per school, the list of markers will not indicate the position at marking (Marker and reserve marker) will be appearing on the list.
- The list is for verification purposes only and no one can claim that he/she has been appointed as a marker.
- Only after verification by the principal, officials from Basic Education, Examination Section, UMALUSI and appointment by the HoD.
- Appointment letters will be generated and sent to Principals per school and to Area or District Offices for Subject Advisors/office Based educators.
- No correspondence will be entered into with teachers or officials who are not appointed.

MARKERS FOR GRADE 12 EXAMINATION PAPERS

**GENERAL AND FURTHER EDUCATION TRAINING SERVICES
 ASSESSMENT, CERTIFICATION AND ACCREDITATION**

LIST OF APPLICANTS WHO ARE CURRENTLY TEACHING GRADE 12 FULLTIME AT PUBLIC AND INDEPENDENT SCHOOLS

DISTRICT: _____

NAME OF SCHOOL: _____

CENTRE NO: _____

Name of teachers who have applied and are approved by the committee	Subject teaching and applied for	Qualification in the subject (applied for)	ID Number	Persal	Signature	Checked (Make a tick)	
						District Official	Provincial Official

APPROVING COMMITTEE MEMBERS:

	PRINCIPAL	DEPUTY PRINCIPAL	HOD	TEACHER
NAME				
SIGNATURE				
DATE				

SCHOOL STAMP



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Private Bag X1225, Potchefstroom 2520
Tel.: (018) 297-5211 / Fax: (018) 293-0199

GENERAL AND FURTHER EDUCATION TRAINING SERVICES ASSESSMENT, CERTIFICATION AND ACCREDITATION

APPLICATION FOR APPOINTMENT AS A MARKER

CLOSING DATE: 31 MARCH 2017

FOR OFFICIAL USE ONLY	APPOINTED	YES	NO	RESERVE	POSITION	CM	DCM	SM	M

INSTRUCTIONS:

- You may only apply for **the** subject you are competent in (**NOT PAPERS**).
- Home/1st Additional /2nd Additional Languages are **SEPARATE** subjects – so please indicate the one applied for.
- Attach **certified copies** of your identity document and all post-matric qualifications, transcript as well as SACE certificate.
- Principals/Head of Institutions should submit all application forms to the District Office on or before **08 April 2016**
- ALL applicants **MUST** provide their contact/cell phone numbers.

- NOTE:**
- * **Serving teachers may only apply for a subject that they are currently (i.e. 2015/16/17) teaching full-time in Grade 12 and has knowledge of CAPS.**
 - * **Permanently appointed/acting principals/AET Teachers of schools cannot apply to be appointed as markers. The above stated official will be released to go back to school and no remuneration will be effected if found at marking venue.**
 - * **Any educator appointed and change school to a primary school will not be eligible to mark, therefore if appointed, the appointment will be terminated.**
 - * **Any teacher appointed and has left the province will not be eligible to mark, thus if he/she comes to marking and is known he/she will not be remunerated for services rendered.**
 - * **Non-school CS Educators may only apply if currently involved professionally at Grade 12 level in the relevant subject and has content knowledge of the subject in CAPS.**
 - * **Incorrect and/or Incomplete application forms will NOT be considered, including of Chief Markers or Internal Moderators.**

APPLICATION FOR:

Subject:
(Indicate Home, 1st or 2nd Additional Language where applicable)

For Languages only
Indicate the **Literature Books** that you are using

Applicant would mark in:
(Applicable for content subjects only)

AFRIKAANS and / or **ENGLISH**

(Please tick on the appropriate marking language/s)

PARTICULARS OF APPLICANT:

Surname of applicant: Initials: Title: Sex: (M/F)

SACE number:

ID number: Persal number:

Institution/School/Work place of applicant: Present post:

Area Office of Work Place (school): Area No District Number: Centre Number:

Name of Applicant: _____ Subject Applied for: _____

Postal address: (Work)		Postal address: (Home)	
Postal code:		Postal code:	
Telephone No: (Work)	() -	Telephone No: (Home)	() -
Fax No: (Work)	() -	Cell phone No: (Compulsory)	() -
E mail Address		Alternative E mail Address/ Cell phone	

SUBJECT PRESENTLY TEACHING:

Please indicate the subject you are teaching in 2017

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QUALIFICATIONS OF APPLICANT:

List all Academic and Professional qualifications

A **certified copy** of each qualification listed must be attached to the application form

A **post matric Transcript of qualification on the subject teaching should be attached**

Name of School / Technical College	Highest qualification obtained	Year Obtained
Tertiary education (complete for each qualification you obtained)		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

TEACHING EXPERIENCE OF APPLICANT:

You may only apply for a subject that you are teaching in 2016.

TOTAL NUMBER OF YEARS TEACHING EXPERIENCE IN THE SUBJECT APPLIED FOR IN GRADE 12:

No. of years involved in this subject at Grade 12 level	Involved in subject as:			
	2013	2014	2015	2016
Grades (Gr. 10, 11, 12)				

Indicate only your experience in the subject that you applied for and state specifically that you are teaching it THIS year or in 2015 and 2016

MARKING EXPERIENCE IN EXTERNAL GRADE 12 EXAMINATIONS SINCE 2013:

Please indicate your position at marking for the last four years.

NOV	SUBJECT	PAPER	POSITION (e.g. Marker, Senior Marker, Examiner, Moderator)	For Office Use
2014				
2015				
2016				
# TOTAL NUMBER OF YEARS MARKING EXPERIENCE (GRADE 12) IN THE SUBJECT APPLIED FOR:				

I OBTAINED THE FOLLOWING GRADE 12 NSC RESULTS IN THE SUBJECT AM TEACHING AND APPLIED FOR:

	Name previous school (if you moved to a new school)	No of candidates registered	No passed	Pass %	Average %	Confirmation during Selection Process
2014						
2015						
2016						

Name of Applicant: _____ Subject Applied for: _____

NOTES:

1. All markers should bring along the **worked out memorandum** for the subject and paper they are appointed for, this memorandum should be produced during registration at the marking venues, failure to comply will see the marker not claiming for the first 10 hours of the marking session.
2. The following documents for both marking and transport claim must be submitted to the chief marker on arrival at the venue.
 - Copy of Identity Document
 - Salary Advice (Payslip 2X) if claiming transport
 - Car Registration certificate that has not expired
3. The marker application form must carry the signatures of the following:
 - The principal of the school where the applicant is teaching at, or the Subject Advisor Coordinator for office based educators.
 - The Subject Advisor who is supporting the applicant in the Area Office/District Office.(Remember your signature is a **declaration** that shows that the teacher teaches and is qualified for marking the subject and if not disciplinary action can be taken against you).
- 4. My application for marking does not carry the guarantee that I will be accepted.**

APPLICANT:

I (print full name)hereby declare that all information in this application form is complete and correct and I accept that – if it is not – this application should not be considered.

Signature of applicant:

Date:

PRINCIPAL OR HEAD OF INSTITUTION/DEPT

I _____ ***declare*** that the above mentioned applicant has taught in 2014/15/16 and is currently teaching Grade 12 candidates in the relevant subject at this school (of which he/she is a full-time staff member) or – if a non-school CS Educator – is presently involved professionally at Grade 12 level in such subject. The above applicant was approved during the staff meeting which was held on the ___/___/2017 and the minutes and attendance register is attached.

Principal's/ Area Manager's Name (Print)

Signature of Principal /Dept/ Area Manager's

**SCHOOL / OFFICE
STAMP**

Name of Applicant: _____ Subject Applied for: _____

COORDINATOR (FOR SUBJECT ADVISORS) / SUBJECT ADVISORS (FOR TEACHERS)

I _____ **declare** that the above mentioned applicant is has supported teachers in the subject applied for/ responsible for the subject in 2014/15/16 and qualifies to be appointed as a marker for the subject applied for (of which I am the Subject Advisor / Coordinator in the AO / District)

 Coordinator (for Subject Advisors)
 / Subject Advisor (for teachers)

 Date

**AREA OFFICE
 OFFICIAL
 STAMP**

Use the following checklist to confirm if all necessary documentation has been submitted. Please indicate with a (√) if available.

CHECKLIST				
	Applicant	School based Committee	District Assessment	Selection Panel
All information is filled as required				
Copy of ID attached				
Transcript attached				
Post Matric certificates including (teaching qualification)				
SACE registration certification				
Minutes of staff meeting attached				
All signatures attached				

Name of Applicant: _____ Subject Applied for: _____