



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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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 04 OF2018

TO: CHIEF DIRECTORS
DISTRICT DIRECTORS
DISTRICT EXAMINATIONS & ASSESSMENT MANAGERS
CHIEF EDUCATION SPECIALISTS – PROFESSIONAL SUPPORT
SUB-DISTRICT MANAGERS
CIRCUIT MANAGERS
SUBJECT ADVISORS
SUB-DISTRICT ASSESSMENT OFFICIALS
PRINCIPALS: ALL SECONDARY SCHOOLS
TEACHER UNIONS

RE: APPLICATION FOR MARKING GRADE 12 NSC EXAMINATIONS 2018

Marking of the Grade 12 NSC scripts will be done from 30 November to 14 December 2018. 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 2018.
2. A teacher must have taught the subject in the last three consecutive years at grade 12 before s/he can be considered for marking. If they are not teaching that subject in Gr 12 this year, they must be teaching it currently in either Gr 10 or 11.
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:
 - Identity document,
 - Transcript of qualifications (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.

8. All forms must be submitted to the Head Office, from the districts. No forms will be accepted at Head Office directly from Sub-districts or schools.
9. 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.
10. Incomplete application forms will not be accepted.
11. Principals/Head of Institutions should submit all application forms to the District Office on or before **28 March 2018, no late applications will be accepted.**

SELECTION OF MARKERS

The selection of markers will be done from 23 – 31 July 2018.



BJ NOTHNAGEL

ACTING CHIEF DIRECTOR: EXAMINATIONS AND ASSESSMENT

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.
 - The applicant must have taught or is teaching Grade 12.
 - If the applicant is not teaching the subject in Gr 12 this year, he/she must be teaching that subject in Gr 10 or 11.
 - He/she must have at least a three year post matric qualification which must include the subject concerned at second or third year level;
 - He/she must have 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.
 - He/she must have 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 an NSC candidate.

2. WHO DOES NOT QUALIFY TO MARK?

- a) Office-based educators or Subject Advisors/Curriculum Advisors who are not directly involved in providing professional support to Grade 12 subject teachers in the particular subject may not apply to mark Grade 12.
- b) Principals/acting principals.
- c) AET educators.
- d) One who is medically boarded/ on maternity leave or any leave during the marking session.
- e) Teachers/ Subject Advisors/ Curriculum Specialists who are 65 years and older.
- f) 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 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 when they sign the Marker Application form with 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 the document will result in the disqualification of the applicant. The disqualified applicants would **NOT** be appointed as markers for the following two years.
- g) Applications can be rejected during screening by the subject advisor based on the given information, especially if the teacher has not taught that subject 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 three years in the past five years and currently teaching the subject in the FET phase.
- 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 verified with the previous principal that the teacher taught the subject within the last three years at Grade 12 level in 2015, 2016 and or 2017 and currently teaching the subject in the FET phase.

3.3. Screening and verification at Subject Advisory level

- a) Screening and verification by the subject committee established at Sub-district 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 applied for.
- 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/Assessment 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/Assessment 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 either the Department of Basic Education or the provincial education departments, as well as training at marking centres.
- b) Appointed markers must draw up their own handwritten **marking memorandum** for marking the papers 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:**

The following Application forms will not be considered:

- a) Incomplete or illegible applications.
- b) Application forms that contain false information or information that could not be verified by the Verification Committee.
- c) Application forms received at the District Office after the due date.
- 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.

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

- ✓ The principal of the school where the teacher is teaching.
- ✓ The Subject Advisor supporting the teacher in the Sub-district/District.
- ✓ Subject Advisor Coordinator for office based educators.
(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 /Sub-district with the summary form and minutes of meeting held at school level. Curriculum / Subject Advisors** who qualify and wish to apply to mark must also hand in applications to the Examinations Unit at **District / Sub-district.**

- 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 (Markers and reserve markers) will be appearing on the list.
- **The list is for verification purposes only and does not guarantee that a teacher or official has been appointed for any marking position.**
- Only after verification by the principal, officials from Basic Education, Examination and Assessment Directorates, UMALUSI and appointment by the HoD can a teacher or official be regarded as appointed.
- Appointment letters will be generated and sent to Principals per school and to Sub-district or District Offices for Subject Advisors/office Based educators.
- No correspondence will be entered into with teachers or officials who are not appointed.

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MARKERS FOR GRADE 12 EXAMINATION PAPERS

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

VERIFICATION LIST OF APPLICANTS AT PUBLIC AND INDEPENDENT SCHOOLS

DISTRICT: _____

SUB-DISTRICT: _____

NAME OF SCHOOL: _____ CENTRE NO: _____

Name of applications approved by the committee	Subject applied for	Qualifications in the subject (applied for)	ID Number	Persal	Signature	Checked (Make a tick)	
						District Official	Provincial Official

APPROVING COMMITTEE MEMBERS:

	DISTRICT OFFICIAL	PRINCIPAL/ DEPUTY PRINCIPAL	HOD	TEACHER
NAME				
SIGNATURE				
DATE				

STAMP



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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

APPLICATION FOR APPOINTMENT AS A MARKER

CLOSING DATE: 28 MARCH 2018

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 **28 March 2018**
- ALL applicants **MUST** provide their contact/cell phone numbers.

- NOTE:**
- * **Serving teachers may only apply for a subject that they taught or are currently (i.e. 2015/16/17) teaching full-time in Gr 12 and have knowledge of CAPS. (Teaching the subject in the FET phase)**
 - * **Permanently appointed/acting principals of schools or AET teachers 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 changes 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 Department of 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 & Internal Moderators.**

APPLICATION FOR:

Subject:	<input type="text"/>						
	(Indicate Home, 1 st or 2 nd Additional Language where applicable)						
Applicant would mark in: (Applicable for content subjects only)	<input type="checkbox"/>	AFRIKAANS	<input type="checkbox"/>	and / or	<input type="checkbox"/>	ENGLISH	<input type="checkbox"/>
	(Please tick on the appropriate marking language/s)						

PARTICULARS OF APPLICANT:

Surname of applicant:	<input type="text"/>	Initials:	<input type="text"/>	Title:	<input type="text"/>	Sex:	<input type="checkbox"/>	(M/F)	<input type="checkbox"/>
SACE number:	<input type="text"/>								
ID number:	<input type="text"/>	Persal number:	<input type="text"/>						
Institution/School/Work place of applicant:	<input type="text"/>				Present post:	<input type="text"/>			
Sub-district / Work Place (school):	<input type="text"/>	Area No	<input type="text"/>	District Number:	<input type="text"/>	Centre Number:	<input type="text"/>		

Name of Applicant: _____ Subject Applied for: _____

Postal address: (Work)

Postal code:

Telephone No: (Work) () -

Fax No: (Work) () -

E mail Address

Postal address: (Home)

Postal code:

Telephone No: (Home) () -

Cell phone No: (Compulsory) () -

Alternative E mail Address/ Cell phone

SUBJECT PRESENTLY TEACHING:

Please indicate the subject you are teaching in 2018

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For Languages only

Indicate the **Literature Books** that you are using

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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 you are teaching in 2018.

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

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No. of years involved in this subject at Grade 12 level	Involved in subject as:		
	2015	2016	2017
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 2016 and 2017.

Name of Applicant: _____ Subject Applied for: _____

MARKING EXPERIENCE IN EXTERNAL GRADE 12 EXAMINATIONS SINCE 2015:

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
2015				
2016				
2017				
# TOTAL NUMBER OF YEARS MARKING EXPERIENCE (GRADE 12) IN THE SUBJECT APPLIED FOR:				

I OBTAINED THE FOLLOWING GRADE 12 NSC RESULTS IN THE SUBJECT I AM TEACHING OR/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
2015						
2016						
2017						

NOTES:

- 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 mean the marker will not claim for the first 10 hours of the marking session.
- 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 (Pay slip 2X) if claiming transport
 - Car Registration certificate that has not expired
- 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).
- My application for marking does not carry the guarantee that I will be accepted.**

Name of Applicant: _____ Subject Applied for: _____

DECLARATION BY THE APPLICANT:

- ✓ All information in this application form is complete and correct.
- ✓ I am currently teaching/supervising Gr 10/11/12 (delete the grade not applicable) in 2018.
- ✓ I will undertake to complete my normal school duties and obligations prior to the start of the marking session.
- ✓ I have not be on leave during the marking session.
- ✓ I will be at the marking centre for the entire duration of the marking session (unless there is an unpredicted situation)
- ✓ I acknowledge that should the information that I supplied be incorrect, disciplinary action will be taken against me.
- ✓ I also undertake to work through the question paper I am appointed for and present my memorandum to the chief marker on the day of arrival.
- ✓ Once appointed, I will ensure that every script is accurately marked and every mark sheet is correctly completed, and will not leave the marking centre until every mark sheet and script are accounted for.

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 2015/16/17 and is currently teaching Grade 10, 11 or 12 candidates in the relevant subject at this school (as a full-time staff member) or – if a non-school CS Educator – is presently involved professionally at Grade 12 level in this subject. The above applicant was approved during the staff meeting which was held on the ___/___/2018 and the minutes and attendance register are attached.

Principal's/ Sub-district Manager's Name (Print)

Signature of Principal / Sub-district Manager's

SCHOOL / OFFICE
STAMP

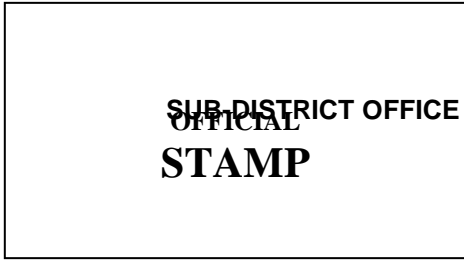
Name of Applicant: _____ Subject Applied for: _____

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

I _____ declare that the above mentioned applicant has supported teachers in the subject applied for/ responsible for the subject in 2015/16/17 and qualifies to be appointed as a marker for the subject applied for (as a Subject Advisor / Coordinator in the Sub-district / District)

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

Date



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	DBE/ UMALUSI
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: _____