



## Education and Sport Development

Department of Education and Sport Development  
Departement van Onderwys en Sportontwikkeling  
Lefapha la Thuto le Tihabololo ya Metshameko  
**NORTH WEST PROVINCE**

Inset Building,  
Dr Albert Luthuli Drive, Mmabatho,  
Private Bag X2044, Mmabatho 2735  
Tel.: (018) 384-1715 / 388-0800  
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### CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Enquiries:	M Kruger	Tel: 018 297 5211	Fax: 018 293 0199 086 263 0645	<a href="mailto:miemiek@nwpg.gov.za">miemiek@nwpg.gov.za</a>	2018/03/27
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#### ASSESSMENT INSTRUCTION NO 06 OF 2018

**TO:**  
CHIEF DIRECTORS  
EXECUTIVE DISTRICT MANAGERS  
DIRECTORS  
DISTRICT ASSESSMENT MANAGERS  
SUB DISTRICT MANAGERS  
SUBJECT SPECIALISTS –  
PRINCIPALS: SECONDARY SCHOOLS  
TECHNICAL TEACHERS IN SECONDARY SCHOOLS  
TEACHER UNIONS

**SUBJECT: ADVERTISEMENT FOR CHIEF MARKERS/EXAMINERS AND INTERNAL MODERATORS FOR NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS: (TECHNICAL SUBJECTS) NOVEMBER 2018 – NOVEMBER 2019**

1. Suitably qualified individuals are invited to apply.
2. **Requirements:**
  - 2.1 At least a recognised three year post matric qualification which must include the subject concerned at second or third year level.
  - 2.2 Have extensive experience as an educator in the related\* advertised subject
    - 2.2.1 at least 3 years teaching experience in the related\* subject for Grade 12
    - 2.2.2 at least 5 years experience as a Subject Specialist in the related\* subject.
  - \* Related = Mathematics/Physical Sciences/Technology
  - 2.3 Experience as one of the following is an added advantage:
    - (a) Previous Chief marker or Internal moderator,
    - (b) Previous Deputy Marker in the subject applying for, or
    - (c) Senior Marker in subjects where there is no Deputy Marker, or
    - (d) Former grade 12 Marker/Provincial SBA marker.
  - 2.4 Preference will be given to school-based educators.
  - 2.5 May not be a Principal of a school or learning institution.
  - 2.6 SGB appointees should provide proof of their appointment at the school and a declaration from the principal that they will stay until the end of the contract.
  - 2.7 The examiner/moderator must teach the applicable subject in 2018 in grade 12 and has taught the subject in both Grade 10 in 2016 and Grade 11 in 2017.

- 2.8 The examiner/moderator must have attended all training workshops/information sessions concerning the subject in the previous three years.

**3. Responsibilities:**

- 3.1 Moderators and Chief Markers will take charge of the marking process in November/December, Remarking and Amended Senior Certificate examination (if necessary) of the subject appointed for, will have to attend marking guideline standardisation meetings/teleconferences, if required.
- 3.2 Responsible for selection of markers.

**4. Remuneration:**

As stated in the Personnel Administration Measures (PAM)

**5. Conditions for consideration:**

Each application must be accompanied by the following documents:

**5.1 Documents:** (If any of these documents **are not attached** or **not certified** the application will **not be considered**)

- 5.1.1 Certified Copy of ID
- 5.1.2 Certified Copy of Academic qualifications
- 5.1.3 Certified Copy of SACE Registration Certificate
- 5.1.3 Certified copy of payment advice
- 5.1.4 Short resumé from Principal/subject head/subject advisor about:
  - (a) teaching experience
  - (b) standard of papers
  - (c) setting of papers
  - (d) moderation of papers
  - (e) any other relevant information supporting the application.

For Subject Specialists applying, a short motivation to be written by the Subject Co-ordinator on the applicant's involvement and successes in the subject.

6. A complete application form must be submitted in respect of each vacancy applied for. The position applied and post number must appear on the application.

**PLEASE NOTE:** Applications for **Internal Moderators** - to be completed in **BLACK ink**;  
Applications for **Chief Markers** - to be completed in **BLUE ink**.

7. All shortlisted applicants may be subjected to a competency test, set by DBE and an interview process on setting of Question papers and subject content.

**8. Closing date for applications: 23 April 2018.**

**9. The following applications will not be considered:**

- 9.1.1. Incomplete details on the application forms
- 9.1.2. Where all required documents are not attached
- 9.1.3 Late applications
- 9.1.4 Faxed applications
- 9.1.5 Applications sent by electronic media.

**10. All applications must be addressed to:**

Attention: Ms M Kruger

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT  
POTCHEFSTROOM

Hand delivered to:

Inset Building  
Dr Albert Luthuli Drive  
MMABATHO

Or

90 Thabo Mbeki Drive  
POTCHEFSTROOM

NOTE:

- Applications can be hand delivered either to the Potchefstroom – or Mmabatho Assessment Offices.
- Applications can be submitted via the District- and Sub-district offices.
- No applications should be mailed, e-mailed or faxed.



**B J NOTHNAGEL**

**Acting CHIEF DIRECTOR: EXAMINATIONS AND ASSESSMENT**



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#### List of vacancies

<b>TECHNICAL SUBJECTS TEGNIJSE VAKKE</b>	<b>CODE KODE</b>	<b>CODE CM KODE HN</b>	<b>CODE IM KODE IM</b>
Technical Mathematics Paper 1 Tegniese Wiskunde Vraestel 1	TMAT	TM01	TM03
Technical Mathematics Paper 2 Tegniese Wiskunde Vraestel 2	TMAT	TM02	
Technical Sciences Paper 1 Tegniese Wetenskappe Vraestel 1	TSCN	TS01	TS03
Technical Sciences Paper 2 Tegniese Wetenskappe Vraestel 2	TSCN	TS02	
Civil Technology (Construction) Siviele Tegnologie (Konstruksie)	CVTC	CC01	CC02
Civil Technology (Woodworking) Siviele Tegnologie (Houtbewerking)	CVTW	CW01	CW02
Civil Technology (Civil Services) Siviele Tegnologie (Siviele Dienste)	CVTV	CV01	CV02
Electrical Technology (Power Systems) Elektriese Tegnologie (Kragstelsels)	ELTP	EP01	EP02
Electrical Technology (Electronics) Elektriese Tegnologie (Elektronika)	ELTE	EE01	EE02
Electrical Technology (Digital Systems) Elektriese Tegnologie (Digitale Stelsels)	ELTD	ED01	ED02
Mechanical Technology (Automotive) Meganiese Tegnologie (Motorkunde)	MCTA	MA01	MA02
Mechanical Technology (Fitting and Machining) Meganiese Tegnologie (Paswerk- en Masjinerie)	MCTF	MF01	MF02
Mechanical Technology (Welding and Metal Work) Meganiese Tegnologie (Sweis- en Metaalwerk)	MCTW	MW01	MW02



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## CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

APPLICATION FOR APPOINTMENT AS  
CHIEF EXAMINER/MARKER OR INTERNAL MODERATOR  
FOR THE NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS  
NOVEMBER 2018 TO NOVEMBER 2019

Please use the correct colour of ink: Black, or Blue for different positions of application  
\* Compulsory fields

1 I hereby apply to be appointed as Chief Examiner/ Marker or Internal Moderator in the following *subject*:

POST No.	CE/ IM	SUBJECT	PAPER
*	*	*	*

### OTHER PAPERS APPLIED FOR (SEPARATE APPLICATIONS)

POST No.	CE/ IM	SUBJECT	PAPER

### 2 PERSONAL INFORMATION

Surname*												
First Names*												
ID No. (13 Digits)*												
PERSAL No.*												
SACE No. *												
Designation / Rank*												
Name and physical *address of school / institution * presently attached to												
Postal Code												

### 3 CONTACT NUMBERS\*

Area Code	Work	Area code	Home	Area code	Fax	Cell Number
E-mail address:*				District:		Sub District:

Name of Applicant: \_\_\_\_\_ Subject Applied for: \_\_\_\_\_

**4 POSTAL ADDRESS****5 RESIDENTIAL ADDRESS**

	Postal Code		Postal Code

(1) On full time pay roll of the North West Department of Education?  Yes  No.

**6 RELEVANT QUALIFICATIONS (Attach certified copies of all certificates)\***

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)		

**7 TEACHING EXPERIENCE IN A RELATED SUBJECT**

SUBJECT:	Involved in subject as:				
	2013	2014	2015	2016	2017
Grades (Gr. 12)					
Teaching experience in the subject applying for prior the split into skills subjects					

**8. RESULTS OF CANDIDATES, (taught by the applicant), IN THE PREVIOUS COMBINED SUBJECT IN THE EXTERNAL GRADE 12 EXAMINATION (if applicable)**

	No of candidates	No passed	Average %	No. obtained a 70% rating or higher.	Office Confirmation (Assessment Office)
2014					
2015					
2016					
2017					

Name of Applicant: \_\_\_\_\_ Subject Applied for: \_\_\_\_\_

**9. MARKING EXPERIENCE IN EXTERNAL GRADE 12 EXAMINATIONS**

DATE	SUBJECT	PAPER	POSITION (e.g. Marker, Senior Marker, Examiner, Moderator)	For Office Use
NOV 2013				
NOV 2014				
NOV 2015				
NOV 2016				
NOV 2017				
Total years of Marking experience:				

**10. OTHER RELEVANT EXPERIENCE / WORKSHOPS / TRAINING RELATED TO ASSESSMENT**


**11. CURRENT INVOLVEMENT IN ASSESSMENT PROCESSES:**

<b>National Panel for NSC:</b>	<b>Internal Moderator</b>		<b>Chief Examiner</b>	
Period of appointment				
<b>Provincial Panel for NSC:</b>				
Period of appointment				
<b>Provincial Panel for NSC:</b>	<b>Subject Analyst</b>		Period:	

**12. LANGUAGE PROFICIENCY**

<b>Please indicate in which LOLT are you teaching/have you taught:</b>			
<b>Subject</b>	<b>English</b>	<b>Afrikaans</b>	<b>Setswana</b>

**I hereby declare that, to my knowledge, all information provided in this application form is correct.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Name of Applicant: \_\_\_\_\_ Subject Applied for: \_\_\_\_\_

**13. RECOMMENDATION: PRINCIPAL FOR TEACHERS/ FET CURRICULUM COORDINATOR FOR SUBJECT ADVISORS:**

Do you recommend the appointment of this official for the post applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<hr/>		
<hr/>	<hr/>	<hr/>
<b>NAME (Print)</b>	<b>SIGNATURE</b>	<b>DATE</b>
		<b>STAMP</b>

**NB: Please attach the following documents:**

- 1. Certified copy of ID**
- 2. Certified copy of Salary advice**
- 3. Certified copies of relevant Qualifications**
- 4. Certified copy of the SACE Registration certificate**
- 5. A resume from the Principal or Curriculum Coordinator**

**Correspondence will be with the successful candidates only**

**CLOSING DATE: 23 April 2018**

Name of Applicant: \_\_\_\_\_ Subject Applied for: \_\_\_\_\_