



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Enq: Claudia Jeevanantham
Tel: 011 403 1314

MEMORANDUM

TO : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES
: PRINCIPALS AND STAFF OF ALL SECONDARY SCHOOLS AND INDEPENDENT SCHOOLS
: SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND ABET CENTRES
: MEMBERS OF SCHOOL GOVERNING BODIES
: TEACHER ORGANISATIONS AND UNIONS

FROM : PRINCE MASILO
DIRECTOR: EXAMINATIONS MANAGEMENT

DATE : 22 APRIL 2014

SUBJECT : GUIDELINES FOR THE APPOINTMENT OF MARKING OFFICIALS FOR THE 2014 NATIONAL SENIOR CERTIFICATE WRITTEN AND PRACTICAL EXAMINATIONS

The attached Examination Instruction serves to inform the heads of institutions and district offices of the guidelines for the appointment of marking officials for the 2014 National Senior Certificate examinations.

Kindly note that any deviation from the guidelines that are set out in this Examination Instruction will be considered as non-compliance to policy.

Your co-operation in this matter is appreciated.

Regards

Prince Masilo
Director: Examinations Management
Date:

Making education a societal priority

Office of the Director: Examinations Management

Room 1212, 12thFloor, 111 Commissioner Street, Gauteng Department of Education
P.O. Box 7710, Johannesburg, 2000 Tel: (011) 355 0588; Fax: (011) 355 0622
Prince.Masilo@gauteng.gov.za
Website: www.education.gpg.gov.za



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF EDUCATION
DIRECTORATE: EXAMINATIONS MANAGEMENT**

**EXAMINATION INSTRUCTION
No. 08 of 2014**

DATE : 22 April 2014

**TOPIC : GUIDELINES FOR THE APPOINTMENT OF MARKING
OFFICIALS FOR THE 2014 NATIONAL SENIOR CERTIFICATE
WRITTEN AND PRACTICAL EXAMINATIONS**

TO : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT
OFFICES
: PRINCIPALS AND STAFF OF ALL SECONDARY SCHOOLS AND
INDEPENDENT SCHOOLS
: SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND ABET
CENTRES
: MEMBERS OF SCHOOL GOVERNING BODIES
: TEACHER ORGANISATIONS AND UNIONS

ENCLOSURES: Annexure A: Application Form (GDE 256)

ENQUIRIES: Tel : 011 403 1314

Fax : 011 403 6069

e-mail : Claudia.jeevanantham@gauteng.gov.za

Making education a societal priority

Office of the Director: Examinations Management

Room 1212, 12thFloor, 111 Commissioner Street, Gauteng Department of Education

P.O. Box 7710, Johannesburg, 2000 Tel: (011) 355 0588; Fax: (011) 355 0622

Prince.Masilo@gauteng.gov.za

Website: www.education.gpg.gov.za

GUIDELINES FOR THE APPOINTMENT OF MARKING OFFICIALS FOR THE NATIONAL SENIOR CERTIFICATE WRITTEN AND PRACTICAL EXAMINATIONS

1. INTRODUCTION

- 1.1 **All Heads of Institutions are requested to bring the following information to the attention of all members of their staff.**
- 1.2 Educators who have the required qualifications and experience are invited to submit applications for appointment as Markers/ Senior Markers/ Deputy Chief Markers for the November 2014 National Senior Certificate Examinations (the examination is based on the CAPS curriculum).
- 1.3 The application form (GDE 256) for appointment as a marking official is attached (Annexure A). This application form should also be used by educators and subject facilitators who wish to apply to mark the **Practical Examinations (Dramatic Arts, Dance Studies or Music)**.

Application forms are also available at the District Office: Examinations Unit.

2. LEGISLATIVE FRAMEWORK

- 2.1 National Education Policy Act, 1996 (Act No 27 of 1996).
- 2.2 South African Schools Act, 1996 (Act No 84 of 1996).
- 2.3 An addendum to the Policy document, The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF) regarding Learners with Special Needs as published in the Government Gazette No. 29466, Volume 1266 of 11 December 2006.
- 2.4 National Protocol on Assessment for Schools in the General Education and Training Band (Grades R – 12) 21 October 2005 and Amendment as published in the Government Gazette No 29467, Volume 498 of 11 December 2006.
- 2.5 National Policy on the Conduct, Administration and Management of Assessment of the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) as published in the Government Gazette No, 30048, Volume 505 of 6 July 2008.
- 2.6 Regulations pertaining to the Conduct, Administration and Management of assessment for the National Senior Certificate, published in the Government Gazette No. 31337, Volume 518 of 29 August 2008.
- 2.7 National Curriculum Statements (NCS) Grades R – 9 and 10 – 12 (General).
- 2.8 Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate, published in the Government Gazette No. 31231, Volume 751 of 11 July 2008.
- 2.9 The Policy for The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework, with learning outcomes as stipulated in the National Curriculum Statement (NCS) Grades 10 – 12 (General).
- 2.10 The NSC Addendum - National Protocol for Recording and Reporting (Grades 10-12).
- 2.11 National Policy on the Conduct, Administration and Management of the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) as published in Government Gazette No. 29467, Volume 498 of 11 December 2006.
- 2.12 Curriculum and Assessment Policy Statements (CAPS) for all approved subjects.
- 2.13 National Policy pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R – 12 (No: 34600)

- 2.14 Government Gazette on Approval of the the National Curriculum Statement Grades R - 12
- 2.15 National Protocol for Assessment Grades R – 12
- 2.16 Government Gazette on approval of the regulations pertaining to the National Curriculum Statement Grade R – 12 (No. 36041)
- 2.17 Personnel Administration Measures (PAM) determined by the Minister of Education in terms of the Employment of Educators Act, 1998 (Act No.76 of 1998) and the regulations made in terms of the Act (Chapter E).

3. APPLICATIONS

3.1 The following requirements are applicable to educators who wish to be appointed as marking officials:

- REQV 13 or higher qualification, i.e. a B-degree, a higher/National (Technical) Diploma or Dip Tech, or a three-or four-year teaching diploma.
- Qualification in the subject or directly related field of study at second year university level or at fourth-year teachers' college level or equivalent.
- At least two years' teaching experience in the last five years in the relevant subject or directly related subject in the FET band for school based educators.
- Preference will be given to school-based educators in the FET band who have taught the subject in the NCS Grade 12 in 2011, 2012 or 2013.
- **In addition, departmental FET subject facilitators, who are currently engaged in the relevant subject in the NCS at Grade 12 level will be considered. Departmental officials or facilitators not in the FET band will not be considered.**
- Be employed in a **full-time teaching post (not temporary)** in a public or independent school (or the post of FET subject facilitator with GDE).
- Educators must have obtained a minimum of fifty percent (50 %) in the relevant subject at Grade 12 level in the last 2 years (2012 - 2013) to be appointed as Markers.
- Educators must have obtained a minimum of eighty percent (80 %) in the relevant subject at Grade 12 level in the last 2 years (2012 - 2013) to be appointed as Senior Markers/ Deputy Chief Markers.
- Educators must have a minimum of three years' experience as a marker and an excellent rating on the evaluation form, to be appointed as a Senior Marker.
- Educators must have a minimum of three years' experience as a Senior Marker and an excellent rating on their evaluation form, to be appointed as a Deputy Chief Marker.
- Have the necessary language proficiency and subject content competency to mark the relevant examination answer scripts.
- Attend a compulsory training session on the day prior to the start of the marking session. Appointed markers who fail to attend this training session will not be allowed to mark.
- Applicants who have relatives who will be writing the National Senior Certificate Examination in the year marking is being applied for, must declare this by informing the department in writing when applying. The department reserves the right to exclude any applicant from appointment for a particular year.

3.2 Applicants should take note of the following:

- The Gauteng Department of Education will pay travelling costs to a maximum of 150 km return trip, per day, from the marker's normal place of residence to the marking venue. Successful applicants should take this into account when accepting an offer of appointment. (Marking venues will be indicated on the offer of appointment).
- **Only ONE form per applicant should be completed. Provision is made on the application form for the applicant's preference in terms of paper number.**
- The application **MUST** be signed and approved by the Principal or Head of the Institution or the Director in the case of office-based educators.
- Applicants could be required to apply for **special leave** and their appointment is subject to leave being granted.
- Late, incomplete and incorrect applications will **NOT** be considered.
- Applicants not paid by GDE through the PERSAL system (educators in SGB posts and at independent institutions) and educators appointed in a temporary capacity with contracts expiring before or on 31 December must please take note that processing of claims may take longer than for permanently employed GDE educators, as the above-mentioned educators first have to be registered/re-activated on PERSAL before a claim can be captured).
- **No change of residence will be accepted once the acceptance letter has been signed and returned to the Marking Processes Unit.**
- **Markers who are appointed for the practical subjects must submit claim forms on or prior to Thursday 30 October 2014. On this day officials from the GDE will be available to collect claim forms at the Marking Processes Unit, 40 Juta Street, Braamfontein, from 12:00 – 14:00.**

4. IMPORTANT DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM: Certified copies (not older than three months), of:

- 4.1 Identity document;
- 4.2 academic record or transcript of the applicant's tertiary qualifications Please highlight the **highest level achieved** in the subject;
- 4.3 most recent salary advice (GDE Employees);
- 4.4 car registration documents;
- 4.5 in addition to the above documents, applicants who are not permanently employed by the GDE (educators at private schools, other institutions, in governing body posts or in temporary positions with contract expiry date on or before 31 December 2014) must submit the following:
 - 4.5.1 an original GSSC (GDF) Form 1030;
 - 4.5.2 recent bank statement indicating surname, initials and account number to verify that the account is active.

5. ROLES AND RESPONSIBILITIES OF OFFICIALS

5.1 PRINCIPALS/ HEADS OF INSTITUTIONS/ DIRECTORS verify that:

- the teaching experience in the subject applied for, is correctly reflected in all respects;
- the qualifications attached are authentic, correct and appropriate for the subject applied for;
- the applicant is suitable, in all respects, to carry out the responsible and onerous task of marking the Grade 12 examination answer scripts;

- the applicant has **NOT** taken the voluntary severance package/or been medically boarded
- the applicant's qualifications are on the level of REQV 13 or higher, i.e. a B-degree, a higher/National (Technical) Diploma or Dip Tech, or a three-or four-year teaching diploma;
- the applicant has a qualification **in the subject or directly related field of study at second year university level or at fourth-year teachers' college level or equivalent.**
- the applicant has at least two years' teaching experience in the relevant subject or at grade 12 level for school based educators;
- the learners taught by the applicant at Grade 12 level have achieved a pass percentage of fifty percent (50 %) or more in the subject applied for, in the last 2 years (2012 - 2013);
- the applicant has the necessary language proficiency and subject content competency to mark the relevant examination answer scripts;
- all application forms are submitted to the Exam Section at the District Office not later than 16:00 on or before 23 May 2014

5.2 THE DISTRICT EXAM SECTION:

- Receive application forms from schools;
- Arrange files per subject, with the name of the subject, level and paper on the spine of the file;
- Compile name list in alphabetical order;
- Submit application forms to MPU, with a name list, before or on 27 May 2014.

5.3 THE HEAD OFFICE:

- Receive files per cluster from districts;
- Capture data onto the system;
- Establish selection panels;
- Send out invitations to panel members;

PLEASE NOTE THE FOLLOWING:

1. The requirements for application are contained in the relevant Examination Instruction. Please read before completing application form.
2. Only one form should be completed. Applicants must indicate the subject, level (in case of languages) and paper number, where applicable, of the first choice. Paragraph 6 provides an opportunity to indicate the applicant's preference.
3. The application must be submitted to the Examinations Section of the District Office not later than 16:00 on or before 23 May 2014.
4. As this application is for *ad hoc* appointment, applicants must attach a **certified copy** of:
 - Statement of academic record/transcript of tertiary qualifications. **NB: This statement must clearly indicate the qualification level (year) of the subject applied for.**
 - Certified copy of the Identity Document (ID).
 - Documents must have been certified in 2014
 - Most recent GDE salary advice, clearly reflecting PERSAL number, month and pay point number**Educators not employed by GDE:** Please refer to the Examination Instruction for additional requirements.
5. If an applicant qualifies and is selected, an offer of appointment will be issued for National Senior Certificate marking. **If the offer of appointment is accepted by the marker, then it must be approved by the Principal or Director and returned to the Marking Processes Unit before an appointment is finalised.**
6. No provision is made for overnight accommodation for markers. In terms of applicable regulations the Department will reimburse markers for the actual kilometres travelled between the normal place of residence and the marking venue, up to a maximum of 150 km return trip per day. **Proof of car registration (certified copy) must be submitted with the claim form at the marking venue before a transport claim can be processed.**
7. Applicants must be **available** to mark for the **entire duration** of the marking process including **Saturdays** and **Sundays**.
8. **Educators who will be on maternity leave at the time of marking may not apply for marking.**

2. EMPLOYMENT DETAILS

GDE Perm GDE Temp Independent School SGB Post Other

School: _____ Centre No: _____ District: _____

3. QUALIFICATIONS

Degrees:

Name of Degree	Year	Institution	Major Subjects

Diplomas:

Name of Diploma	Year	Institution	Major Subjects

Additional Single Subjects relevant to application but not part of a formal qualification

Subject	Year	Institution	Course Level/Year Level

NB: Please indicate the highest qualification relevant to subject applying for:

Subject(s) _____

Level of Degree Qualification					
I	II	III	Hon	M	D

Level of Diploma Qualification			
1	2	3	4

Please draw an X in the applicable box(es)

4. TEACHING EXPERIENCE IN NCS/ CAPS

Total teaching experience (years) _____

Teaching experience in **SUBJECT** (years) **Gr.12** _____

Experience as **FET Facilitator appointed** in the subject: _____

Please list the institutions where you are teaching/have **taught/facilitated at FET level the subject concerned** on a **full-time basis** for this year and the preceding four years. (Be accurate. Refer to Examination Instruction paragraph 4 for requirements)

Year	Position	Subject(s)	Grade eg. 10, 11 or 12	Name of School/Institution	% obtained by the grade 12 learners taught by you
2013					
2012					
2011					
2010					
2009					

5. MARKING

(Please indicate year, subject and position held for past 3 years)

Marking: Internal Moderator, Chief Marker, Deputy Chief Marker, Senior Marker, Marker and Novice Marker

Year	Subject/Level/Grade	Position held
2013	Marking:	
2012	Marking:	
2011	Marking;	

Total Marking Experience for Gr. 12: External Examinations: _____

6. APPLICATION DETAIL

Please list all the Subjects/Papers you are applying for in order of preference

Subject	Level	Paper
1.		
2.		
3.		
4.		

If you are applying to mark a literature paper, please **name the prescribed works** the grade 12 learners at your school are currently teaching.

Poetry	
Short Stories	
Drama (s)	
Novel(s)	

7. **LANGUAGE PREFERENCE:** Please indicate the language in which you wish to mark:

English Afrikaans Both

8. **DECLARATION BY APPLICANT**

- I declare that the above information is **correct and accurate**.
- **I am currently teaching and/or have taught/facilitated the subject applied for at Gr. 12 level during for a minimum of two years in the last five years on a full-time basis.**
- **I have undergone the department's CAPS training programme.**
- I undertake to complete my normal school duties and obligations before going to mark.
- I have attached recently certified copies of the following documents to the application: Identity Document, statement of academic record/transcript, GDE salary advice.
- I have NOT taken a Voluntary Severance Package (VSP).
- I will NOT be on maternity leave at the time of marking.
- I understand that my appointment, conditions of service and remuneration will be according to the applicable legislation, rules and regulations.
- If I am not permanently employed by GDE I shall submit the documents listed in 4.5.1, 4.5.2 and 4.5.3 **prior to** the commencement of the marking session.
- I accept that if my application does not meet the criteria stipulated, I may be disqualified.

The pass percentage achieved **in the subject by the grade 12 learners of my school who were taught by the me :**

2012 _____

2013 _____

Signature of Applicant

Print Name

Date

9. **DECLARATION BY PRINCIPAL / DIRECTOR ***

(Only the Principal/ Director or officially Acting Principal/Director may sign the declaration. If authority was delegated, please attach a copy of the official delegation.)*

- I have mediated the content of this exam instruction to all members of my staff.
- I declare that the information in this application is correct and that the applicant is qualified in all respects to mark the subject applied for.

Percentage pass achieved **in the subject by the grade 12 learners in my school who were taught by the applicant:**

2012 _____

2013 _____

Signature of Principal/Director

Print Name

Contact Number of Principal/Director

Date

OFFICIAL STAMP