



**GAUTENG PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF EDUCATION  
DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

**EXAMINATION INSTRUCTION  
No. 10 OF 2013**

**DATE : 15 MARCH February 2013**

**TOPIC : GUIDELINES FOR THE APPOINTMENT OF MARKING OFFICIALS FOR THE 2013 NATIONAL SENIOR CERTIFICATE EXAMINATIONS**

**TO :**

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

**ENCLOSURES: Annexure A: Application Form**

**ENQUIRIES: Tel: 011 403 1314**  
**Fax: 011 403 6069**  
**e-mail: [Claudia.jeevanantham@gauteng.gov.za](mailto:Claudia.jeevanantham@gauteng.gov.za)**

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**Office of the Director: Examinations & Assessment**

12<sup>th</sup> Floor, 111 Commissioner Street, Johannesburg 2001 P.O. Box 7710, Johannesburg, 2000  
Tel: (011) 355 0588 Fax: (0 11) 355 0622 Email: [Prince.Masilo@gauteng.gov.za](mailto:Prince.Masilo@gauteng.gov.za)

# **GUIDELINES FOR THE APPOINTMENT OF MARKING OFFICIALS FOR THE NATIONAL SENIOR CERTIFICATE EXAMINATIONS**

## **1. INTRODUCTION**

1.1 All Heads of Institutions are required to mediate the content of this exam instruction to all members of their staff.

- Educators who have the requisite qualifications and experience are invited to submit applications for appointment as Markers for the October/November 2013 National Senior Certificate Examinations.

1.2 The application form (GDE 256) for appointment as a marking official is attached (Annexure A). Application forms are also available at the District Office: Examinations Unit.

## **2. LEGISLATIVE POLICY 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 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.

2.8 National Curriculum Statements (NCS) Grades R – 9 and 10 -12 (General).

2.9 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 requisites are applicable to educators who want to be appointed as marking officials:

- a) A recognised three year post school qualification which must include the subject concerned at second or third year level or other appropriate post matric qualification.
- b) Have at least a minimum of two years teaching experience in the subject concerned in grade 12 within the last 5 years.
- c) Having achieved a pass percentage of not less than 50% in the last two years in the subject concerned in grade 12.
- d) Occupy a full-time teaching post in a public or independent school.
- e) Departmental facilitators who are directly engaged in the subject concerned at grade 12.
- f) Has not taken the voluntary severance package, is medically boarded, over 65 years of age, taken maternity or sick leave.

***Applicants should take note of the following:***

- a) The maximum distance for which a person may claim who travels daily between his/her home and the marking centre making use of his/her private vehicle, is 75 km per trip (150 km per return journey). Such persons may not claim for transporting passengers.
- b) Applicants who make use of public transport may claim their actual expenses (subject to approval by the Head of Examinations) and may be required to provide proof of expenses.
- c) For languages only ONE form per language level per paper should be completed, e.g. English FAL Paper 1 or English FAL Paper 2 or English FAL Paper 3 separately.
- d) For content subjects only one application form per paper should be completed, e.g. History Paper 1 or History Paper 2 separately.
- e) A telephone/cell number, fax number and e-mail address should be provided.
- f) 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

- g) Applicants could be required to apply for **special leave** and their appointment is subject to leave being granted.
- h) Late, incomplete and incorrect applications will **NOT** be considered.
- i) The closing date for applications for marking for the 2013 National Senior Certificate examinations is 19 April 2013.
- j) Letters offering appointment will be sent to successful applicants. The applicant is required to accept the offer before an appointment is registered. The letter of acceptance **must be countersigned by the Principal as Head of the Institution or the District Director, indicating that he/she has no objection to the appointment** and can release the official from his/her normal duties for the duration of the marking. Should the Head of the Institution/Director decide not to approve the acceptance of the offer of appointment, it must be clearly indicated that the offer is declined and the document returned to the Marking Processes Unit. The educator must be informed.

#### 4. **IMPORTANT DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FORM**

- 4.1 A certified copy of an academic record or transcript of the tertiary qualifications, indicating the level of all subjects.
- 4.2 The top part of the recent salary advice slips – PERSAL, the date and month and ID number must be legible.
- 4.3 A certified copy of car registration. No transport claim will be processed without it.
- 4.4 A certified copy of ID document.
- 4.5 Applicants, **who are not permanently employed by the GDE**, e.g. educators at private schools, other institutions, in governing body posts or temporarily appointed with contract expiry date on or before 31 December 2013, must **submit the following additional documents:**
  - 4.5.1 An original GSSC (GDF) Form FI030 (Application for payment of Salary into Bank Account, available at Departmental Offices) so that registration on PERSAL can be done on time. (Faxed copies will not be accepted.)
  - 4.5.2 A recent bank statement indicating surname, initials and account number.

#### 5. **ROLES AND RESPONSIBILITIES OF OFFICIALS**

##### 5.1 **PRINCIPAL/HEAD OF INSTITUTION/DIRECTOR**

###### **Verifies and ensures that:**

- The teaching experience in the subject applied for, is correctly reflected;

- The qualifications are authentic, correct and appropriate for the subject applied for;
- The applicant has not taken the voluntary severance package, been medically boarded, taken maternity or sick leave and is not over 65 years of age.
- The declaration is signed by the applicant;
- All application forms are submitted to the Exam Section at the District Office not later than 16h00 on or before the 19 April 2013.

## **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 all application forms to Head Office (Juta – MPU) on the 26 April 2013;

## **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;



**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) \_\_\_\_\_

Degree            Diploma      
 Year Level    I    II    III    Hon    M    D                                      1    2    3    4

**4. SUBJECT APPLIED FOR (One form per Subject, per Paper per Level)**

4.1 Subject: \_\_\_\_\_

4.2 Paper: 1  2  3

4.3 Level: HL  FAL  SAL

## 5. EXPERIENCE

Total teaching experience (years) \_\_\_\_\_

Teaching experience (years) in the subject concerned in **Gr.12**  
\_\_\_\_\_

Experience as a **Facilitator** in the subject concerned: \_\_\_\_\_

Please list the institutions where you are teaching/have **taught the subject concerned** on a **full-time basis in grade 12** for this year and the preceding four years.

| Year | Name of School/Institution | Subject(s) | Grade, e.g. 11 or 12 | Position |
|------|----------------------------|------------|----------------------|----------|
| 2013 |                            |            |                      |          |
| 2012 |                            |            |                      |          |
| 2011 |                            |            |                      |          |
| 2010 |                            |            |                      |          |
| 2009 |                            |            |                      |          |

## 6. MARKING

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

| Year | Subject/Level/Grade | Position held |
|------|---------------------|---------------|
| 2012 |                     |               |
| 2011 |                     |               |
| 2010 |                     |               |

Total Marking Experience for Gr 12: External Examinations: \_\_\_\_\_

## 7. DECLARATION BY APPLICANT

- I have read and understood the contents of the exam instruction.
- 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 the past two years on a full-time basis.**
- I undertake to complete my normal school duties and obligations before going to mark.
- I have attached all required documents.
- I have NOT taken a Voluntary Severance Package (VSP)
- I have NOT been medically boarded.
- 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.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**8. DECLARATION BY PRINCIPAL / DIRECTOR**

- I have mediated the content of the 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 rate in the subject for the applied for:

2011  2012

Percentage pass rate in the subject for the school:

2011  2012

\_\_\_\_\_  
Name of Principal/Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contact Number of Principal/Director

\_\_\_\_\_  
Date

**OFFICIAL STAMP**