



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA



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EXAMINATION INSTRUCTION No. 08 OF 2013

DATE : 12 February 2013

TOPIC : GUIDELINES FOR APPLICATIONS TO BE APPOINTED AS A MARKING OFFICIAL FOR THE 2013 SENIOR CERTIFICATE EXAMINATIONS – NATED REPORT 550

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

This Examination Instruction serves to inform all relevant stakeholders of the guidelines for the application to be appointed as a marking official for the 2013 National Senior Certificate Examination – NATED Report 550.

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

Your co-operation in this matter is appreciated.

Regards

Prince Masilo
Director: Director: Examinations & Assessment

Date: 6/2/13

Office of the Director: Examinations & Assessment

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GUIDELINES FOR APPLICATION TO BE APPOINTED AS A MARKING OFFICIAL FOR THE SENIOR CERTIFICATE EXAMINATIONS – NATED REPORT 550

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 in the Senior Certificate (NATED REPORT 550) are invited to submit applications for appointment as:
 - Markers for the May/June 2013 Senior Certificate Examinations
- 1.3 The application form (GDE 256) for appointment as a marking official is attached (Annexure A). Application forms are also available at the District Offices: Examinations Unit.

2. LEGISLATIVE FRAMEWORK

- 2.1 The National Policy Education Act, 1996 (Act. No. 27 of 1996) and the South African Schools Act, 1996 (Act No. 84 of 1996) as amended.
- 2.2 National Policy on the Conduct, Administration and Management of the assessment of the Senior Certificate, published by means of *Government Notice No. 1081 in Government Gazette No. 26789 of 17 September 2004* and amended as: *Government Notice No. 827 in Government Gazette, No. 30267 of 7 September 2007*; and *Government Notice No.1151 in Government Gazette, No. 31535 of 31 October 2008*.
- 2.3 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. REQUIREMENTS FOR APPLYING

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

- REQV 13 or higher qualification, i.e. a B-degree, a higher/National (Technical) Diploma or Dip Tech.
- Qualification in the subject or directly related field of study at second year university level or at third/fourth-year teachers' college level or equivalent.
- Relevant teaching experience in the Senior Certificate (NATED Report 550)
- The necessary language proficiency and subject content competency to mark the relevant examination answer scripts.

- Attending a compulsory training session on the day prior to the start of the marking session.

4. IMPORTANT NOTES

- 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 passengers.
- Persons who make use of “*registered*” public transport may claim their actual expenses (subject to approval of the Head of Examinations) and may be required to provide proof of such expenses.
- **Only ONE form per applicant should be completed. Provision is made on the application form for the applicant’s preference in terms of subject/level/grade.**
- A telephone/cell number, fax number and e-mail address must be provided.
- 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.
- Late, incomplete and incorrect applications will be disqualified.
- Remuneration of marking officials is determined by the relevant Personnel Administration Measures (PAM) document.
- **No change of residence will be accepted once you have signed and submitted the acceptance letter.**

5. ROLES AND RESPONSIBILITIES OF OFFICIALS

5.1 PRINCIPAL/HEAD OF INSTITUTION/DIRECTOR

- Verify and ensures:
 - ✓ The correctness of the applicant’s teaching experience in the subject applied for;
 - ✓ The applicant’s suitability, in all respects, to carry out the responsible and onerous task of marking the Grade 12 Senior Certificate examination answer scripts;
 - ✓ The applicant has **NOT** taken the voluntary severance package, is medically boarded, over 65 years, taken maternity or sick leave.
 - ✓ The qualifications are authentic, correct and appropriate for the subject applied for;

- ✓ Check if application form is complete and all relevant documents are attached.
- ✓ Signs the declaration (This may not be delegated)

5.2 THE DISTRICT EXAM SECTION WILL:

- receive and record all applications per subject.
- hand all recorded application forms to the relevant subject facilitator, together with the name list.
- retrieve the verified application forms from the facilitator and hand them over to MPU, with a name list, before or on the due date.

5.3 District Subject Facilitators will:

- Verify the documentation and Recommend or Not Recommend the application and print his/her name and sign the form in the appropriate space. **If the application is not recommended, a reason should be clearly stated.** This recommendation is a crucial aspect in appointing markers and must be considered on a professional basis.
- Return the applications to the District exam section for handing in at MPU, together with the name list of all applications submitted, recommended and not recommended. It should be noted that all applications must be submitted, whether recommended or not recommended. Districts must please keep a copy of the list.

5.4 The Head Office will:

- Capture all recommended applications;
- File the not recommended in a separate set of files;
- Compile selection panels;
- Establish selection dates;
- The panel recommends markers for the director's approval as per selection criteria;
- Send out the **offer of appointment** letters to successful candidates.

6. GENERAL INFORMATION

6.1 Marking is provisionally scheduled to start on the 28 June 2013. **Markers will be required to mark during the school holiday.**

6.2 Pre-marking sessions, for chief markers and senior markers of **identified subjects**, will be held at the venue the day before marking commences

6.3 **The following CS educators will not be considered for appointment as markers:**

- Pre-primary and primary school educators
- Non-South African citizens without SACE registration/GDE payslip or Green ID book.
- Educators from outside the Gauteng Province
- Educators on suspension.

- 6.4 Please note that the pace of marking will be strictly monitored since remuneration is based on norm time.
- 6.5 Educators are kindly requested to complete the section on race and gender on the application form, in order to ensure equity in the appointment of markers.
- 6.6 Applicants, who are not permanently employed by the GDE at the time of marking (e.g. educators at private schools, other institutions, in governing body posts or temporarily appointments, are requested to submit the following additional documentation together with their acceptance letters:**
- Certified copy of the identity document (ID).
 - An original GSSC 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.)
 - A recent bank statement indicating surname, initials and account number.
- 6.7 Educators, who have not been appointed, will not be allowed access to the marking venue, and no recruitment will be done at the marking venue.
- 6.8 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.**
- 6.9 Applications must be submitted to the Examination Section of the District Office by 16:00 on or before the due date **(12/03/2013)**.
- 6.10 Successful applicants will be required to attend the full marking session.**



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APPLICATION FOR THE MARKING OF THE 2013 SENIOR CERTIFICATE EXAMINATION – NATED REPORT 550

NB. PLEASE READ EXAMINATION INSTRUCTION NO 08 OF 2013 BEFORE APPLYING

CLOSING DATE: 12 MARCH 2013

SUBJECT: _____

PAPER NO. _____

LEVEL: _____

GRADE: _____

For District Use: Verification by FET Subject Facilitator

The information in this application is verified and correct, particularly with reference to teaching experience as stated in #4&5.

The application is **Recommended** / **Not Recommended**
(Delete if not applicable)

Reasons if not recommended _____

Signature

Print Name/Contact Number

Date

1. PERSONAL PARTICULARS

Identity no

PERSAL

Surname

Initials

Title

Maiden name

Gender Male Female

Race Black White Coloured Indian

e-mail address _____

Telephone

Work/School

Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Residential Address: _____

Postal Code _____

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, grade (HG/SG) 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 Tuesday 12th March 2013.
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).
 - 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 on **Saturdays** and **Sundays** as well as for the **entire duration** of the marking process.
8. **Educators who will be on maternity leave at the time of marking may not apply for marking.**
9. **Markers who have been appointed must be prepared as they will be expected to work out the answers to the entire question paper or particular questions from the paper.**

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. TEACHING EXPERIENCE IN SC

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 taught the subject concerned in the Senior Certificate on a full time basis for the year 2007, 2006 and 2005. Make sure that this section is completed correctly and accurately.

Year	Period (months) (from - to)	Position	Subject(s)	Grade, eg. 11 or 12	HG/SG	Name of School/Institution
2007						
2006						
2005						

5. MARKING

(Please indicate year, subject and position held)

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

Year	Subject/Level/Grade	Position held
2007	Marking:	
2006	Marking:	
2005	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	Paper
1.	
2.	
3.	
4.	

If you are applying to mark a literature paper, indicate the prescribed works you are currently teaching

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 have attached certified copies of the following documentation 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.

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 declare that the information in this application is correct and that the applicant is qualified in all respects to mark the subject applied for.

Signature of Principal/Director

Print Name

Contact Number of Principal/Director

Date

OFFICIAL STAMP

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