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**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT  
DIRECTORATE: ASSESSMENT**

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**ASSESSMENT INSTRUCTION NO 21 OF 2019**

**TO:** CHIEF DIRECTORS  
DIRECTORS  
CES PROFESSIONAL SUPPORT  
SUB DISTRICT MANAGERS  
PROVINCIAL CURRICULUM DEVELOPERS  
CIRCUIT MANAGERS  
FET SUB-DISTRICT CURRICULUM COORDINATORS  
DISTRICT ASSESSMENT MANAGERS  
FET SBA COORDINATORS  
FET: SUBJECT SPECIALISTS  
PRINCIPALS: SECONDARY SCHOOLS  
EDUCATORS: SECONDARY SCHOOLS  
TEACHER UNIONS

**SUBJECT: ADVERTISEMENT FOR EXAMINERS/CHIEF MARKERS AND INTERNAL  
MODERATORS FOR NATIONAL SENIOR CERTIFICATE (NSC)  
EXAMINATIONS: GRADE 12 FROM 2021 TO 2023.**

1. Applications are invited from suitably qualified and experienced candidates for North West Provincial Chief Examiners and Internal Moderators for grade 12 in all the subjects attached below for the period of 2021 to 2023.
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 particular subject:
    - 2.2.1 At least 3 years teaching experience in the subject for Grade 12 or
    - 2.2.2 At least 5 years experience as a Subject Specialist in the relevant subject
    - 2.2.3 Evidence of knowledge of computer skills
  - 2.3 Experience in one of the following is an added advantage:
    - (a) Examiner, Chief Marker, Subject Analyst or Internal moderator,
    - (b) Deputy Chief Marker in the subject applying for,
    - (c) Senior Marker in subjects where there is no Deputy Marker, or
    - (d) Grade 12 Marker
  - 2.4 Principals of schools or learning institution may not apply.
  - 2.5 SGB appointees may not apply.
  - 2.6 The applicant must be teaching the applicable subject in 2020 in grade 12
  - 2.7 The applicant must have attended training workshops/information sessions concerning CAPS for the applicable subject since 2013.

3. **Responsibilities:**

- 3.1 Examiners and Internal moderators will be responsible for setting, translating, moderating and quality assuring the Grade 12 question papers for October 2021, October 2022 and October 2023, according to the National requirements.  
**(For the first 35 papers only – Annexure B)**
- 3.2 Examiners will ensure that the question paper is translated to either English or Afrikaans before submission to the Assessment office.
- 3.3 Examiners and moderators will be expected to manage marking in June and December as Chief Markers and Internal moderators.
- 3.4 Examiners and Internal moderators will have to stick to the time schedule as will be given during the training workshop  
Please note: there will be a penalty of 1% per working day for late submission (setting, translating, moderation, correction and finalisation)

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 Proof of being computer literate
  - 5.1.5 Short resumé from Principal/subject head/subject advisor about:
    - (a) Teaching experience
    - (b) Standard of teaching
    - (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 (where available) 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 for and post number/code must appear on the application.

**PLEASE NOTE:**

Applications for **Internal Moderators** - to be completed in **BLACK ink**;  
Applications for **Chief Examiners** - to be completed in **BLUE ink**.

7. All shortlisted applicants may be subjected to a competency test and an interview process on setting of Question papers and subject content.
8. **Closing date for applications: 28 February 2020.**
9. **The following applications will not be considered:**
- 9.1 Incomplete details on the application forms
  - 9.2 Where all required documents are not attached
  - 9.3 Late applications
  - 9.4 Faxed applications
  - 9.5 Applications sent by electronic media.

**All applications must be addressed to:**

Attention: Ms M van Biljon  
Mr NW Swaratlhe

Directorate: Assessment  
Inset Building  
Albert Lithuli Drive  
Mmabatho

**OR**

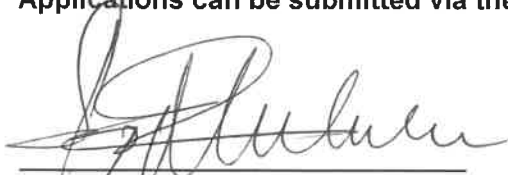
Posted to:

Department of Education  
North West  
Chief Directorate: Examinations and Assessment  
Directorate: Assessment  
Private Bag X 2044  
Mmabatho  
2735

- ❖ **Applications can be hand-delivered to Mmabatho Examinations and Assessment Offices.**

**OR**

- ❖ **Applications can be submitted via the District and Sub-district offices.**



**Ms DE Mohube**  
**Chief Director: Examinations and Assessment**



# education

Lefapha la Thuto la Bokone Bophirima  
Noord-Wes Departement van Onderwys  
North West Department of Education  
**NORTH WEST PROVINCE**

Private Bag X2044, Mmabatho 2735  
Tel.: (018) 384-5805 / 388-0851 / 388-0850  
Fax: 086-263-2755  
e-mail: ogaborone@nwpg.gov.za  
or  
90 Thabo Mbeki Drive, Potchefstroom,  
Private Bag X1225, Potchefstroom 2520  
Tel.: (018) 297-5211 / Fax: (018) 293-0199

## CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: ASSESSMENT

### **ANNEXURE A** **APPLICATION FOR APPOINTMENT OF EXAMINERS/CHIEF MARKER AND** **INTERNAL MODERATORS FOR THE NORTH WEST PROVINCIAL EXAMINATION** **PAPERS GRADE 12 FROM 2021 TO 2023.**

1. I hereby apply to be appointed as an Chief Examiner/ Internal Moderator in the following subject:

POSITION		SUBJECT	PAPER			CODE
IM	CE		1	2	3	

#### OTHER SUBJECT APPLIED FOR

(SEPARATE APPLICATIONS)

POSITION	SUBJECT	PAPER	CODE

#### 2. PERSONAL INFORMATION

<b>Surname:</b>													
<b>First Names:</b>													
<b>ID No.(13 Digits)</b>													
<b>Persal No.</b>													
<b>SACE No. (South African council for educators)</b>													
<b>Designation/Rank</b>													
<b>Name and address of the centre/institution presently attached to</b>													
											<b>Postal Code</b>		

**3. CONTACT DETAILS**

<b>Work Tel.</b>	
<b>Home Tel.</b>	
<b>Cell No.</b>	
<b>E- mail Address</b>	
<b>Sub-District</b>	
<b>District</b>	

**4. ADDRESS**

<b>POSTAL ADDRESS</b>	<b>RESIDENTIAL ADDRESS</b>

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

(2) Employed by other institution?  Yes  No

**5. RELEVANT QUALIFICATIONS (Attach certified copies of all certificates)**

<b>ACADEMIC: (e.g. B.A. etc)</b>		<b>PROFESSIONAL (e.g. HDE: etc)</b>	
Institution		Institution	
Year obtained		Year obtained	

**6. TEACHING EXPERIENCE OR ADVISING IN THE SUBJECT**

<b>No. Of years involved in this subject</b>	
<b>Number of years Gr 12 teaching experience in this subject</b>	

**END OF YEAR RESULTS IN TAUGHT BY ME AND APPLIED FOR:**

<b>Year</b>	<b>Number of candidates</b>	<b>Number passed</b>	<b>Number obtained 50% or more</b>
2017			
2018			
2019			

**7. LANGUAGE PROFICIENCY (Use excellent, Good, Poor, No)**

<b>Afrikaans</b>	<b>Praat</b>		<b>Lees</b>		<b>Skryf</b>	
<b>English</b>	<b>Speak</b>		<b>Read</b>		<b>Write</b>	
<b>Setswana</b>	<b>Go Bua</b>		<b>Go Buisa</b>		<b>Go Kwala</b>	
<b>Other</b>						

**8. MARKING EXPERIENCE IN EXTERNAL MARKING OF EXAMINATIONS**

<b>Year</b>	<b>SUBJECT</b>	<b>POSITION: e.g. Marker, Chief Marker, Internal Moderator.</b>
2016		
2017		
2018		
2019		

**9. OTHER RELEVANT EXPERIENCE / WORKSHOPS / TRAINING**


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

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

\_\_\_\_\_  
DATE

**10. Principal / Supervisor:**

I, \_\_\_\_\_ recommend the appointment of  
this teacher / official for the post applied for?

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NAME(Print)	SIGNATURE	DATE

**STAMP**

**NB: Please attach certified copies of:**

- 1. ID**
- 2. Payment advice (not older than three months)**
- 3. Qualifications**
- 4. Proof of computer literacy**
- 5. SACE certificate**

**ANNEXURE B**

**LIST OF VACANCIES: GRADE 12**

NO	SUBJECT	PAPER	DURATION	MARKS	CE- CODE	IM CODE
1	Accounting	1	2 hours	150	CE12/ACC/P1	IM12/ACC/P1
2	Accounting	2	2 hours	150	CE12/ACC/P2	IM12/ACC/P2
3	Afrikaans Home Language	1	2 hours	70	CE12/AHL/P1	IM12/AHL/P1
4	Afrikaans Home Language	2	2½ hours	80	CE12/AHL/P2	IM12/AHL/P2
5	Afrikaans First Additional Language	1	2 hours	80	CE12/AFL/P1	IM12/AFL/P1
6	Afrikaans First Additional Language	2	2 hours	70	CE12/AFL/P2	IM12/AFL/P1
7	Afrikaans Second Additional Language	1	2½ hours	120	CE12/ASL/P1	IM12/ASL/P2
8	Afrikaans Second Additional Language	2	2 hours	80	CE12/ASL/P2	IM12/ASL/P2
9	Agricultural Sciences	1	2½ hours	150	CE12/AGS/P1	IM12/AGS/P1
10	Agricultural Sciences	2	2½ hours	150	CE12/AGS/P2	IM12/AGS/P2
11	Business Studies	1	2 hours	150	CE12/BST/P1	IM12/BST/P1
12	Business Studies	2	2 hours	150	CE12/BST/P2	IM12/BST/P2
13	Economics	1	2 hours	150	CE12/ECN/P1	IM12/ECN/P1
14	Economics	2	2 hours	150	CE12/ECN/P2	IM12/ECN/P2
15	English First Additional Language	1	2 hours	80	CE12/EFL/P1	IM12/EFL/P1
16	English First Additional Language	2	2 hours	70	CE12/EFL/P2	IM12/EFL/P2
17	English Home Language	1	2 hours	80	CE12/EHL/P1	IM12/EHL/P1
18	English Home Language	2	2½ hours	70	CE12/EHL/P2	IM12/EHL/P2
19	Geography	1	3 hours	225	CE12/GEO/01	IM12/GEO/01
20	History	1	3 hours	150	CE12/HIS/P1	IM12/HIS/P1
21	History	2	3 hours	150	CE12/HIS/P2	IM12/HIS/P2
22	Life Sciences	1	2½ hours	150	CE12/LSC/P1	IM12/LSC/P1
23	Life Sciences	2	2½ hours	150	CE12/LSC/P2	IM12/LSC/P2
24	Mathematical Literacy	1	3 hours	150	CE12/MLT/P1	IM12/MLT/P1
25	Mathematical Literacy	2	3 hours	150	CE12/MLT/P2	IM12/MLT/P2
26	Mathematics	1	3 hours	150	CE12/MAT/P1	IM12/MAT/P1



NO	SUBJECT	PAPER	DURATION	MARKS	CE- CODE	IM CODE
27	Mathematics	2	3 hours	150	CE12/MAT/P2	IM12/MAT/P2
28	Physical Sciences	1	3 hours	150	CE12/PSC/P1	IM12/PSC/P1
29	Physical Sciences	2	3 hours	150	CE12/PSC/P2	IM12/PSC/P2
30	Setswana Home Language	1	2 hours	70	CE12/SET/P1	IM12/SET/P1
31	Setswana Home Language	2	2½ hours	80	CE12/SET/P2	IM12/SET/P2
32	Technical Mathematics	1	3 hours	150	CE12/TMA/P1	IM12 TMA/P1
33	Technical Mathematics	2	3 hours	150	CE12/TMA/P2	IM12 TMA/P2
34	Technical Sciences	1	3 hours	150	CE12/TSC/P1	IM12/TSC/P1
35	Technical Sciences	2	3 hours	150	CE12/TSC/P2	IM12/TSC/P2
36	Afrikaans First Additional Language	3	2½ hours	100	CE12/AFL/P3	IM12/AFL/P3
37	Afrikaans Home Language	3	2½ hours	100	CE12/AHL/P3	IM12/AHL/P3
38	Civil Technology (Civil Service)	1	3 hours	200	CE12/CTS/P1	IM12/CTS/P1
39	Civil Technology (Construction)	1	3 hours	200	CE12/CTC/P1	IM12/CTC/P1
40	Civil Technology (Woodworking)	1	3 hours	200	CE12/CTW/P1	IM12/CTW/P1
41	Computer Application Technology	1	3 hours	180	CE12/CAT/P1	IM12/CAT/P1
42	Computer Application Technology	2	3 hours	150	CE12/CAT/P2	IM12/CAT/P2
43	Consumer Studies	1	3 hours	200	CE12/CST/P1	IM12/CST/P1
44	Electrical Technology (Digital Systems)	1	3 hours	200	CE12/ETD/P1	IM12/ETD/P1
45	Electrical Technology (Electronics)	1	3 hours	200	CE12/ETE/P1	IM12/ETE/P1
46	Electrical Technology (Power Systems)	1	3 hours	200	CE12/ETP/P1	IM12/ETP/P1
47	Engineering Graphics And Design	1	3 hours	100	CE12/EGD/P1	IM12/EGD/P1
48	Engineering Graphics And Design	2	3 hours	100	CE12/EGD/P2	IM12/EGD/P2
49	English First Additional Language	3	2½ hours	100	CE12/EFL/P3	IM12/EFL/P3
50	English Home Language	3	2½ hours	100	CE12/EHL/P3	IM12/EHL/P3
51	Geography	2	1½ hours	75	CE12/GEO/P2	IM12/GEO/P2
52	Hospitality Studies	1	3 hours	200	CE12/HST/P1	IM12/HST/P1
53	Information Technology	1	3 hours	150	CE12/INT/P1	IM12/INT/P1
54	Information Technology	2	3 hours	150	CE12INT/P2	IM12INT/P2

NO	SUBJECT	PAPER	DURATION	MARKS	CE- CODE	IM CODE
55	Isixhosa Home Language	1	2 hours	70	CE12/XHL/P1	IM12/XHL/P1
56	Isixhosa Home Language	2	2½ hours	80	CE12/XHL/P2	IM12/XHL/P2
57	Isixhosa Home Language	3	2½ hours	100	CE12/XHL/P3	IM12/XHL/P3
58	Mechanical Technology (Automotive)	1	3 hours	200	CE12/MTA/P1	IM12/MTA/P1
59	Mechanical Technology (Fitting And Machining)	1	3 hours	200	CE12/MTF/P1	IM12/MTF/P1
60	Mechanical Technology (Welding And Metal Work)	1	3 hours	200	CE12/MTW/P1	IM12/MTW/P1
61	Sesotho Home Language	1	2 hours	70	CE12/SOH/P1	IM12/SOH/P1
62	Sesotho Home Language	2	2½ hours	80	CE12/SOH/P2	IM12/SOH/P2
63	Sesotho Home Language	3	2½ hours	100	CE12/SOH/P3	IM12/SOH/P3
64	Setswana Home Language	3	2½ hours	100	CE12/SHL/P3	IM12/SHL/P3
65	Tourism	1	3 hours	200	CE12/TOU/P1	IM12/TOU/P1
66	Visual Arts	1	3 hours	100	CE12/VIA/P1	IM12/VIA/P1