



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

Ref	AI 03/2020	Enq:	Mr NW Swarathe	Tel:(018) 384 3155/ <a href="mailto:nswarathe@nwpg.gov.za">nswarathe@nwpg.gov.za</a>	Fax: 0866254077	Date:	2020/03/02
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**ASSESSMENT INSTRUCTION NO 03 OF 2020**

**TO: CHIEF DIRECTORS  
DISTRICT DIRECTORS  
DISTRICT ASSESSMENT & EXAMINATIONS MANAGERS  
CHIEF EDUCATION SPECIALISTS – PROFESSIONAL SUPPORT  
SUB-DISTRICT MANAGERS  
SUB-DISTRICT CURRICULUM COORDINATORS  
CIRCUIT MANAGERS  
SUBJECT ADVISORS  
SUB-DISTRICT ASSESSMENT OFFICIALS  
PRINCIPALS: ALL PUBLIC AND INDEPENDENT SCHOOLS  
TEACHER UNIONS**

**RE: APPLICATION FOR MARKING GRADE 12 NSC EXAMINATIONS 2020**

Marking of the Grade 12 NSC scripts will be done from 28 November to 13 December 2020. The following information should be considered by all applicants when completing the form.


**INFORMATION ON COMPLETING THE FORM**

1. You may only apply for **ONE** subject (**NOT PAPERS**) that you are teaching at grade 12 level in 2020.
2. A teacher must have taught the subject in the last three consecutive years at grade 12 before s/he can be considered for marking. If they are not teaching that subject in Gr 12 this year, they must be teaching it currently in either Gr 10 or 11. Preference will be given to those currently teaching grade 12
3. Applicants for languages should indicate the level of the language (i.e. **Home/1<sup>st</sup> Additional /2<sup>nd</sup> Additional Languages**) and the **literature books** that are selected at the school for easy placement during marking.
4. All applicants should **attach certified copies** of:
  - Identity document,
  - Transcript of qualifications (Academic record)
  - All post-matric qualifications and
  - SACE registration certificate.
5. ALL applicants **MUST** ensure that all fields on the form are completed and they provide their cell phone numbers and email addresses.
6. Each page of the application form must have the name of the applicant and the subject applied for.

7. The application form must be completed in black ink, **no photocopies or faxed forms** will be accepted.
8. All forms must be submitted to the Head Office by the districts. No forms will be accepted at Head Office directly from Sub-districts or schools.
9. Principals must attach the list of all teachers from the school who applied on the form provided. If the name is not on the list it will be disregarded.
10. Incomplete application forms will not be accepted.
11. Principals/Head of Institutions should submit all application forms to the District Office on or before **17 April 2020, no late applications will be accepted.**

## SELECTION OF MARKERS

The selection of markers will be done in June 2020.



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**Mf RD MOROENG**  
**ACTING CHIEF DIRECTOR:**  
**EXAMINATIONS AND ASSESSMENT**

## **ADDITIONAL INFORMATION AS EXTRACTED FROM THE DBE MARKING PROCESS GUIDELINE**

### **1. WHO QUALIFIES TO APPLY TO MARK?**

- a) Teachers, including Subject Heads and Departmental Heads qualify to apply to be Markers of the NSC examination.
  - The applicant must have taught or is teaching Grade 12.
  - If the applicant is not teaching the subject in Gr 12 this year, he/she must be teaching that subject in Gr 10 or 11.
  - He/she must have at least a three year post matric qualification which must include the subject concerned at second or third year level;
  - He/she must have extensive experience as a teacher in the particular subject and at least two years teaching or other curriculum-related experience within the last five years at the appropriate level in the subject.
  - Preference will be given to teachers/ Subject Advisors/ Curriculum Specialists teaching/ providing professional support to the Grade 12 CAPS.
- b) Subject Advisors/Curriculum Advisors in the FET phase with a second year qualification in the subject in which they are providing professional support.
- c) Teachers in registered Independent schools who meet the requisite appointment criteria.
- d) Teachers in School governing Body posts who meet the requisite appointment criteria.
- e) Teachers who have a child or immediate relative in Grade 12 in the year they are applying to mark the NSC examination may only apply for the position of marker provided that she/he has declared that a child /immediate relative is an NSC candidate.

### **2. WHO DOES NOT QUALIFY TO MARK?**

- a) Office-based educators or Subject Advisors/Curriculum Advisors who are not directly involved in providing professional support to Grade 12 subject teachers in the particular subject may not apply to mark Grade 12.
- b) Principals/acting principals.
- c) AET educators.
- d) One who is medically boarded/ on maternity leave or any leave during the
- e) marking session.
- f) Teachers/ Subject Advisors/ Curriculum Specialists who are 65 years and
- g) older.
- h) Officials employed in the Examinations and Assessment Chief Directorate.

### **3. VERIFICATION OF MARKER DETAILS AT SCHOOL LEVEL:**

- a) The principal informs all teachers that the marker application forms are available to all eligible applicants and makes copies available for completion.
- b) The principal forms a verification committee that will verify all applications received at the school.
- c) The Principal and committee members ensure that information on each application form is authentic by verifying every application form received. The committee will sign a declaration that the information being submitted is correct and accurate on the summary form.
- d) The school prepares a summary list of all applicants and the subjects for which they have applied. **NB. The school should use the tracker/control form to account for all applications received and submitted to the Sub-district**
- e) **The summary list of applicants** must be completed and signed by each applicant and his/her Department Heads. A signed register of attendance and minutes of the Verification Meeting must be attached to this form.
- f) Teachers are informed by the principal that they sign the Marker Application form with the knowledge that it is legally binding and certifies the accuracy and the ownership of the information provided by all signatories.  
Any false information supplied on the document will result in the disqualification of the applicant. In this instance, the disqualified applicant would only be considered for selection after two years.
- g) **Applications can be rejected during screening by the subject advisor based on the given information, especially if the teacher has not taught that subject or the performance of the teacher is falsified.**

### 3.2 Instructions to Principals

- a) **The principal** is to sign the application form only if the subject teacher was/is responsible for teaching the subject in FET for at least the past three consecutive years and is currently teaching the subject in the phase.
- b) Principals must not sign the application forms of teachers who are not teaching in their school, are on leave at the time of application, or who will be on leave during the marking session.
- c) If a teacher taught Grade 12 in a different school in previous years, and is not currently teaching Grade 12, the principal must only sign the form if he/she has verified with the previous principal that the teacher taught the subject within the last three years at Grade 12 level in 2017, 2018 and or 2019 and currently is teaching the subject in the FET phase.

### 3.3. Screening and verification at Subject Advisory level

- a) Screening and verification by the subject committee established at Sub-district level will validate application forms received from schools against the following criteria:
  - i) Completeness of the application form;
  - ii) Eligibility of applicants;
  - iii) Verification and recommendation of applicants by Subject Advisor/ Curriculum Specialist for each question paper in the subject applied

for.

- b) The screening and verification committee will complete a Marker Application Scoring Guide to assist with the ranking of all eligible applications to guide the selection by the provincial verification and selection committee.  
**The Sub-District should use the tracker/control form to account for all applications received and submitted to the District/Head Office**

#### 4. **PROVINCIAL VERIFICATION AND SELECTION COMMITTEE**

The membership of the Provincial Subject Committee that recommends NSC markers for appointment is as follows:

- Examinations/Assessment official as chairperson
- Internal Moderators for the specific subject papers
- Chief Markers for the subject paper
- Provincial Heads of Subjects
- Teacher Union representatives as observers

#### 5. **PROVINCIAL RECOMMENDATION COMMITTEE**

The membership of the Provincial Recommendation Committee that recommends NSC markers for appointment by the Head of Department is as follows:

- Head of Examinations/Assessment as Chairperson
- Assessment officials including Chief Education Specialist: Marking Process

#### 6. **CONDITIONS FOR APPOINTMENT AS A MARKER**

- a) Appointed markers must have attended relevant professional development and training programmes hosted by either the Department of Basic Education or the Provincial Education Department, as well as training at marking centres.
- b) Appointed markers must draw up their own handwritten **marking memorandum** for marking the papers they have been appointed for and submit it at the Marking Centre on the day of registration. This memorandum cannot be shared with colleagues and must be original, handwritten and may not be reproduced in any way.
- c) **In respect of Languages, teachers who apply to mark languages must specify the set works they are teaching in the year of application.**

#### 7. **CRITERIA FOR REJECTION OF APPLICATION FORMS:**

**The following Application forms will not be considered:**

- a) Incomplete or illegible applications.
- b) Application forms that contain false information or information that could not be verified by the Verification Committee.
- c) Application forms received at the District Office after the due date.
- d) **Application forms submitted directly to the Provincial Office.** All applications must be submitted through the District Office for verification at District level.
- e) Faxed application forms.

**The marker application form must carry the signatures of the following:**

- ✓ The principal of the school where the teacher is teaching.
- ✓ The Subject Advisor or Curriculum Coordinator in the Sub-district in the absence of the Subject Advisor for the respective subject
- ✓ Sub-District/Provincial Curriculum Coordinator for office based educators.  
(Remember your signature is a **declaration** that shows that the teacher teaches the subject applied for and is qualified for marking the subject and if not, disciplinary action can be taken against the signatories).

Application forms to be handed in to the Examinations and Assessment Unit at **District Office /Sub-district with the summary form and minutes of meeting held at school level. Curriculum/Subject Advisors** who qualify and wish to apply to mark must also hand in applications to the Examinations and Assessment Unit at **District/Sub-district.**

- After the markers have been selected, list of markers will be sent to the principals per school, the list of markers will not indicate the position at marking (Markers and reserve markers) will be appearing on the list.
- **The list is for verification purposes only and does not guarantee that a teacher or official has been appointed for any marking position.**
- Only after verification by the principal, officials from Basic Education, Examinations and Assessment Chief Directorate, UMALUSI and appointment by the HoD can a teacher or official be regarded as appointed.
- Appointment letters will be generated and sent to Principals per school and to Sub-district or District Offices for Subject Advisors/office Based educators.
- No correspondence will be entered into with teachers or officials who are not appointed.





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

Inset Building,  
 Dr Albert Lutshui Drive, Mmabatho,  
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 Mmabatho 2735  
 Tel.: (018) 389-0818 / Tel.: (018) 386-3401  
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# 2020 MARKERS FOR GRADE 12 EXAMINATION PAPERS

## CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

### VERIFICATION LIST OF APPLICANTS AT PUBLIC AND INDEPENDENT SCHOOLS

DISTRICT: \_\_\_\_\_ SUB-DISTRICT: \_\_\_\_\_  
 NAME OF SCHOOL: \_\_\_\_\_ CENTRE NO: \_\_\_\_\_

Name of applications approved by the committee	Subject applied for	Qualifications in the subject (applied for)	ID Number	Persal	Signature	Checked (Make a tick)	
						District Official	Provincial Official

### APPROVING COMMITTEE MEMBERS:

	DISTRICT OFFICIAL	PRINCIPAL/ DEPUTY PRINCIPAL	HOD	TEACHER
NAME				
SIGNATURE				
DATE				

STAMP





**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

**2020 MARKER APPLICATION TRACKER/CONTROL FORM**

No.	APPLICANT	SUBJECT	SCHOOL		SUB - DISTRICT		DISTRICT		HEAD OFFICE	
			Applicant	Principal	Date	Submitted	Received	Date	Submitted	Received
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										





**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

**APPLICATION FOR APPOINTMENT AS A MARKER  
CLOSING DATE: 17 APRIL 2020**

FOR OFFICIAL USE ONLY APPOINTED AS:	SUBJECT ANALYST	IM	CM	DCM	SM	M	RESERVE MARKER	NOT APPOINTED

**INSTRUCTIONS:**

- All applications must comply with the policy and marking process guidelines from the National Department of Basic Education. Any official found not to comply (even after appointment), will be released from the marking venue without remuneration.
- You may only apply for paper of a ONE subject (not papers).
- Attach certified copies of the following: ID document, all post-matric qualifications as well as your SACE certificate.
- Incomplete, illegible or late applications will not be considered.
- Principals/Heads of Institutions must submit all application forms to the District office on or before **17 April 2020**.

**NOTE:**

- The applicant must have taught or is teaching Grade 12. If the applicant is not teaching the subject in Gr 12 this year, he/she must be teaching that subject in Gr 10 or 11.
- Applicants must have at least a three year post matric qualification which must include the subject concerned at second or third year level;
- Applicants must have extensive experience as a teacher in the particular subject and at least two years teaching or other curriculum-related experience within the last three years at Grade 12 level in the subject. Preference will be given to teachers/ Subject Advisors/ Curriculum Specialists teaching/ providing professional support to the Grade 12 CAPS.
- Officials that may NOT apply include: Principals/acting principals, AET educators, office-based educators or Subject Advisors/Curriculum Advisors who are not directly involved in providing professional support to Grade 12 subject teachers in the particular subject.

**APPLICATION FOR:**

Subject:  (Indicate Home, First or Second Additional Language where applicable)

Applicant would mark in:  Afrikaans  and / or  English   
(Applicable for content subjects only. Tick the appropriate language/s)

**1. PARTICULARS OF APPLICANT**

Surname:  Initials:  Title:

ID number:  Gender (M / F):

PERSAL no.:  SACE number:

School/Institution:  Present post:   
(Work place)

District:  Sub District:   
(Work place)

District no.:  Sub District no.:  Centre no.:   
(If applicable)

Cell phone no.:  (Will be used for communication with applicant)  
(\* Compulsory)

E-mail address:  (Will be used for communication with applicant)

Postal address: <b>(WORK)</b>		Postal address: <b>(HOME)</b>	
Postal code:		Postal code:	
Telephone no.:		Telephone no.:	
Fax no.:		Fax no.:	
E-mail address:		E-mail address:	

## 2. QUALIFICATIONS OF APPLICANT

List all academic and professional qualifications. A certified copy of each qualification listed must be attached to the application form. (A post matric transcript of the qualification on the subject teaching must be attached).

SCHOOL / COLLEGE EDUCATION		
Name of school / College	Highest qualification obtained	Year obtained

TERTIARY EDUCATION (List all qualifications and attach certified copies)		
Name of institution	Qualification obtained	Year obtained

CURRENT STUDIES (Attach proof of registration)		
Name of institution	Qualification registered for	Year to be completed

## 3. TEACHING EXPERIENCE OF APPLICANT

Subject applied for:

Total number of years **GRADE 12 teaching** experience in the subject applied for:

Teaching experience in the subject applied for during the last 4 years				
Involved in subject as: .....	2017	2018	2019	2020
Indicate Grades (10, 11, 12) of involvement each year				

**4. MARKING EXPERIENCE OF APPLICANT IN GRADE 12 EXTERNAL EXAMINATIONS**

NOV./DEC.	SUBJECT	PAPER	POSITION (e.g. Marker, Senior Marker, Moderator)	FOR OFFICE USE
2017				
2018				
2019				

Total number of years **GRADE 12** marking experience in the subject applied for:

**For Languages only**

Indicate the **Literature Books** that you are using

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**5. RESULTS OBTAINED AS TEACHER IN SUBJECT APPLIED FOR**

NOV./DEC.	Name of school	No. of candidates that wrote	No. that passed (at 40%)	Pass % (of group)	Average% (of group)	OFFICE USE Confirmation during selection
2017						
2018						
2019						

**6. DECLARATION BY THE APPLICANT**

- All information in this application form is complete and correct. I accept that incorrect or incomplete applications will not be considered.
- I will undertake to complete my normal school duties and obligations prior to the start of the marking session.
- I will not be on leave during the marking session.
- I will be at the marking centre for the entire duration of the marking session (unless there is an unpredicted situation)
- I acknowledge that should the information that I supplied be incorrect, disciplinary action will be taken against me.
- I also undertake to work through the question paper I am appointed for and present my memorandum to the Chief marker on the day of arrival.
- Once appointed, I will ensure that every script is accurately marked and every mark sheet is correctly completed, and will not leave the marking centre until every mark sheet and script are accounted for.

**APPLICANT:**

I (print full name) ..... hereby declare that all information in this application form is complete and correct.

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

\_\_\_\_\_  
DATE

**PRINCIPAL / HEAD OF INSTITUTION:**

I (print full name) ..... hereby declare that all information in this application form is complete and correct and that the application complies with the policy and marking process guidelines from the National Department of Basic Education

The application was approved during the staff meeting which was held

on ..... of which the minutes and attendance register are attached.

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
DATE

School / office  
stamp

**7. RECOMMENDATION AT SUB-DISTRICT LEVEL**

**SUBJECT ADVISOR (FOR TEACHERS) / COORDINATOR (FOR SUBJECT ADVISORS):**

I (print full name) ..... hereby declare that all information in this application form is complete and correct and that the application complies with the policy and marking process guidelines from the National Department of Education

The applicant qualifies to be appointed as a marker in the subject applied for.

\_\_\_\_\_

SIGNATURE OF SUSBJECT ADVISOR/COORDINATOR                      DATE

Sub District office  
stamp

**8. INFORMATION IF APPLICATION IS SUCCESSFUL**

- Successful applicants will receive an official appointment letter. No marker will be allowed at the marking venue without an appointment letter.
- All markers should bring along the worked out memorandum for the subject and paper they are appointed for, to the marking venue. The memorandum should be produced during registration at the marking venues, failure to comply will mean the marker will not claim for the first 10 hours of the marking session.
- The following documents for both marking and transport claims must be submitted to the chief marker on arrival at the venue.
  - Copy of Identity Document
  - Salary Advice (Pay slip 2X) if claiming transport
  - Car Registration certificate that has not expired
  - 2x ID photos

**9. CHECKLIST FOR CONTROL**

Use the following checklist to confirm if all necessary documentation has been submitted. Please indicate with a (✓) if available.  
CHECKLIST

CHECKLIST	Applicant	School committee	District Assessment	Corporate Assessment Office	Corporate selection panel	DBE / UMALUSI
All information is filled as required						
Copy of ID attached						
Transcript attached						
Post Matric certificates including (teaching qualification)						
SACE registration certification						
Minutes of staff meeting attached						
All signatures attached						