



education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: ASSESSMENT

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ASSESSMENT INSTRUCTION NO 03 OF 2024

TO: Deputy Directors-General
Chief Director: District Coordination and Management
Chief Director: Examinations and Assessment
District Directors
District CES: Professional Support
Circuit Coordinators
Circuit Managers
LEO FET Curriculum Coordinators
LEO Subject Specialists
Secondary School Principals
Grade 12 Subject Teachers
Teacher Unions

SUBJECT: ADVERTISEMENT FOR EXAMINERS/CHIEF MARKERS, INTERNAL MODERATORS AND TRANSLATORS FOR NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS: GRADE 12 MARKING – JUNE 2024 TO DECEMBER 2026 AND SETTING OF NORTH WEST PREPARATORY PAPERS FOR SEPTEMBER 2025 TO SEPTEMBER 2027

1. Applications are open for suitably qualified and experienced candidates for the posts of
 - a) North West Provincial Chief Examiners/Markers and Internal Moderators and Translators for Grade 12 Preparatory Papers for the period of 2025 to 2027. Marking and moderation duties need to be performed by Chief Examiners/Markers, Translators and Internal Moderators during the NSC Gr. 12 marking from June 2024 to February 2027. (Annexure B).
 - b) North West Provincial Chief Marker or Internal Moderators that will perform marking and moderation duties during the NSC Grade 12 marking from June 2024 to February 2027 (Annexure C).
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 5 years teaching experience in the subject for Grade 12 or
 - 2.2.2 At least 3 years' experience as a Subject Specialist in the relevant subject
 - 2.2.3 Evidence of competency in the relevant computer software, e.g. (Word, Excel and Power Point)

- 2.3 Experience in one of the following is compulsory:
 - (a) Grade 12 Marker (For at least 3 years),
 - (b) Senior Marker,
 - (c) Deputy Chief Marker
 - (d) Subject Analysts
 - (e) Chief Marker,
 - (f) Internal Moderator
- 2.4 Principals or acting Principals of schools or learning institutions may not apply.
- 2.5 SGB appointees may not apply.
- 2.6 The applicant must be teaching the applicable subject in 2024 in a Grade 12 class.
- 2.7 An official who applies for the post of Translator **MUST** teach the applicable subject in Afrikaans. (An official who teaches in both languages may apply to be a translator).

3. Responsibilities:

- 3.1 Examiners and Internal moderators will be responsible for setting, moderating and quality assuring the Grade 12 question papers for August/September 2025, August/September 2026 and August/September 2027, according to the National requirements.
(For the first 39 papers only – Annexure B)
- 3.2 Chief Markers and Internal moderators will be expected to manage marking for the periods stated below:
 - 3.2.1 December 2024
 - 3.2.2 February, June & December 2025
 - 3.2.3 February, June & December 2026
 - 3.2.4 February 2027
- 3.3 Examiners and Internal moderators will have to stick to the time schedule to set, moderate and translate the Preparatory Papers according to the management plan that will be provided.
Please note: there will be a penalty 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 **is not attached** or **not certified** the application will **not be considered**)
 - 5.1.1 Certified Copy of ID
 - 5.1.2 Certified Copies of Academic qualifications
 - 5.1.3 Certified Copy of the Transcript of Tertiary studies
 - 5.1.4 Certified Copy of SACE Registration Certificate
 - 5.1.5 Certified copy of salary advice
 - 5.1.6 Evidence of competency in the relevant computer software, e.g. (Word, Excel and Power Point)
 - 5.1.7 Short resumé from Principal/subject head/subject advisor about:
 - (a) Teaching experience
 - (b) Standard of teaching
 - (c) Standard of papers set on various levels
 - (d) Experience in the Moderation of papers
 - (e) Utilisation of relevant computer software, e.g. (Word, Excel and Power Point)
 - (f) Any other **relevant** information **supporting** the application.

- 5.1.8 For Subject Specialists applying, a short motivation to be written by the LEO FET Coordinator on the applicant's:
- (a) involvement and successes in the subject in the LEO as well as at Provincial level.
 - (b) Experience in the teaching and support of the subject
 - (c) Standard of support
 - (d) Standard of papers set on various levels
 - (e) Experience in the Moderation of papers
 - (f) Utilisation of relevant computer software, e.g. (Word, Excel and Power Point)
 - (g) Any other **relevant** information **supporting** the application.

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**;
 Applications for **Translators** - 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: 08 March 2024.**

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 submission of application forms.
- 9.5 Applications sent by electronic media.

All applications must be addressed to:

Attention: Ms L Oosthuizen

Directorate: Assessment
 Inset Building
 Albert Luthuli Drive
 Mmabatho
 2735

OR


Attention Ms M Kruger

Chief Directorate: Examination and Assessment
 Potchefstroom Assessment Offices
 Potchefstroom
 2531

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

OR

- ❖ **Applications can be submitted via the District and LEOs.**



Ms OD Gaborone
Director: Assessment



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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

ANNEXURE A

APPLICATION FOR APPOINTMENT AS EXAMINERS/CHIEF MARKERS OR INTERNAL MODERATORS OR TRANSLATORS FOR NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS: GRADE 12: MARKING: JUNE 2024 TO DECEMBER 2026 AND SETTING OF NORTH WEST PREPARATORY PAPERS FOR SEPTEMBER 2025 TO SEPTEMBER 2027

(A CE that apply for translator as well can tick it on the same application)

1. I hereby apply to be appointed as a Chief Examiner or Internal Moderator or Translator in the following subject:

POSITION			SUBJECT	PAPER			CODE
IM	CM	TR		1	2	3	

OTHER SUBJECTS APPLIED FOR

(SEPARATE APPLICATIONS)

POSITION			SUBJECT	PAPER			CODE

2. PERSONAL INFORMATION

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

3. CONTACT DETAILS

Work Tel.	
Cell No.	
E- mail Address	
LEO	
District	

4. ADDRESS

POSTAL ADDRESS	RESIDENTIAL ADDRESS

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

(2) Employed by any other institution? Yes No

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

ACADEMIC: (Highest Qualification on top)		PROFESSIONAL (e.g. HDE: etc)	
Qualification		Qualification	
Institution		Institution	
Year obtained		Year obtained	
Qualification		Qualification	
Institution		Institution	
Year obtained		Year obtained	
Qualification		Qualification	
Institution		Institution	
Year obtained		Year obtained	
Qualification		Qualification	
Institution		Institution	
Year obtained		Year obtained	

6. TEACHING EXPERIENCE OR ADVISING IN THE SUBJECT

Number of years Gr 12 teaching experience in this subject	
Number of years supporting the subject (only SES)	
No. of years Teaching this subject (All)	
Language of tuition	

END OF YEAR RESULTS IN SUBJECT TAUGHT/SUPPORTED AND APPLIED FOR BY THE APPLICANT:

	No of candidates	No passed	Pass %	No obtained 50% or more	% obtained 50% or more
2021					
2022					
2023					

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

Afrikaans	Praat		Lees		Skryf	
English	Speak		Read		Write	
Setswana	Go bua		Go buisa		Go kwala	
Sesotho	Ho se bua		Ho se bala		Ho se ngola	
IsiXhosa	Thetha		Funda		Bala	
Other						

8. MARKING EXPERIENCE IN EXTERNAL MARKING OF EXAMINATIONS

Year	SUBJECT and Paper	POSITION: e.g. Marker, Chief Marker, Internal Moderator.
2019		
2020		
2021		
2022		
2023		

**9. OTHER RELEVANT EXPERIENCE:
WORKSHOPS/TRAINING/SETTING/TRANSLATING**

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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
_____ (Name, Surname) for the post of

Internal Moderator	Chief Examiner/Marker	Translator
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for _____ (Subject) _____ (Papers) applied for.

NAME(Print)	SIGNATURE	DATE
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STAMP

NB: Please attach certified copies of:

1. Certified Copy of ID
2. Certified Copies of Academic qualifications
3. Certified Copy of the Transcript of Tertiary studies
4. Certified Copy of SACE Registration Certificate
5. Certified copy of payment advice
6. Evidence of competency in the relevant computer software, e.g. (Word, Excel and Power Point)
7. Short resumé from Principal/LEO Coordinator

ANNEXURE B:

POSTS AS EXAMINERS/CHIEF MARKERS OR INTERNAL MODERATORS OR TRANSLATORS FOR NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS: GRADE 12: MARKING: JUNE 2024 TO DECEMBER 2026 AND SETTING OF NORTH WEST PREPARATORY PAPERS FOR SEPTEMBER 2025 TO SEPTEMBER 2027

LIST OF VACANCIES: GRADE 12

NO.	SUBJECT	PAPER	DURATION	MARKS	CE- CODE	IM CODE	TRANSLATOR CODE
1	Accounting	1	2 hours	150	CE12/ACC/P1	IM12/ACC/P1	TR12/ACC/P1
2	Accounting	2	2 hours	150	CE12/ACC/P2	IM12/ACC/P2	TR12/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	Agricultural Sciences	1	2½ hours	150	CE12/AGS/P1	IM12/AGS/P1	TR12/AGS/P1
8	Agricultural Sciences	2	2½ hours	150	CE12/AGS/P2	IM12/AGS/P2	TR12/AGS/P2
9	Business Studies	1	2 hours	150	CE12/BST/P1	IM12/BST/P1	TR12/BST/P1
10	Business Studies	2	2 hours	150	CE12/BST/P2	IM12/BST/P2	TR12/BST/P2
11	Economics	1	2 hours	150	CE12/ECN/P1	IM12/ECN/P1	TR12/ECN/P1
12	Economics	2	2 hours	150	CE12/ECN/P2	IM12/ECN/P2	TR12/ECN/P2
13	English First Additional Language	1	2 hours	80	CE12/EFL/P1	IM12/EFL/P1	
14	English First Additional Language	2	2 hours	70	CE12/EFL/P2	IM12/EFL/P2	
15	English Home Language	1	2 hours	80	CE12/EHL/P1	IM12/EHL/P1	
16	English Home Language	2	2½ hours	70	CE12/EHL/P2	IM12/EHL/P2	
17	Geography	1	3 hours	150	CE12/GEO/P1	IM12/GEO/P1	TR12/GEO/P1
18	Geography	2	3 hours	150	CE12/GEO/P1	IM12/GEO/P1	TR12/GEO/P2
19	History	1	3 hours	150	CE12/HIS/P1	IM12/HIS/P1	TR12/HIST/P1
20	History	2	3 hours	150	CE12/HIS/P2	IM12/HIS/P2	TR12/HIST/P2
21	Isixhosa Home Language	1	2 hours	70	CE12/XHL/P1	IM12/XHL/P1	
22	Isixhosa Home Language	2	2½ hours	80	CE12/XHL/P2	IM12/XHL/P2	

NO.	SUBJECT	PAPER	DURATION	MARKS	CE- CODE	IM CODE	TRANSLATOR CODE
23	Life Sciences	1	2½ hours	150	CE12/LSC/P1	IM12/LSC/P1	TR12/LSC/P1
24	Life Sciences	2	2½ hours	150	CE12/LSC/P2	IM12/LSC/P2	TR12/LSC/P2
25	Mathematical Literacy	1	3 hours	150	CE12/MLT/P1	IM12/MLT/P1	TR12/MLT/P1
26	Mathematical Literacy	2	3 hours	150	CE12/MLT/P2	IM12/MLT/P2	TR12/MLT/P2
27	Mathematics	1	3 hours	150	CE12/MAT/P1	IM12/MAT/P1	TR12/MAT/P1
28	Mathematics	2	3 hours	150	CE12/MAT/P2	IM12/MAT/P2	TR12/MAT/P2
29	Physical Sciences	1	3 hours	150	CE12/PSC/P1	IM12/PSC/P1	TR12/PSC/P1
30	Physical Sciences	2	3 hours	150	CE12/PSC/P2	IM12/PSC/P2	TR12/PSC/P2
31	Sesotho Home Language	1	2 hours	70	CE12/SOH/P1	IM12/SOH/P1	
32	Sesotho Home Language	2	2½ hours	80	CE12/SOH/P2	IM12/SOH/P2	
33	Setswana Home Language	1	2 hours	70	CE12/SET/P1	IM12/SET/P1	
34	Setswana Home Language	2	2½ hours	80	CE12/SET/P2	IM12/SET/P2	
35	Technical Mathematics	1	3 hours	150	CE12/TMA/P1	IM12 TMA/P1	TR12/TMA/P1
36	Technical Mathematics	2	3 hours	150	CE12/TMA/P2	IM12 TMA/P2	TR12/TMA/P2
37	Technical Sciences	1	3 hours	150	CE12/TSC/P1	IM12/TSC/P1	TR12/TSC/P1
38	Technical Sciences	2	1½ hours	75	CE12/TSC/P2	IM12/TSC/P2	TR12/TSC/P2

ANNEXURE C:**POSTS AS EXAMINERS/CHIEF MARKERS OR INTERNAL MODERATORS OR TRANSLATORS FOR NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS: GRADE 12: MARKING: JUNE 2024 TO DECEMBER 2026**

NO.	SUBJECT	PAPER	DURATION	MARKS	CE- CODE	IM CODE
1	Afrikaans First Additional Language	3	2½ hours	100	CE12/AFL/P3	IM12/AFL/P3
2	Afrikaans Home Language	3	2½ hours	100	CE12/AHL/P3	IM12/AHL/P3
3	Afrikaans Second Additional Language	1	2 hours	100	CE12/ASL/P1	IM12/ASL/P1
4	Afrikaans Second Additional Language	2	1½ hours	100	CE12/ASL/P1	IM12/ASL/P1
5	Afrikaans Second Additional Language	3	2½ hours	100	CE12/ASL/P1	IM12/ASL/P1
6	Civil Technology (Civil Service)	1	3 hours	200	CE12/CTS/P1	IM12/CTS/P1
7	Civil Technology (Construction)	1	3 hours	200	CE12/CTC/P1	IM12/CTC/P1
8	Civil Technology (Woodworking)	1	3 hours	200	CE12/CTW/P1	IM12/CTW/P1
9	Computer Application Technology	1	3 hours	180	CE12/CAT/P1	IM12/CAT/P1
10	Computer Application Technology	2	3 hours	150	CE12/CAT/P2	IM12/CAT/P2
11	Consumer Studies	1	3 hours	200	CE12/CST/P1	IM12/CST/P1
12	Electrical Technology (Digital Systems)	1	3 hours	200	CE12/ETD/P1	IM12/ETD/P1
13	Electrical Technology (Electronics)	1	3 hours	200	CE12/ETE/P1	IM12/ETE/P1
14	Electrical Technology (Power Systems)	1	3 hours	200	CE12/ETP/P1	IM12/ETP/P1
15	Engineering Graphics And Design	1	3 hours	100	CE12/EGD/P1	IM12/EGD/P1
16	Engineering Graphics And Design	2	3 hours	100	CE12/EGD/P2	IM12/EGD/P2
17	English First Additional Language	3	2½ hours	100	CE12/EFL/P3	IM12/EFL/P3
18	English Home Language	3	2½ hours	100	CE12/EHL/P3	IM12/EHL/P3
19	Hospitality Studies	1	3 hours	200	CE12/HST/P1	IM12/HST/P1
20	Information Technology	1	3 hours	150	CE12/INT/P1	IM12/INT/P1
21	Information Technology	2	3 hours	150	CE12INT/P2	IM12INT/P2
22	Isixhosa Home Language	3	2½ hours	100	CE12/XHL/P3	IM12/XHL/P3
23	Mechanical Technology (Automotive)	1	3 hours	200	CE12/MTA/P1	IM12/MTA/P1
24	Mechanical Technology (Fitting and Machining)	1	3 hours	200	CE12/MTF/P1	IM12/MTF/P1
25	Mechanical Technology (Welding and Metal Work)	1	3 hours	200	CE12/MTW/P1	IM12/MTW/P1
26	Sesotho Home Language	3	2½ hours	100	CE12/SOH/P3	IM12/SOH/P3
27	Setswana Home Language	3	2½ hours	100	CE12/SHL/P3	IM12/SHL/P3
28	Tourism	1	3 hours	200	CE12/TOU/P1	IM12/TOU/P1
29	Visual Arts	1	3 hours	100	CE12/VIA/P1	IM12/VIA/P1