



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

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**ASSESSMENT INSTRUCTION NO. 05 OF 2024**

To: District Directors  
District CES: Professional Support  
Provincial Curriculum Coordinators  
Subject Advisors  
Circuit Coordinators  
Local Education Office Curriculum Coordinators  
Secondary School Principals and Teachers  
Teacher Unions

**RE: ONLINE MARKER APPLICATION FOR 2024 GRADE 12 NSC MARKING**

The recruitment for Gr 12 markers in 2023 was a hybrid mode of marker application, viz online as well as manual application.

This year, the Department has made necessary improvement based on the learnt experiences of 2023 designed to enhance the markers recruitment process. A user manual is available as a resource to use for understanding and utilizing the features and functionalities of the system.

Given this background, Online Marker Recruitment System (OMARES) in the North West Province will be opened on 20 March 2024 for potential markers to apply. This system shall remain opened until 20 April 2024.

The aim is to gradually align examination and assessment processes to 4IR. Digitisation of processes will finally ensure that we go paperless and use resources available to comply with the technological demands of our time.

To assist and allow every potential applicant an opportunity to ultimately have seamless application experience, a procedure manual document is made available together with this correspondence.

Kindly take note:

- ✓ All Applicants who have registered in 2023, are required to apply again.
- ✓ The eligibility requirements as stipulated in the OMARES documents, are strictly applied. **(See the attached Annexure A). For Verification and Accountability levels, see Annexure B**
- ✓ Applicants who successfully apply online, will be notified through SMS, about their successful uploading of their required records.

You can register on the following link : <http://edu-emisportal.nwpg.gov.za/omares/>

Wishing you all the best as you manoeuvre the system.

Mr RD Moroeng  
Acting Chief Director: Examinations and Assessment

20/03/2024

Date

Cc : Mr P Masilo. Acting Superintendent General  
: Mr MV Seshibe. Acting Deputy Director General: Curriculum Management and Delivery



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**ANNEXURE A:**

**1. ELIGIBILITY REQUIREMENTS**

- 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 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 APPLY/MARK?**

- I. 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.
- II. Principals/acting principals.
- III. AET educators.
- IV. One who is medically boarded/ on maternity leave or any leave during the marking session.
- V. Teachers/ Subject Advisors/ Curriculum Specialists who are 65 years and older.
- VI. Officials employed in the Examinations and Assessment Chief Directorate.



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### **ANNEXURE B:**

### **VERIFICATIONS AND ACCOUNTABILITY LEVELS**

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

- b) The principal/supervisor will constitute a verification committee that will verify all applications made by qualifying teachers/officials
- c) The Principal and committee members must ensure that information on each application form is authentic, by verifying contents on the downloaded 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.
- 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 submitted with the forms to the LEO officials.
- 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 system and consequently appearing on the downloaded application form document will result in the disqualification of the applicant.

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. Comments shall be reflected in the downloaded application form before being uploaded.

#### **2. INSTRUCTIONS TO PRINCIPALS**

- a) The principal is to sign the downloaded application form only if the subject teacher was/is responsible for teaching the subject in FET Phase 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, 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 2021, 2022, 2023 and or currently is teaching the subject in 2024.

### 3. SCREENING AND VERIFICATION AT LEO SUBJECT ADVISORY LEVEL

- a) Screening and verification by the subject committee established at LEO 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 approval of applicant by the principal/supervisor for the subject applied for.
- b) The subject advisor should use the tracker/control form to account for all applications processed at LEO and submitted to the district.

### 4. PROVINCIAL VERIFICATION AND SELECTION COMMITTEE

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

- Assessment Director as chairperson
- Chief Education Specialist: Responsible for Marking Processes
- Internal Moderators for specific subject paper
- Chief Markers for specific subject paper
- Provincial Heads of Subjects
- Teacher Union representatives as observers
- Assessment officials as resource persons

### 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 and Assessment as accounting official
- Assessment Director or his/her delegate as chairperson
- Chief Education Specialist: Responsible for Marking Processes



## 6. ADDITIONAL CONDITIONS FOR MARKER APPOINTMENT

- a) Selected markers must have attended relevant professional development and training programmes hosted by either the Department of Basic Education or the Provincial Education Department.
- b) All selected 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 other markers of the same subject 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 have specified the genres they are teaching in the year of application.**

## 7. CRITERIA FOR REJECTION OF MARKER APPLICATION

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

- a) Downloaded application form with incomplete information.
- b) Application forms that contain false information or information that could not be verified by the Verification Committee.
- c) Application forms received after the due date.
- d) All downloaded and signed application forms not submitted through online platform (should be uploaded)

## 8. THE UPLOADED MARKER APPLICATION FORM MUST CARRY THE SIGNATURES OF THE FOLLOWING:

- a) The principal of the school where the teacher is teaching.
- b) The Subject Advisor responsible affected teachers
- c) FET Curriculum Coordinator for Subject Advisor applications.

**(NB: Your signature is a declaration that shows that the applicant or supports the subject applied for and is qualified for marking the subject and if not, disciplinary action can be taken against the signatories).**



## 9. FINAL CONTROLS

- a) When downloaded applications are sent to the LEO by the principal, they should be accompanied by:
- ✓ Checklist for control.
  - ✓ Minutes of meeting held from each school which has a list of markers who have applied.
- A. A list of recommended applicants will be sent to the principals per school.
- B. **The list is for verification purposes only and does not guarantee that a teacher or official would be appointed for any marking position.**
- C. Only after verification by all stated officials, including DBE and UMALUSI officials, can an applicant be regarded as eligible or appointed.
- D. An applicant is regarded as appointed only after the HoD would have approved the recommended list of applicants.
- E. Appointment letters will be generated and sent to Principals per school and to LEOs or District Offices for Subject Advisors.
10. **NO CORRESPONDENCE WILL BE ENTERED INTO WITH TEACHERS OR OFFICIALS WHO ARE NOT APPOINTED.**

