



Reference: 20180306-89

13/10/1/2

Enquiries: M Combrink

Assessment Management Minute: 0004/2018

To: Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Deputy Directors; Chief Education Specialists; Heads: Curriculum Support; Circuit Managers; Heads: Management and Governance; Deputy Chief Education Specialists; Assessment and Examination Coordinators; Subject Advisors and Heads of institutions which prepare candidates for the National Senior Certificate examinations

Subject: Application for positions of internal moderators, chief markers, deputy chief markers, senior markers and markers for the 2018–2020 National Senior Certificate and the 2019–2021 Senior Certificate examinations

1. Teachers, subject advisors and senior curriculum planners who meet the criteria (specified in **Annexure A**) are invited to apply for the position of internal moderators, chief markers, deputy chief markers, senior markers and markers for the National Senior Certificate (NSC) examinations from November 2018 to November 2020 and the Senior Certificate (SC) examinations from June 2019 to June 2021.
2. All applicants must apply by using the new online application system at https://wcedonline.westerncape.gov.za/branchCS/Vacancy-Lists/index_vacancy.html and by following the steps specified in **Annexure B**.
3. The following documents must be uploaded with the application:
 - Certified copy of identity document/immigrant documentation
 - Certified copy/copies of academic study record(s)
 - Certified copy/copies of qualification certificate(s)
 - Proof of registration with the South African Council of Educators (SACE)
 - Declaration form signed by the applicant and principal/district director

4. **Subjects with competency tests**

4.1 In 2018, the Western Cape Education Department (WCED) will be administering competency tests in the following subjects:

- Accounting
- Business Studies
- Consumer Studies
- Economics
- English Home Language
- Geography
- History
- Life Sciences
- Mathematics
- Mathematical Literacy
- Physical Sciences

4.2 Only applicants who achieve 60% and above in the competency tests will be considered for appointment as marking officials.

4.3 Applicants who wrote a competency test in the above-mentioned subjects between 2011 and 2017 and who achieved a pass rate of 60% and above **need not repeat** the competency test in these subjects in 2018. However, teachers are encouraged to write the competency tests where they wish to improve their results.

4.4 Every attempt will be made to accommodate applicants at a venue within the education district where they are based. The venues and dates of the competency tests will be communicated to each individual applicant.

4.5 The competency tests will be based on the curriculum for the NSC subject or paper and the marking skills appropriate to that subject or paper. In the case of Economics and Geography, applicants will be examined on the curriculum content of both Paper 1 and 2 combined. In the case of English Home Language, applicants will be examined on the curriculum content of Paper 1, 2 and 3 combined.

5. **Application dates and submission of declaration forms**

Position applied for	Applications open	Applications close
Internal moderator Chief marker Deputy chief marker	06 April 2018	18 April 2018
Senior marker Marker	10 April 2018	26 April 2018

6. All applicants must complete the declaration form (attached to this minute as **Annexure C**). Please ensure that it is signed and stamped by the principal/district director and then uploaded with the online application.
7. Successful applicants will be notified in writing of their appointments and will be required to sign a contract with the WCED. Further correspondence regarding the marking process will then follow.
8. Please contact the following officials should you require any assistance:

District	Official	Contact information
Cape Winelands Eden and Central Karoo	Mark Cameron	Mark.Cameron@westerncape.gov.za Tel no.: 021 467 2964
Metro East Metro South	Nompumelelo Kanase	Nompumelelo.Kanase@westerncape.gov.za Tel no.: 021 467 2952
Metro North West Coast	Christal Mentor	Christal.Mentor@westerncape.gov.za Tel no.: 021 467 2009
Metro Central Overberg	Norman Riddles	Norman.Riddles@westerncape.gov.za Tel no.: 021 467 2992

9. The marking of the NSC examination scripts is one of the most important aspects of the examination process. The WCED takes pride in the appointment of qualified and competent markers. Principals and other senior officials who recommend markers must, therefore, act in good faith.
10. Principals, district directors, circuit managers and subject advisors are requested to bring the content of this minute to the attention of all teachers so that they are familiar with the appointment criteria and the process to follow in order to apply. **The Directorate: Assessment Management cannot accept responsibility if teachers are not informed of the contents of this minute nor if they do not submit all relevant required documentation.**
11. The WCED relies on your cooperation and support in this important matter.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2018-03-15



Annexure A

* **Please note: applicants are encouraged to apply for all the positions they are qualified for.**

1. Criteria for the appointment of internal moderators, chief markers and deputy chief markers

- 1.1 Applicants for the position of internal moderator and chief marker must have a minimum of eight years' teaching experience and at least five years' experience in teaching the subject concerned at Grade 12 level.
- 1.2 Applicants for the position of deputy chief marker must have at least five years' experience as a marker and a minimum of two years' experience as a senior marker in the subject for which an application is being made.
- 1.3 In the case of chief markers, experience as a moderator, chief marker or deputy chief marker in previous years is a requirement.
- 1.4 In the case of internal moderators, experience as a moderator, chief marker or deputy chief marker in previous years is a requirement.
- 1.5 All applicants must also have taught the subject at a school writing the National Senior Certificate (NSC) examination for at least two of the following years: 2014, 2015, 2016, 2017 and 2018.
- 1.6 Preference will be given to teachers currently teaching the Curriculum and Assessment Policy Statements (CAPS) to Grade 12 candidates.

2. Criteria for the appointment of senior markers

- 2.1 Applicants for the position of senior marker must have a minimum of eight years' teaching experience and at least five years' experience in teaching the subject concerned at Grade 12 level.
- 2.2 Applicants for the position of senior marker must have at least three years' experience as a marker in the subject for which an application is being made.
- 2.3 All applicants must also have taught the subject at a school writing the NSC examination for at least two of the following years: 2014, 2015, 2016, 2017 and 2018.

2.4 Preference will be given to teachers currently teaching the Curriculum and Assessment Policy Statements (CAPS) to Grade 12 candidates.

3. **Criteria for the appointment of markers**

Applicants must have a minimum of two years' experience in teaching the subject concerned at Grade 12 level. They must also have taught the subject for at least two of the following years: 2014, 2015, 2016, 2017 and 2018. Preference will be given to teachers currently teaching the CAPS to Grade 12 candidates.

4. **General criteria applicable to all applicants**

4.1 All applicants must be in possession of a recognised three-year post Senior Certificate qualification, which must include the relevant subject on at least **second-year level, but preferably third-year level.**

4.2 Applicants must be in service at an institution that prepares candidates for the NSC examinations.

4.3 The following applicants will **not** be considered for the marking of the NSC examinations:

4.3.1 School principals or acting school principals; and

4.3.2 Applicants for the non-competency test subjects who are 65 years old or will turn 65 at the time of marking.

4.4 Applicants must have produced a minimum of 70% school pass rate in the 2017 NSC examination in the subject taught for non-competency test subjects.

4.5 Applicants who apply to mark History Paper 1 and 2 must have taught all sections of the History curriculum.

4.6 The appointments of the marking panels **will be reviewed annually** to ensure that the marking officials still meet the appointment criteria.

4.7 The contract of a marking official who no longer meets the appointment criteria will be terminated.

4.8 Marking officials who have been flagged as incompetent at the marking centre or through the re-mark exercise, will not be re-appointed.

4.9 Applicants who apply to mark Paper 2 (Literature) in the Languages must have read and made a study of all works prescribed for the examination, and not only those books studied by the candidates at their own schools.

- 4.10 All marking officials must provide the chief marker with the suggested answers to the question paper they have been appointed to mark on the first day of marking. The WCED may withdraw the appointment of a marker who turns up at the marking centre without having worked out the suggested answers of the question paper he/she has been appointed to mark. This requirement excludes markers of Paper 3 of Languages. However, these markers must familiarise themselves with the topics examined in the relevant question paper.
- 4.11 A person who is on leave during the period leading up to the marking period and inclusive thereof, will have his or her appointment as a moderator, chief marker, deputy chief marker or marker terminated. A person, who, by the end of the year, has been on leave for more than 50 days during the year of the marking period, will also have his or her appointment terminated. This applies to all types of leave.
- 4.12 A person who is on suspension during the period of marking will have his or her appointment as a marking official terminated.
- 4.13 A person who has a family member, living with him or her, writing the November 2018 NSC examination does not qualify for appointment as internal moderator, chief marker, deputy chief marker or senior marker. If such a person has a family member living with him or her during any year of the three year appointment cycle, such a person will have to step down as internal moderator, chief marker, deputy chief marker or senior marker during the particular year of having a relative writing the NSC examination. However, such a person may apply for the position of marker in that subject.
- 4.14 The WCED will terminate the appointment of any person who does not perform satisfactorily in the execution of his or her responsibilities during any of the above-mentioned marking periods.



Western Cape Education Department online marker application process overview

The Western Cape Education Department (WCED) Online Markers System allows teachers to register and apply online for marker vacancies. Once teachers have applied on the system they can track the status of the application online.

The system also allows for the verification of applications by principals, district directors and Head Office directors.

The WCED Online Markers System has been designed to make it easier for teachers to apply online for marker vacancies. The system will make it easy to update your profile, submit the annual declaration and apply for a vacancy.

The steps are summarised below. Note that once you are logged on to the system detailed user manuals are available on the system.

- **Steps 1–3:**

To be completed by all new users.

- All registered users will receive a default role and can immediately continue with the process.
- Once principals and district directors are registered as users, an email must be sent to the officials listed in the table below. The official will then allocate the verifier role to the principal/district director. This will then allow them to verify the applications of his/her educators/officials who applied for the positions of marking officials. The following information is required:
 - **Email subject line:** Request for verifier role
 - **Information to be supplied:** First name, last name, identity number, Persal number and centre name or district
 - Example:

To: Mark.Cameron@westerncape.gov.za

Subject: Request for verifier role

Good day

Please allocate to me the verifier role in order to be able to verify the applications of the educators/officials.

First name: Steven
Last name: Africa
ID number: 1234567891234
Persal number: 98765432
Centre name/District: ABC High School

Kind Regards
Mr S Africa
Principal
ABC High School

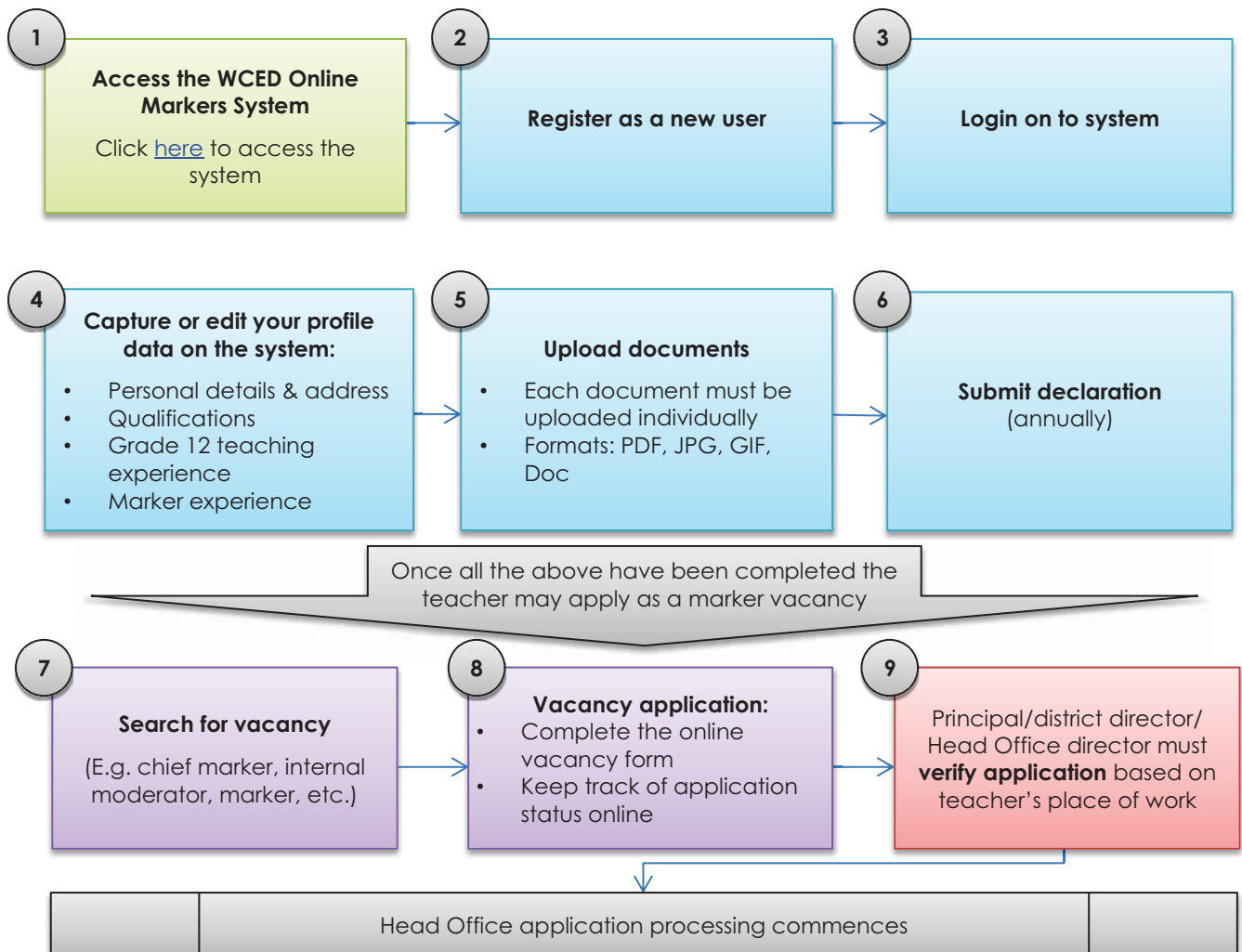
District	Official	Email address
Cape Winelands Eden and Central Karoo	Mark Cameron	Mark.Cameron@westerncape.gov.za Tel no.: 021 467 2964
Metro East Metro South	Nompumelelo Kanase	Nompumelelo.Kanase@westerncape.gov.za Tel no.: 021 467 2952
Metro North West Coast	Christal Mentor	Christal.Mentor@westerncape.gov.za Tel no.: 021 467 2009
Metro Central Overberg	Norman Riddles	Norman.Riddles@westerncape.gov.za Tel no.: 021 467 2992

- **Steps 4–8:**

To be completed by teachers who intend to apply for a marker vacancy

- **Step 9:**

To be completed by principals, district directors and Head Office directors for the verification of applications





DECLARATION BY INTERNAL MODERATORS, CHIEF MARKERS, DEPUTY CHIEF MARKERS, SENIOR MARKERS AND MARKERS
MARKING OF THE NOVEMBER 2018 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS AND THE JUNE 2019 SENIOR CERTIFICATE (SC) EXAMINATIONS

Full name: _____ Surname: _____

ID number: _____ Persal number: _____

I, _____ hereby declare that:

1. I am currently appointed on a full time basis as a:

(Tick appropriate box)

Table with 3 columns: FET subject advisor, Senior Curriculum Planner, Teacher

for _____ (subject) at _____ (school/district).

2. I currently advise and advised / teach and taught _____ (subject)

on a full time basis at Grade 12 NSC Level in the following years:

(Please indicate the number of learners taught per year.)

Table with 5 columns: 2014, 2015, 2016, 2017, 2018

3. I have a relative (i.e. son, daughter, sister or brother) or a candidate living with me who is writing the November 2018 NSC examination in the subject I am applying for.

(Tick appropriate box)

Table with 2 columns: Yes, No

4. I am competent to mark in:

(Tick appropriate box)

Table with 3 columns: English only, Afrikaans only, English and Afrikaans

5. I acknowledge that the WCED will terminate my appointment contract for marking in the event that I am on leave during the period leading to marking and inclusive thereof and if my absence from work is more than 50 working days in the 2018 academic year.

I hereby certify that the above information is correct in all aspects.

Table with 2 columns: Signature of Applicant, Date

I hereby certify that the above information is correct in all respects and that the applicant is a full-time educator / official who has taught / been an adviser for the subject and paper at Grade 12 level for at least two of the years 2014, 2015, 2016, 2017 and 2018.

Table with 2 columns: Signature of Principal / Director, Date; Full name and surname of Principal / Director

NB: Declaration forms must be completed annually for appointment as a marking official.

STAMP OF SCHOOL / INSTITUTION