

Navrae
Enquiries
IMfibuza
Telefoon
Telephone
IFoni
Faks
Fax
IFeksi
Verwysing
Reference
ISalathiso

Dean Pretorius

(021) 467-2980

(021) 461-5628

14/22/2

20020320-0023



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEbe leMfundo leNtshona Koloni

EXAMINATION CIRCULAR MINUTE: 0004/2002

EXPIRY DATE: NONE

TO: PRINCIPALS OF SECONDARY/HIGH SCHOOLS, SUPERVISORS AT ADULT EDUCATION CLASSES, HEADS OF INSTITUTIONS WHO PREPARE LEARNERS FOR THE SENIOR CERTIFICATE EXAMINATION, INDEPENDENT SCHOOLS, CURRICULUM ADVISORS, EMDC DIRECTORS, SENIOR CIRCUIT MANAGERS AND CIRCUIT MANAGERS

BRIEF SUMMARY: This circular minute contains the arrangements of the appointment of markers for November 2002

SUBJECT: SENIOR CERTIFICATE EXAMINATION NOVEMBER 2002: APPLICATION AS MARKERS

1. The Western Cape Education Department (WCED) wishes to invite applications for the positions of Markers during December 2002 in each of the following subjects (list of subjects attached) for the November 2002 Senior Certificate Examination.

NB: IN A SCHOOL/INSITUTION WITH A PASS RATE OF LESS THAN 40%, NO EDUCATOR WHO RETURNED A SUBJECT PASS RATE OF LESS THAN 50% IN THE SENIOR CERTIFICATE EXAMINATION OF THE PREVIOUS YEAR, MAY BE APPOINTED AS A MARKER IN THE SENIOR CERTIFICATE EXAMINATION FOR THE FOLLOWING YEAR.

2. General criteria

2.1 **Teaching experience** : Only educators currently teaching the subject on Grade 12 level may apply.

2.2 **Qualifications** : A recognised three year post Senior Certificate qualification which must include the subject concerned at second or third year level or appropriate post Senior Certificate qualifications.

2.3 All applicants must be from schools/institutions that are preparing candidates for the Western Cape Senior Certificate Examination.

2.4 Applicants who have applied for the severance package or who have indicated their intention to resign or retire and will terminate their services with the WCED by 27 September 2002 will not be considered for appointment.

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /
NCEDA UBHALE INOMBOLO ZESALATHISO KUYO YONKE IMBALELWANO

GRAND CENTRAL TOWERS, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000
GRAND CENTRAL TOWERS, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

WEB: <http://wced.wcape.gov.za>

- 2.5 Applicants in governing body posts must take cognisance of the fact that they may apply but that educators being remunerated by the WCED will be given preference during the nomination/appointment processes.
- 2.6 Applicants must complete a separate application form for each subject applied for.
- 2.7 (i) All applicants, including those who were appointed in 2001, must please ensure that certified copies of their qualifications accompany all their applications.
- (ii) Failure to submit the requested documents will result in your application not being considered. **NO** exceptions will be made. Please note that no correspondence with applicants in this regard will be entered into.

3. Application should be made on the prescribed form obtainable from the:

DIRECTORATE: EXAMINATIONS
 4th FLOOR
 ROOM 4-15
 WESTERN CAPE EDUCATION DEPARTMENT
 PRIVATE BAG 9114
 CAPE TOWN
 8000

All enquiries, whether telephonically or written, must be directed to the Directorate: Examinations and not directly to examiners. Kindly direct telephonic enquiries to Mr D Pretorius at tel. No. (021) 467-2980, fax. (021) 461-5628 or E-mail: dpretorius@pawc.wcape.gov.za

The attached form may also be copied. Duly completed application forms must be submitted to the Directorate: Examinations **on or before 4 May 2002**. **Under no circumstances must an application form be forwarded directly to examiners.**

4. All markers will be required to mark at a central venue identified by the Department in or near Cape Town.
5. Marking of examination scripts is provisionally set to commence approximately on **30 November 2002** at 07:30 and will conclude on **8 December 2002** at 10:00. Exact details will be provided at a later stage.
6. Markers will be expected to mark scripts for at least 8 hours daily. This excludes times set aside for lunch and tea breaks. The marking centre will be accessible for marking 24 hours per day.
7. Remuneration details will be made available as soon as possible. Moderators, examiners and markers responsible for the marking and/or moderation of scripts will be taxed at the rate at which they are assessed by the Income Tax Act.

8. Applications must be submitted to the following address to reach it **not later than 4 May 2002.**

THE HEAD: EDUCATION
WESTERN CAPE EDUCATION DEPARTMENT
PRIVATE BAG 9114
CAPE TOWN
8000

FOR ATTENTION: MR D. PRETORIUS

9. It is imperative that principals, EMDC Directors and circuit managers bring the contents of this circular to the notice of all persons concerned, including those on maternity leave, study leave, etc. This Directorate will not accept responsibility for educators who are not informed of the circular timeously.
10. Kindly note that **ALL** applications must reach this office on or before the closing date. Applications received **AFTER** the closing date will **NOT** be considered.
11. Applicants are kindly informed that all application forms must be signed by the principal, (in the case of markers) and by EMDC Directors or delegated person (in the case of principals). Unsigned forms will be returned to the applicant. The onus rests on applicants to ensure that the correctly completed application form reaches this office before or on the closing date.
12. EMDC Directors, Senior Circuit Managers and Circuit Managers must take cognisance of the fact that the applications of principals may only be considered if, in their opinion, the particular principal will have completed his/her duties before the start of the marking period.
13. Please acknowledge receipt of this circular minute on the attached form, which must reach this office by 13 April 2002.

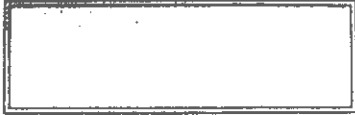
Alauser

1 ACTING HEAD: EDUCATION
DATE: 2002.03.20

VAKKE/SUBJECTS	VAK & VRAESTELKODE SUBJECT & PAPER CODE			
		GETAL NASIENERS 2002 HG		GETAL NASIENERS 2002 SG
Pas- en Draaiwerk Fitting and Turning			01066	
Houtwerk Woodwork			01055.1 01055.2	9 10
Metaalwerk Metalwork			01060.1 01060.2	
Motorwerktuigkunde Motor Mechanics			01062	
Naaldwerk en Kleding Needlework and Clothing			01064	8
Funksionele Wiskunde Functional Mathematics			01037.1 01037.2	
Musiek Music	00063.1 00063.2		01063.1 01063.2	
Inleiding tot Kriminologie Introduction to Criminology			01094	5
Inleiding tot Etnologie Introduction to Ethnology			01095	
Dans Dance	00049.1 00049.2		01049.1 01049.2	
Spraak en Drama Speech and Drama	00072.1		01072	
Landbouwetenskap Agricultural Science	00042	1	01042	6
Handelwiskunde Commercial Mathematics			01040	1
Funksionele Natuur- en Skeikunde Functional Physical Science			01036	
Maritieme Studies A (<i>Landgebonde</i>) Maritime Studies A (<i>Shore-based</i>)			01070.1	
Maritieme Studies B (<i>Seevarend</i>) Maritime Studies B (<i>Sea-going</i>)			01071.1 01071.2	
Steenmessel- en Pleisterwerk Bricklaying and Plastering			01073	
Hotelhouding en Spyseniering Hotelkeeping and Catering			01085	
Reis en Toerisme Travel and Tourism			01084	
Toegepaste Landbouwetenskap Applied Agricultural Science			01081	

VAKKE/SUBJECTS	VAK & VRAESTELKODE SUBJECT & PAPER CODE			
		GETAL NASIENERS 2002 HG		GETAL NASIENERS 2002 SG
Natuur- en Skeikunde Physical Science	00043.1 00043.2	15 16	01043.1 01043.2	25 24
Bybelstudie Biblical Studies	00033	7	01033	9
Bedryfsekonomie Business Economics	00031	30	01031	72
Ekonomie Economics	00034	20	01034	33
Wiskunde Mathematics	00048.1 00048.2	22 23	01048.1 01048.2	72 85
Tegniese Tekene Technical Drawing	00078.1 00078.2	1 1	01078.1 01078.2	2 2
Huishoudkunde Home Economics	00056	16	01056	18
Kuns Art	00057	9	01057	1
Rekenaarstudie Computer Studies	00080.1 00080.2	8	01080.1 01080.2	9
Tik Typing			01079	23
Wetreg Statute Law			01047	
Strafproses- en Bewysreg Law of Criminal Procedure and Evidence			01046	
SA Strafred SA Criminal Law			01045	
Handelsreg Mercantile Law			01039	
Elektrisiënswerk Electricians work			01051	
Houtbewerking Woodworking			01054	
Elektronika Electronics			01052	
Technika (Elektries) Technica (Electrical)	00075		01075	
Technika (Meganies) Technica (Mechanical)	00076			
Technika (Siviel) Technica (Civil)	00077		01077	
Sweis- en Metaalbewerking Welding and Metalworking			01074	

VAKKE/SUBJECTS	VAK & VRAESTELKODE SUBJECT & PAPER CODE			
		GETAL NASIENERS/ NUMBER OF MARKERS 2002 HG		GETAL NASIENERS/ NUMBER OF MARKERS 2002 SG
Afrikaans Eerste Taal	00001.1	91	01001.1	5
Afrikaans First Language	00001.2	117	01001.2	5
	00001.3	10	01001.3	2
Afrikaans Tweede Taal	00013.1	39	01013.1	10
Afrikaans Second Language	00013.2	45	01013.2	12
	00013.3	5	01013.3	3
Engels Eerste Taal	00002.1	53	01002.1	5
English First Language	00002.2	59	01002.2	2
	00002.3	46	01002.3	2
Engels Tweede Taal	00014.1	108	01014.1	10
English Second Language	00014.2	110	01014.2	13
	00014.3	14	01014.3	10
IsiXhosa Eerste Taal	00011.1	46	01011.1	
IsiXhosa First Language	00011.2	41	01011.2	
	00011.3	45	01011.3	
IsiXhosa Tweede Taal	00021.1		01021.1	
IsiXhosa Second Language	00021.2		01021.2	
	00021.3		01021.3	
IsiXhosa Derde Taal	00028.1		01028.1	
IsiXhosa Third Language	00028.2		01028.2	
Sesotho Eerste Taal	00006.1	1	01006.1	
Sesotho First Language	00006.2	1	01006.2	
	00006.3	1	01006.3	
Setswana Eerste Taal	00009.1		01009.1	
Setswana First Lang.	00009.2		01009.2	
	00009.3		01009.3	
Hebreeus	00018.1			
Hebrew	00018.2			
Latyn	00020.1			
Latin	00020.2			
Duits Derde Taal	00016.1	8	01016.1	1
German Third Language	00016.2		01016.2	
Frans	00017.1	2		
French	00017.2			
Arabies	00015.1			
Arabic	00015.2			
Rekeningkunde	00044	25	01044	52
Accounting				
Aardrykskunde	00030.1	59	01030.1	90
Geography	00030.2		01030.2	
Geskiedenis	00038.1	24	01038.1	45
History	00038.2	18	01038.2	46
Biologie	00032.1	41	01032.1	87
Biology	01032.2	39	01032.2	83
Fisiologie / Physiology	00035	3	01035	5



WESTERN CAPE EDUCATION DEPARTMENT
APPLICATION FOR APPOINTMENT AS MARKER: SENIOR CERTIFICATE EXAMINATION -2002

N.B. PLEASE SUBMIT SEPARATE APPLICATION FORMS FOR EACH SUBJECT AND PAPER

PERSAL NO.		I.D. NO.	
TITLE	STATUS	SURNAME	
FULL NAMES			
POSTAL ADDRESS			
POSTAL CODE			
TEL. NO	FAX NO	CELL	
INSTITUTION			
GOVERNING BODY POST		YES	NO
SUCCESSFUL WILL HOSTEL ACCOMMODATION BE NEEDED DURING MARKING		YES	NO
MEALS		VEGETARIAN	HALAAL
HAVE YOU APPLIED FOR THE SEVERANCE PACKAGE		YES	NO
		DATE	
QUALIFICATIONS(ATTACH CERTIFIED COPIES IF UNSUCCESSFUL IN 2001 AND IF NEW APPLICANT)			
PROFESSIONAL		ACADEMIC	
i)	DEGREE/DIPLOMA/CERTIFICATE		
ii)	EXAMINING BODY		
iii)	YEAR		
SUBJECT AND PAPER FOR WHICH YOU ARE APPLYING			
GIVE THE PAPER IN WORDS AS WELL AS CODE (e.g. ENG. 1 ST LANG HG PAPER 1- 0002.1)		GRADE	HG
		PAPER	SG
		I	II
		III	
DO YOU CURRENTLY TEACH THE SUBJECT IN GRADE 12?		YES	NO
YEARS TEACHING EXPERIENCE (GRADE 12) IN THE RELEVANT SUBJECT: (INDICATE WHICH YEAR/S)			
PREVIOUS GRADE 12 EXPERIENCE AS EXTERNAL MARKER			
STATE IN WHICH YEAR/S AND WHAT CAPACITY)			
WAS SUBJECT TAKEN ON SECOND OR THIRD YEAR LEVEL AT TERTIARY INSTITUTION?		YES	NO
PLEASE INDICATE IN WHICH LANGUAGES YOU ARE ABLE TO EXAMINE			
LIST ALL SUBJECTS APPLIED FOR			
SIGNATURE OF APPLICANT:		SIGNATURE OF PRINCIPAL/ EMDC DIRECTOR:	
DATE:.....		DATE:	
CHIEF EXAMINER		GIVE REASON/S IF UNSUCCESSFUL	
APPLICATION	SUCCESSFUL	UNSUCCESSFUL	WAITING LIST
SIGNATURE		NUMBER	
DATE			

**ONTVANGSERKENNING
ACKNOWLEDGEMENT OF RECEIPT**

**SENIOR SERTIFIKAAT - EKSAMEN: NOVEMBER 2002: AANSTELLING VAN
NASIENERS**
**SENIOR CERTIFICATE EXAMINATION: NOVEMBER 2002: APPOINTMENT OF
MARKERS**

Hiermee erken ek ontvangs van Omsendminuut 0004/2002, verwysing 14/22/2,
gedateer 20 Maart 2002 en sertifiseer dat dit onder die aandag van alle persone van hierdie
skool/inrigting gebring is.

I hereby acknowledge receipt of Circular Minute 0004/2002, reference 14/22/2,
dated 20 March 2002 and certify that it has been brought to the attention of all staff of this
school/institution.

.....
HANDTEKENING/SIGNATURE

.....
**NAAM VAN SKOOL/INRIGTING
NAME OF SCHOOL/INSTITUTION**

.....
DATUM/DATE

.....
SENTRUM NOMMER/CENTRE NUMBER

Stuur asseblief terug aan:

Kindly return to:

Wes-Kaap Onderwys Departement
Direktoraat: Eksamens
Grand Central Towers
Privaatsak 9114
Kaaipstad
8000

Western Cape Education Department
Directorate: Examinations
Grand Central Towers
Private Bag 9114
Cape Town
8000

VIR AANDAG : Mnr. D. Pretorius

ATTENTION: Mr. D. Pretorius

Faks/Fax. (021) 461 5628
E-pos/E-Mail: dpretorius@pawc.wced.gov.za