



1. **Kriteria vir aanstelling as Interne Moderators, Hoofnasieners en Adjunkhoofnasieners**

- 1.1 Aansoekers vir die betrekking van interne moderator en hoofnasiener moet beskik oor 'n minimum van 8 jaar onderwyservaring en ten minste 5 jaar onderrigondervinding in die betrokke vak op graad 12-vlak.
- 1.2 Aansoekers vir die betrekking van adjunkhoofnasiener moet beskik oor ten minste 5 jaar ervaring as 'n nasiener en 'n minimum van 2 jaar ervaring as 'n senior nasiener in die vak waarvoor daar aansoek gedoen word.
- 1.3 In die geval van hoofnasieners is vorige ervaring as 'n moderator, hoofnasiener of adjunkhoofnasiener 'n vereiste.
- 1.4 In die geval van interne moderators is vorige jare se ervaring as 'n moderator, hoofnasiener of adjunkhoofnasiener 'n vereiste.
- 1.5 Alle aansoekers moet die vak onderrig het in 'n skool wat die NSS-eksamen vir ten minste twee van die volgende jare afgelê het: 2013, 2014, 2015, 2016 en 2017. Voorkeur sal gegee word aan onderwysers wat tans die Kurrikulum- en Asseringsbeleidverklaring (KABV) aan graad 12-kandidate onderrig.

2. **Kriteria vir die aanstelling van nasieners**

Aansoekers moet oor 'n minimum van twee jaar onderwyservaring in die onderrig van die betrokke vak op graad 12-vlak beskik. Hulle moes ook die vak onderrig het vir ten minste twee van die volgende jare: 2013, 2014, 2015, 2016 en 2017. Voorkeur sal egter gegee word aan onderwysers wat tans die KABV aan graad 12-kandidate onderrig.

3. **Algemene kriteria van toepassing op alle aansoekers**

- 3.1 Alle aansoekers moet in besit wees van 'n erkende driejaar tersiêre kwalifikasie wat die betrokke vak moet insluit op ten minste **tweedejaarvlak, maar verkieslik op derdejaarvlak**.
- 3.2 Aansoekers moet in diens wees by 'n inrigting wat kandidate vir die NSS-eksamen voorberei.
- 3.3 Die volgende aansoekers sal **nie** vir die nasien van die NSS-eksamen oorweeg word **nie**:

- 3.3.1 Skoolhoofde of waarnemende skoolhoofde; en
- 3.3.2 aansoekers vir vakke waarin daar nie bevoegdheidstoetse afgelê word nie en reeds 65 jaar oud is of teen die nasienperiode 65 jaar oud sal wees.
- 3.4 Aansoekers moet 'n minimum skoolslaagkoers van 70% behaal het in die 2017 NSS-eksamen in die vak waarin onderrig aangebied word.
- 3.5 Die aanstelling van nasienpanele sal jaarliks hersien word om te verseker dat nasienbeampes steeds aan die kriteria vir aanstelling voldoen.
- 3.6 'n Nasienbeampte wat nie meer aan die kriteria vir aanstelling voldoen nie, se kontrak sal beëindig word.
- 3.7 Nasienbeampes wat onbevoegd bevind word by die nasiensentrum, of tydens die hernasienproses, sal nie weer aangestel word nie.
- 3.8. Aansoekers wat aansoek doen om Vraestel 2 (Letterkunde) in die tale na te sien, moet alle voorgeskrewe werk vir die eksamen gelees en bestudeer het en nie net die boeke wat die kandidate by hul eie skole bestudeer het nie.
- 3.9 Alle nasienbeampes moet op die eerste dag van nasien die hoofnasiener van die voorgestelde antwoorde voorsien van die vraestel waarvan hulle aangestel is om na te sien. Die WKOD sal die aanstelling van 'n nasiener beëindig wat dit nie doen nie. Hierdie vereiste sluit nasieners van Vraestel 3 van tale uit. Hierdie nasieners moet egter vertrouwd wees met die onderwerpe wat eksamineer word in die toepaslike vraestel.
- 3.10 Iemand wat met verlof is tydens die periode wat die nasienperiode voorafgaan en insluit, se aanstelling as moderator, hoofnasiener, adjunkhoofnasiener of nasiener sal beëindig word. Iemand wat teen die einde van die jaar vir meer as 50 dae met verlof was, se aanstelling sal ook beëindig word. Dit is op alle soort verlof van toepassing.
- 3.11 Iemand wat tydens die nasienperiode gekors is, se aanstelling as nasienbeampte sal beëindig word.
- 3.12 Iemand met 'n inwonende familielid wat die November 2017 NSS-eksamen aflê, kwalifiseer nie vir aanstelling as interne moderator, hoofnasiener, adjunkhoofnasiener of senior nasiener nie. Indien sodanige persoon gedurende die drie jaar aanstellingsiklus 'n familielid het wat by hom of haar woon wat die NSS-eksamen aflê, sal die persoon gedurende die bepaalde jaar moet bedank as interne moderator, hoofnasiener, adjunkhoofnasiener of senior nasiener. Sodanige persoon kan egter aansoek doen vir die betrekking van nasiener in daardie vak.
- 3.13 Die WKOD sal die aanstelling van enige persoon beëindig indien hy of sy nie bevredigend presteer in die uitvoering van sy of haar verantwoordelikhede tydens enige van die bogenoemde nasienperiodes nie.



ANNEXURE B

NEW APPLICANTS: APPLICATION FORM FOR MARKING OF THE NOVEMBER 2017 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

Please complete in print or mark the appropriate block with an "X" and submit before Friday 19 May 2017

A. Personal Details

| | | | | | |
|---|--------------------|-----------|-----------|------------|-----------|
| Name of Applicant | Title | Dr | Mr | Mrs | Ms |
| Initials | | | | | |
| Surname | | | | | |
| First Name | | | | | |
| Identity Number | | | | | |
| Persal Number | | | | | |
| SACE Number | | | | | |
| Tax Number | | | | | |
| Postal Address | | | | | |
| | | | | | |
| | | | | | |
| | Postal Code | | | | |
| Telephone | Work | | | | |
| | Home | | | | |
| | Cell | | | | |
| | Fax | | | | |
| Personal E-mail AND Work E-mail Addresses | | | | | |
| Institution where employed | | | | | |
| Current Post: e.g. Deputy Principal, Head of Department, Teacher, Subject Advisor, Senior Curriculum Planner | | | | | |
| If appointed as a marker, will hostel accommodation be needed during marking period? | YES | | NO | | |
| MEALS: STANDARD | YES | | NO | | |
| HALAAL Only | YES | | NO | | |
| VEGETARIAN | YES | | NO | | |
| DIETARY PREFERENCE (Indicate nature of preference) | YES | | NO | | |

B. Position

Only Marker positions are vacant

| | | | | | | | | | |
|---|------------|--|--|------------|--|--------------|----------------------|------------|------------|
| Subject | | | | | | Paper | 1 | 2 | 3 |
| If applying for a Language indicate the level of the language. Make an (X) on the applicable level | | | | | | | HL | FAL | SAL |
| Language(s) in which you are able to mark | ENG | | | AFR | | | ENG & AFR | | |

C. Qualification

| | | | | |
|--|------------------|----------------|----------------|------------------|
| Degree (Professional/Academic) | Bachelors | Honours | Masters | Doctorate |
| Name of Institution | | | | |
| Year Obtained | | | | |
| Major Subjects and year level (1st, 2nd or 3rd year level) | | | | |
| | | | | |

| | |
|---|--|
| Diploma | |
| Name of Institution | |
| Year Obtained | |
| Major Subjects and year level (1st, 2nd or 3rd year level) | |
| | |

D. Experience

Teaching in Grade 12 (Please indicate the number of learners taught per year and the average for that subject in the NSC Examination):

| Grade 12 SUBJECT (applicable to marking) | Year | No of NSC candidates taught | Average in the NSC examination |
|---|-------------|------------------------------------|---------------------------------------|
| | 2017 | | |
| | 2016 | | |
| | 2015 | | |
| | 2014 | | |
| | 2013 | | |

Previous experience as National Senior Certificate Marker (Complete table below):

| Year | Position Held | Subject (Level and Paper) |
|-------------|----------------------|----------------------------------|
| 2017 | | |
| 2016 | | |
| 2015 | | |
| 2014 | | |
| 2013 | | |

E. Declaration

- I certify that the above information is correct and accurate. Should there be any errors or false declarations in this application, the application will be disqualified.
- I am currently teaching / appointed as Subject Adviser or Senior Curriculum Planner and have taught/facilitated the subject applied for at Grade 12 level on a full-time basis for at least two of the five years: 2017, 2016, 2015, 2014 and 2013.

- 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 2017 academic year.
- I **have/do not have** a relative (delete which is not applicable) (i.e. son, daughter, sister or brother) who is writing the November 2017 NSC examination in the subject I am applying for.
- I **have/do not have** a candidate living with me (delete which is not applicable) who is writing the 2017 NSC examination in the subject I have been appointed for.
- I am competent to mark in English only / Afrikaans only / English and Afrikaans. (delete which is not applicable) (NB - Not applicable to African language papers)
- I have attached certified copies of the following documents to the application: Identity Document, statement of academic record/transcript
- I understand that my appointment, conditions of service and remuneration will be according to the applicable legislation, rules and regulations.
- I will inform The Marking Processes Unit of any change in status (promotion, change of address, telephone, fax, etc), immediately.
- I will abide by all conditions stipulated in Assessment Management Minute Number 0010/2017
- I **have** read, made a study and am competent to mark the following prescribed networks: (applicable to Language Paper 2 markers)

| | |
|--|--|
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| | |
| | |

- I have taught and I am competent to mark the following sections of the History Curriculum.
- This section must be completed by all **History markers**:

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|--|--|
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| | |

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|--|---|
| <p>I hereby certify that the above information is correct in all aspects.</p> <p>SIGNATURE OF APPLICANT: _____</p> <p>DATE: _____</p> | <p>I hereby certify that the above-mentioned information is correct and that the applicant is an teacher/official who has taught/advised in the subject and paper in Grade 12 for at least two of the five years: 2017, 2016, 2015, 2014 and 2013.</p> <p>PRINCIPAL / DISTRICT DIRECTOR / SUPERVISOR:</p> <p>SIGNATURE: _____</p> <p>NAME IN PRINT: _____</p> <p>POSITION: _____</p> <p>DATE: _____</p> <p>SCHOOL / INSTITUTION'S OFFICIAL STAMP: _____</p> |
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The Application Form and supporting documents must be hand-delivered to:

The Head: Education
 For attention: Mr Mark Cameron
 Directorate: Assessment Management
 Western Cape Education Department
 5th Floor, Grand Central Towers
 Lower Parliament Street
 CAPE TOWN 8001

or (preferably) scanned and e-mailed to:
Exam.Marking@westerncape.gov.za
 on or before Friday 19 May 2017

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| <p>NB - All new applicants <u>must</u> attach the following supporting documents to their application forms:</p> <ul style="list-style-type: none"> • Curriculum vitae. • Certified copy of identity document. • 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). |
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