



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 jare se ervaring as 'n moderator, hoofnasiener of adjunkhoofnasiener 'n vereiste.
- 1.4 In die geval van interne moderators is vorige 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 Assessingsbeleidsverklaring (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 **tweedejaarlak, maar verkieslik op derdejaarlak**.
- 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 en reeds 65 jaar oud is of teen die nasienperiode 65 jaar oud sal wees.
- 3.4 Aansoekers wat aansoek doen om Geskiedenis Vraestel 1 en 2 na te sien, moes al die afdelings in die Geskiedenis-kurrikulum onderrig het.
- 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. 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.
- 3.9 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.
- 3.10 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 gedurende die betrokke jaar wanneer die familielid die eksamens aflê. Sodanige persoon kan egter aansoek doen vir die betrekking van nasiener in daardie vak.
- 3.11 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

Please note that new applicants will write competency tests in the following subjects: Accounting, Business Studies, Consumer Studies, Economics, English Home Language, Geography, History, Life Sciences, Mathematical Literacy, Mathematics and Physical Sciences, during the dates indicated in the Assessment Management minute at a venue to be identified by your district office.

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 (1 st , 2 nd or 3 rd 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 0009/2017
- I **have** read, made a study and am competent to mark the following prescribed networks: (applicable to Language Paper 2 markers)

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

<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 a 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.

<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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