



Reference: 20170323-9374
13/30/1
Enquiries: NF Sobetwa-Magodla

Assessment Management Minute: 0008/2017

To: Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Deputy Directors; Chief Education Specialists; Managers: Curriculum Support; Subject Advisers; Circuit Managers; Managers: Strategic Information, Governance and People Management; Deputy Chief Education Specialists; Assessment Coordinators; and Heads of all educational institutions that prepare candidates for the ABET Level 4 examinations

Subject: Application for positions of internal moderator, chief marker and marker for November 2017–June 2019 Adult Basic Education and Training (ABET) Level 4 Examinations

1. Applications are invited from teachers, subject advisers and senior curriculum planners who meet the criteria specified in **Annexure A**, to apply for the positions of internal moderators, chief markers, and markers for November 2017 to June 2019 Adult Basic Education and Training (ABET) Level 4 Examinations. A list of ABET Level 4 learning areas is attached as **Annexure B**.
2. **Submission of applications**
 - 2.1 **All applications** must be made on the attached application form (**Annexure C**) and must be accompanied by a completed declaration form, a copy of which is attached to this minute as **Annexure D**.
 - 2.2 **All new applicants must attach the following documents to their application forms:**
 - Curriculum Vitae
 - Certified copy of identity document
 - Certified copy/copies of academic study record(s)
 - Certified copy/copies of qualification certificate(s)

2.3 Applications must be submitted to the following address:

Head: Education
Attention: Ms N Kanase
Directorate: Examinations Administration
Western Cape Education Department
5th Floor (Room 5–29), Grand Central Towers
Lower Parliament Street
CAPE TOWN, 8001

Applications must reach the Western Cape Education Department (WCED) by **Friday, 28 April 2017**.

3. 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.
4. The marking of the ABET Level 4 examination scripts is one of the most important functions of the examination process. The WCED takes pride in its appointment of qualified and competent markers. Centre managers and other senior officials who recommend markers must, therefore, act in good faith. Please note that supplying incorrect information on the application form will be regarded as fraud and will be dealt with in terms of the Employment of Educators Act, 1998 (Act 76 of 1998).
5. It is imperative that centre managers, district directors, circuit managers and subject advisers bring this minute to the attention of all teachers so that they are familiar with the appointment criteria before submitting applications. The Directorate: Examinations Administration cannot accept responsibility if teachers are not informed of the contents of this minute.
6. The WCED relies on your cooperation and support on this important matter.

SIGNED: T SINGH

ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2017-04-10