



Reference: 20170410-9918  
13/10/1/2  
Enquiries: TJ Magwaca

Assessment Management Minute: 0009/2017

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 and Heads of institutions which prepare candidates for the National Senior Certificate examinations

**Subject: Application for appointment as a marker for the National Senior Certificate examinations in the subjects with competency tests**

**1. New applicants:**

1.1 Teachers, subject advisers and senior curriculum planners who meet the criteria (specified in **Annexure A**), are invited to apply as markers for the National Senior Certificate (NSC) examination of November 2017 in the following subjects with competency tests: Accounting, Business Studies, Consumer Studies, Economics, English Home Language, Geography, History, Life Sciences, Mathematical Literacy, Mathematics and Physical Sciences.

1.2 New applicants must complete the application form marked **Annexure B**.

**2. Submission of applications (new applicants)**

**2.1 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).
- Proof of registration with the South African Council of Educators (SACE).

2.2 Applications must be submitted to the following address:

Head: Education  
Attention: Mr M Cameron  
Directorate: Assessment Management  
Western Cape Education Department  
5<sup>th</sup> Floor, Grand Central Towers  
Lower Parliament Street  
CAPE TOWN  
8001

2.3 Applications must reach the WCED by **19 May 2017**. Should you have any enquiries, please contact Mr M Cameron at tel. no. 021 467 2964.

3. Successful applicants will be notified of their appointment in writing and will be required to sign a contract with the WCED. Further correspondence regarding the marking process will follow.

#### 4. **Completion of Declaration Forms by appointed markers**

4.1 Markers were appointed in 2015 and 2016 for a period of three years and two years respectively subject to an annual review of the appointment criteria.

4.2 These markers are required to complete the Declaration Form (Annexure C; which will be sent directly to markers) to ensure that their appointment for 2017 is validated. All completed Declaration Forms must be returned to the above-mentioned address by not later than **19 May 2017**. If a marker does not return his/her **Declaration Form** by the specified date, that marker will lose his/her space in the marking panel concerned.

#### 5. **The writing of competency tests**

5.1 In 2017, the Western Cape Education Department (WCED) will be administering the competency tests in the following subjects: Accounting, Business Studies, Economics, English Home Language, Geography, History, Life Sciences, Mathematics, Physical Sciences, Consumer Studies and Mathematical Literacy.

5.2 Only applicants who obtain an achievement of 60% and above in the competency tests will be considered for appointment as marking officials.

5.3 Applicants who wrote a competency test in Accounting, Business Studies, Economics, English Home Language, Geography, History, Life Sciences, Mathematics, Physical Sciences, Consumer Studies and Mathematical Literacy between 2011 and 2016 and who achieved a pass rate of 60% and above, **need not repeat** the competency test in these subjects in 2017. However, teachers are encouraged to write the competency tests where they wish to improve their results.

## 6. Arrangements regarding the writing of the competency tests

- 6.1 Every attempt will be made to accommodate applicants at a venue within the education district where they are based. The venues of the competency tests will be communicated to each individual applicant in due course.
- 6.2 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. However, 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.
- 6.3 Timetable for the writing of competency tests:

Accounting Mathematics Paper 1 History Paper 1 Consumer Studies	29/05/2017	14:30 – 16:30 14:30 – 16:30 14:30 – 17:00 14:30 – 17:00
Business Studies History Paper 2 Geography Paper 1 and 2 (one paper) Mathematical Literacy Paper 1 Physical Sciences Paper 1	30/05/2017	14:30 – 17:00 14:30 – 17:00 14:30 – 17:00 14:30 – 16:30 14:30 – 17:00
Physical Sciences Paper 2 Life Sciences Paper 1 Mathematical Literacy Paper 2	31/05/2017	14:30 – 17:00 14:30 – 16:30 14:30 – 16:30
Mathematics Paper 2 English Home Language Paper 1, 2 and 3 (one paper) Economics Paper 1 and 2 (one paper) Life Sciences Paper 2	01/06/2017	14:30 – 16:30 14:30 – 17:30  14:30 – 17:30 14:30 – 16:30

7. The marking of the NSC 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. Principals 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 accordingly in terms of the Employment of Educators Act, 1998 (Act 76 of 1998).

8. It is imperative that principals, 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 their applications. The Directorate: Assessment Management cannot accept responsibility if teachers are not informed about the contents of this minute.
9. The WCED relies on your co-operation and support regarding this important matter.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2017-05-12