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13/10/1/2
Enquiries: TJ Magwaca

Assessment Management Minute: 0010/2017

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

Subject: Application for appointment as a marker for the National Senior Certificate examinations without 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 for the position of a marker for the National Senior Certificate (NSC) examination of November 2017 in the subjects listed in Table 1.
- 1.2 Officials who meet the appointment criteria (**Annexure A**) and who have produced a school pass rate of a minimum of 70% in the November 2016 NSC examination in the subject/s taught, are requested to apply for the subjects listed in Table 1.

Table 1: List of subjects that are examined in the NSC and SC

SUBJECTS	SUBJECTS
Afrikaans Home Language	Afrikaans First Additional Language
Agricultural Sciences	Computer Applications Technology
English First Additional Language	Information Technology
isiXhosa Home Language	isiXhosa First Additional Language
Religion Studies	Sesotho Home Language
Setswana Home Language	Visual Arts
Afrikaans Second Additional Language	Civil Technology
Music	Design (Theory)

SUBJECTS	SUBJECTS
Dramatic Arts	Engineering Graphics and Design
Electrical Technology	Hospitality Studies
isiXhosa Second Additional Language	Mechanical Technology
Tourism	

1.3 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
 5th 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 in order to determine if they still meet the appointment criteria.

4.2 These markers are required to complete the attached 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 Department of Basic Education (DBE) is again considering the centralised marking of selected small subjects in 2017. The list of subjects will be communicated to the aspirant markers as soon as it is made available by the DBE. In the event that such a list is made available after the appointments have been done, the Western Cape Education Department (WCED) will nullify the appointments done in those selected subjects.
6. The marking of the NSC examination scripts is one of the most important aspects of the examination process. The WCED takes pride in the 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 in terms of the Employment of Educators Act, 1998 (Act 76 of 1998).
7. It is imperative that principals, district directors, circuit managers and subject advisers bring the content of this minute to the attention of all teachers so that they are familiar with the appointment criteria before submitting applications. The Directorate: Assessment Management cannot accept responsibility if teachers are not informed of the contents of this minute.
8. The WCED relies on your co-operation and support in this important matter.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2017-05-12