



## 1. **Criteria for the appointment of Internal Moderators, Chief Markers and Deputy Chief Markers**

- 1.1 Applicants for the position of internal moderator and chief marker must have a minimum of 8 years' teaching experience and at least 5 years' experience in teaching the subject concerned at Grade 12 level.
- 1.2 Applicants for the position of deputy chief marker must have at least 5 years' experience as a marker and a minimum of 2 years' experience as a senior marker in the subject for which an application is being made.
- 1.3 In the case of chief markers, experience as a moderator, chief marker or deputy chief marker in previous years is a requirement.
- 1.4 In the case of internal moderators, experience as a moderator, chief marker or deputy chief marker in previous years is a requirement.
- 1.5 All applicants must also have taught the subject at a school writing the NSC examination for at least two of the following years: 2013, 2014, 2015, 2016 and 2017. Preference will be given to teachers currently teaching the Curriculum and Assessment Policy Statements (CAPS) to Grade 12 candidates.

## 2. **Criteria for the appointment of markers**

Applicants must have a minimum of two years' experience in teaching the subject concerned at Grade 12 level. They must also have taught the subject for at least two of the following years: 2013, 2014, 2015, 2016 and 2017. Preference will be given to teachers currently teaching the CAPS to Grade 12 candidates.

## 3. **General criteria applicable to all applicants**

- 3.1 All applicants must be in possession of a recognised three-year post Senior Certificate qualification, which must include the relevant subject on at least **second-year level, but preferably third-year level.**
- 3.2 Applicants must be in service at an institution that prepares candidates for the NSC examinations.

- 3.3 The following applicants will **not** be considered for the marking of the NSC examinations:
- 3.3.1 School principals or acting school principals; and
  - 3.3.2 Applicants for the non-competency test subjects who are 65 years old or will turn 65 at the time of marking.
- 3.4 Applicants must have produced a minimum of 70% school pass rate, in the 2016 NSC examination in the subject taught.
- 3.5 The appointments of the marking panels will be reviewed annually to ensure that the marking officials still meet the appointment criteria.
- 3.6 The contract of a marking official who no longer meets the appointment criteria will be terminated.
- 3.7 Marking officials who have been flagged as incompetent at the marking centre or through the re-mark exercise, will not be re-appointed.
- 3.8 Applicants who apply to mark Paper 2 (Literature) in the Languages must have read and made a study of all works prescribed for the examination, and not only those books studied by the candidates at their own schools.
- 3.9 All marking officials must provide the chief marker with the suggested answers to the question paper they have been appointed to mark on the first day of marking. The WCED may withdraw the appointment of a marker who turns up at the marking centre without having worked out the suggested answers of the question paper he/she has been appointed to mark. This requirement excludes markers of Paper 3 of languages. However, these markers must familiarise themselves with the topics examined in the relevant question paper.
- 3.10 A person who is on leave during the period leading up to the marking period and inclusive thereof, will have his or her appointment as a moderator, chief marker, deputy chief marker or marker terminated. A person, who, by the end of the year, has been on leave for more than 50 days during the year of the marking period, will also have his or her appointment terminated. This applies to all types of leave.
- 3.11 A person who is on suspension during the period of marking will have his or her appointment as a marking official terminated.

- 3.12 A person who has a family member, living with him or her, writing the November 2017 NSC examination does not qualify for appointment as internal moderator, chief marker, deputy chief marker or senior marker. If such a person has a family member living with him or her during any year of the three year appointment cycle, such a person will have to step down as internal moderator, chief marker, deputy chief marker or senior marker during the particular year of having a relative writing the NSC examination. However, such a person may apply for the position of marker in that subject.
- 3.13 The WCED will terminate the appointment of any person who does not perform satisfactorily in the execution of his or her responsibilities during any of the above-mentioned marking periods.



**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**

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

**B. Position**

Only Marker positions are vacant

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

**C. Qualification**

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

<b>Diploma</b>	
<b>Name of Institution</b>	
<b>Year Obtained</b>	
<b>Major Subjects and year level (1st, 2nd or 3rd year level)</b>	

**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):

<b>Grade 12 SUBJECT (applicable to marking)</b>	<b>Year</b>	<b>No of NSC candidates taught</b>	<b>Average in the NSC examination</b>
	<b>2017</b>		
	<b>2016</b>		
	<b>2015</b>		
	<b>2014</b>		
	<b>2013</b>		

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

<b>Year</b>	<b>Position Held</b>	<b>Subject (Level and Paper)</b>
<b>2017</b>		
<b>2016</b>		
<b>2015</b>		
<b>2014</b>		
<b>2013</b>		

**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)


- 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**:


<p><b>I hereby certify that the above information is correct in all aspects.</b></p> <p>SIGNATURE OF APPLICANT: _____</p> <p>DATE: _____</p>	<p><b>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.</b></p> <p><b>PRINCIPAL / DISTRICT DIRECTOR / SUPERVISOR:</b></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  
 5<sup>th</sup> Floor, Grand Central Towers  
 Lower Parliament Street  
 CAPE TOWN 8001

or (preferably) scanned and e-mailed to:

[Exam.Marking@westerncape.gov.za](mailto:Exam.Marking@westerncape.gov.za)

**on or before Friday 19 May 2017**

**NB - All new applicants must attach the following supporting 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).