



Reference: 20180301-9947
13/29/1
Enquiries: NF Sobetwa-Magodla

Assessment Management Minute: 0003/2018

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 2018 – 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 2018 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

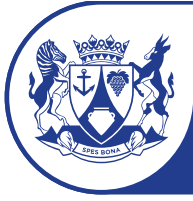
Applications must reach the Western Cape Education Department (WCED) by **Friday, 20 April 2018**.

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 WCED 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: 2018-03-23



ANNEXURE A

1. Criteria for the appointment of ABET Level 4 chief markers, and internal moderators

- 1.1 Applicants for the position of internal moderator and chief marker must have a minimum of 8 years' teaching experience and at least 3 years' experience in teaching the learning area concerned at ABET level 4 or in offering curriculum advisory services in the learning area or related Grade 9 subject.
- 1.2 All applicants must also have taught the learning area on a full-time basis, in a centre writing the examination of the Department of Higher Education and Training, for at least two of the following years: 2016, 2017 and 2018. Preference will be given to teachers currently teaching the ABET Level 4 candidates.
- 1.3 In the case of chief markers and an internal moderator, experience as a marker in previous years is a requirement.

2. General criteria applicable to all applicants

- 2.1 All applicants must be in possession of a recognised three-year post Senior Certificate qualification, which must include the relevant subject.
- 2.2 Applicants must be in service on a full-time basis at an institution that prepares candidates for ABET Level 4 set by the Department: Higher Education and Training and administered by the Western Cape Education Department (WCED).
- 2.3 All marking officials must bring along to the marking on the first day of marking suggested answers of the question paper they have been appointed to mark. The WCED may withdraw the appointment of a marker who does not comply with this request.
- 2.4 Applicants who have indicated their intention to resign or retire, and who will terminate their services with the WCED by **30 September 2018**, will not be considered for appointment as a moderator, chief marker, or marker except in cases where the teacher concerned is to be appointed on a full-time basis at an independent school and is teaching the subject concerned.
- 2.5 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, or marker terminated. A person, who, by the end of the year, has been on leave for

more than 50 days, will also have his or her appointment terminated. This applies to all types of leave.

- 2.6 Persons who have a candidate for the ABET Level 4 examinations living with them who will be writing the ABET Level 4 examination in the learning area for which the application is being considered, do not qualify for appointment as internal moderator and chief marker, however, such persons may apply for the position of marker in that learning area.
- 2.7 The WCED will terminate the appointment of any appointed person who no longer meets the criteria or does not perform satisfactorily in the execution of his or her responsibilities during any of the above-mentioned marking periods.



A LIST OF ABET LEVEL 4 LEARNING AREAS

Code/Kode	Learning Area Description /	Leerareabeskrywing
AAAT4	Applied Agriculture and Agricultural Technology L4/	Toegepaste Landbou en Landbou Tegnologie V4
ANHC4	Ancillary Health Care L4/	Aanvullende Gesondheidsorg V4
ARTC4	Arts and Culture L4/	Kuns en Kultuur V4
ECDV4	Early Childhood Development L4	Vroeë Kinderontwikkeling V4
EMSC4	Economic and Management Sciences L4/	Ekonomiese en Bestuurwetenskappe V4
HSSC4	Human and Social Sciences L4/	Menslike en Sosiale Wetenskappe V4
INCT4	Information Communication Technology L4	Inligtings Kommunikasie Tegnologie V4
LCAF4	LLC: Afrikaans L4/	TGK: Afrikaans V4
LCEN4	LLC: English L4/	TGK: Engels V4
LCXH4	LLC: IsiXhosa L4/	TGK: IsiXhosa V4
LIFO4	Life Orientation L4/	Lewensoriëntering V4
MLMS4	Mathematical Literacy L4/	Wiskunde Geletterdheid V4
MMSC4	Mathematics and Mathematical Sciences L4/	Wiskunde en Wiskunde Wetenskappe V4
NATS4	Natural Sciences L4/	Natuurwetenskappe V4
SMME4	Small Medium and Micro Enterprises L4/	Klein Medium en Mikro Ondernemings V4
TECH4	Technology L4/	Tegnologie V4
TRVT4	Travel and Tourism L4/	Reis en Toerisme V4
WHRT4	Wholesale and Retail L4	Groothandel en Kleinhandel V4



ANNEXURE C

APPLICATION FOR APPOINTMENT AS CHIEF MARKER, INTERNAL MODERATOR OR MARKER FOR THE NOVEMBER 2018 ABET LEVEL 4 EXAMINATIONS

PERSAL NO.:		I.D. NO.:			
TITLE:	GENDER		RACE		
	MALE	FEMALE	Black	Coloured	Indian
SURNAME:					
FIRST NAME(S):					
POSTAL ADDRESS:					
POSTAL CODE:	TEL. (HOME):	CELL:	FAX:		
NAME OF CENTRE/ INSTITUTION:					
ARE YOU EMPLOYED BY THE WCED?			YES	NO	
IF SUCCESSFUL, WILL HOSTEL ACCOMMODATION BE NEEDED DURING MARKING PERIOD?			YES	NO	
MEALS: HALAAL VEGETARIAN	YES	NO			
	YES	NO			
QUALIFICATIONS (ATTACH CERTIFIED COPIES OF QUALIFICATION CERTIFICATES OR ACADEMIC STUDY RECORDS)					
	HIGHEST PROFESSIONAL QUALIFICATION		HIGHEST ACADEMIC QUALIFICATION		
DEGREE / DIPLOMA:					
EXAMINING BODY:					
YEAR COMPLETED:					
LEARNING AREA FOR WHICH YOU ARE APPLYING:					
POSITION FOR WHICH YOU ARE APPLYING:		CHIEF MARKER	MODERATOR	MARKER	
ABET LEVEL 4 TEACHING EXPERIENCE IN THE RELEVANT LEARNING AREA DURING THE PAST 2 YEARS :(COMPLETE TABLE BELOW. Curriculum advisers to indicate district and learning area)					
YEAR	LEARNING AREA TAUGHT ABET LEVEL 4	NUMBER OF ABET LEVEL 4 LEARNERS TAUGHT	NO PASSED	CENTRE /INSTITUTION	
2018					
2017					
2016					
PREVIOUS EXPERIENCE AS ABET LEVEL 4 MARKER: (Complete table below)					
LEARNING AREA				YEAR	
LANGUAGE(S) IN WHICH YOU ARE ABLE TO MARK:					
I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT IN ALL ASPECTS.			I HEREBY CERTIFY THAT THE ABOVE MENTIONED INFORMATION IS CORRECT AND THAT THE APPLICANT IS AN EDUCATOR/OFFICIAL WHO HAS TAUGHT/ADVISED IN THE LEARNING AREA AT ABET LEVEL 4/ GRADE 9 FOR AT LEAST TWO OF THE YEARS 2016, 2017 AND 2018.		
SIGNATURE OF APPLICANT: _____ DATE: _____			SIGNATURE OF PRINCIPAL / DISTRICT DIRECTOR / CENTRE MANAGER _____ DATE: _____ CENTRE /INSTITUTION'S OFFICIAL STAMP:		
PANEL				IF THE APPLICANT IS UNSUCCESSFUL, THE PANEL MUST GIVE REASON(S).	
APPLICATION:	SUCCESSFUL	UNSUCCESSFUL	WAITING LIST	NUMBER	
SIGNATURE:				DATE:	



ANNEXURE D

DECLARATION

MARKING OF THE NOVEMBER 2018 ADULT EDUCATION AND TRAINING (ABET) LEVEL 4 EXAMINATIONS: DECLARATION BY INTERNAL MODERATORS, CHIEF MARKERS AND MARKERS

Name: Persal number: Learning Area:

Address:..... Postal code:

Tel. no. E-mail:Fax: Cell:

I hereby declare that:

1. I am in possession of a recognised three year post Senior Certificate qualification which includes the relevant subject (mention): at Diploma / Degree (delete which is not applicable) level

Level /Year	1st	2nd	3rd

(Please tick the relevant number of years of specialisation in the subject)

2. Current Employment (Please complete 2.1 or 2.2 whichever is applicable)

2.1 I am currently appointed as a GET Curriculum Advisor/Senior Curriculum Planner on a full time basis for: (Mention subject) at (Office)

2.2 I am currently a full time educator at: (Centre name)

2.3 I currently teach and previously taught (Learning Area) on a full time basis at Adult Education and Training (ABET) in the following years:

2018	
2017	
2016	

(Please indicate the number of learners taught per year)

2.4 I currently appointed as a GET or ABET Level 4 curriculum advisor and have provided curriculum advisor services in(Learning Area) on a full time basis in the following year.

2018	
2017	
2016	

(Please indicate the number of learners taught per year.)

3. I am **currently employed on a full time basis** at an institution that prepares candidates for ABET Level 4 Examinations offered by the WCED.
4. I acknowledge that the WCED will terminate my appointment contract for marking in the event that I am on leave during the period leading up to marking and inclusive thereof and if my absence from work is more than 50 working days per annum in the 2018 academic year.
5. I **have/do not have** a relative (delete which is not applicable) (i.e. son, daughter, sister or brother) who is writing the November 2018 ABET Level 4 Examination in the learning area I have been appointed for.
6. I **have/do not have** a candidate living with me (delete which is not applicable) who is writing the November 2018 ABET Level 4 Examination in the learning area I have been appointed for.
7. 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*)

<p>I hereby certify that the above information is correct in all respects</p> <p>SIGNATURE OF APPLICANT: </p> <p>DATE:</p>	<p>I hereby certify that the above information is correct in all respects and that the applicant is a full-time teacher/official who has taught/been an adviser for the subject and paper at ABET level 4 for at least two of the following years: 2016, 2017 and 2018.</p> <p>SIGNATURE OF PRINCIPAL OR DISTRICT DIRECTOR / CENTRE MANAGER:</p> <p>DATE:</p>
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DUE DATE FOR SUBMISSION: 20 April 2018

All completed declaration forms must be submitted to Ms N Kanase Directorate: Examinations Administration, Western Cape Education Department, 5th floor (Room 5 -29), Grand Central Towers, Lower Parliament Street, Cape Town, 8001.

STAMP OF SCHOOL / INSTITUTION