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Assessment Management Minute: 0003/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators, Subject Advisers and Heads of institutions which prepare candidates for the National Senior Certificate examinations

Subject: Applications for positions of internal moderators, chief markers, deputy chief markers, senior markers and markers for the 2019–20 National Senior Certificate and the 2020–21 Senior Certificate examinations

1. Teachers, subject advisers and senior curriculum planners who meet the criteria (specified in **Annexure A**) are invited to apply for the positions of internal moderators, chief markers, deputy chief markers, senior markers and markers for the National Senior Certificate (NSC) examinations from November 2019 to November 2020 and the Senior Certificate (SC) examinations from June 2020 to June 2021.
2. Successful applicants will be nominated for a period, but must apply every year to be appointed. Therefore, all markers who were appointed in 2018 and who wish to mark during the 2019–20 cycle, must reapply for their positions.
3. All applicants, whether novice or repeater markers, must apply by using the new online application system at <https://wcedonline.westerncape.gov.za/vacancy-lists> and by following the steps specified in **Annexure B**.
- 3.1 Applicants must apply for all the subject papers and positions they wish to be considered for. For example, if an applicant applies as a deputy chief marker, such an applicant must also apply for the position of senior marker and marker.

3.2 It is a prerequisite for all **novice markers** to create online profiles. They must register on the online system before they complete the application process. Once novice markers are registered, they should then log in to the system with the details provided and complete the online application as per the steps indicated. It is imperative for novice markers to upload all the necessary documents mentioned below in paragraph 4. As the final step they must indicate which subjects they are applying to mark.

3.3 Markers who already **have a profile** created and who wish to reapply to mark in 2019, must log in with their usual log-in details. They must verify all the existing information on the system before completing the compulsory fields. Only once this process is completed, will they be able to make a formal application to mark by completing steps 7 and 8.

4. The following documents must be uploaded with the application:

- Certified copy of identity document/immigrant documentation
- Certified copy/copies of qualification certificate(s)
- Proof of registration with the South African Council for Educators (SACE)
- Declaration form signed by the applicant and principal/district director

5. **Subjects with competency tests**

5.1 In 2019, the Western Cape Education Department (WCED) will be administering competency tests in the following subjects:

- Accounting
- Business Studies
- Consumer Studies
- Economics
- English Home Language
- Geography
- History
- Life Sciences
- Mathematics
- Mathematical Literacy
- Physical Sciences

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

5.3 Applicants who wrote a competency test in the abovementioned subjects between 2011 and 2018 and who achieved a pass rate of 60% and above **need not repeat** the competency test in these subjects in 2019. However, applicants are encouraged to write the competency tests where they wish to improve their results.

- 5.4 Every attempt will be made to accommodate applicants at a venue within the education district where they are based. The venues and dates of the competency tests will be communicated to each individual applicant.
- 5.5 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. 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. **Application dates and submission of declaration forms**

Position applied for	Applications open	Applications close
Internal moderator Chief marker Deputy chief marker Senior marker Marker	12 March 2019	12 April 2019

7. All applicants must complete the declaration form (attached to this minute as **Annexure C**). Please ensure that it is signed and stamped by the principal/district director and then uploaded with the online application.
8. 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 be communicated via email to all successful applicants.
9. Please contact the following officials should you require any assistance:

District	Official	Contact information
Eden and Central Karoo Overberg	Norman Riddles	Norman.Riddles@westerncape.gov.za Tel no.: 021 467 2992
Metro North West Coast	Christal Mentor	Christal.Mentor@westerncape.gov.za Tel no.: 021 467 2009
Metro East	Nompumelelo Kanase	Nompumelelo.Kanase@westerncape.gov.za Tel no.: 021 467 2952
Metro South	Gladwyn Smith	Gladwyn.Smith@westerncape.gov.za Tel no.: 021 467 2992
Cape Winelands Metro Central	Nicole Gezwint	Nicole.Gezwint@westerncape.gov.za Tel no.: 021 467 9329

10. The marking of 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.
11. Principals, district directors, circuit managers and subject advisers are requested to bring the content of this minute to the attention of all teachers so that they are familiar with the appointment criteria and the application process to follow. **The Directorate: Assessment Management cannot accept responsibility if teachers are not informed of the contents of this minute nor if they do not submit all the relevant required documentation.**
12. The WCED relies on your cooperation and support in this important matter.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2019-03-08



* **Please note: applicants are encouraged to apply for all the positions they are qualified for.**

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 eight years' teaching experience and at least five 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 five years' experience as a marker and a minimum of two 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 National Senior Certificate (NSC) examination for at least two of the following years: 2015, 2016, 2017, 2018 and 2019.
- 1.6 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 senior markers**

- 2.1 Applicants for the position of senior marker must have a minimum of eight years' teaching experience and at least five years' experience in teaching the subject concerned at Grade 12 level.
- 2.2 Applicants for the position of senior marker must have at least three years' experience as a marker in the subject for which an application is being made.
- 2.3 All applicants must also have taught the subject at a school writing the NSC examination for at least two of the following years: 2015, 2016, 2017, 2018 and 2019.

2.4 Preference will be given to teachers currently teaching CAPS to Grade 12 candidates.

3. **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: 2015, 2016, 2017, 2018 and 2019. Preference will be given to teachers currently teaching CAPS to Grade 12 candidates.

4. **General criteria applicable to all applicants**

4.1 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.**

4.2 Applicants must be in service at an institution that prepares candidates for the NSC examinations.

4.3 The following applicants will **not** be considered for the marking of the NSC examinations:

4.3.1 Principals or acting principals.

4.3.2 Applicants for non-competency test subjects who are 65 years old or will turn 65 at the time of marking.

4.4 Applicants must have produced a minimum of 70% school pass rate in the 2018 NSC examination in the subject taught for non-competency test subjects.

4.5 Applicants who apply to mark History Paper 1 and 2 must have taught all sections of the History curriculum.

4.6 The appointment of marking panels **will be reviewed annually** to ensure that marking officials still meet the appointment criteria.

4.7 The contract of a marking official who no longer meets the appointment criteria will be terminated.

4.8 Marking officials who have been flagged as incompetent at the marking centre or through the re-mark exercise, will not be re-appointed.

- 4.9 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.
- 4.10 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 Western Cape Education Department (WCED) may withdraw the appointment of a marker who turns up at the marking centre without having worked out the suggested answers to the question paper he/she has been appointed to mark. This requirement excludes markers of Paper 3 of the Languages. However, these markers must familiarise themselves with the topics examined in the relevant question paper.
- 4.11 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.
- 4.12 A person who is on suspension during the period of marking will have his or her appointment as a marking official terminated.
- 4.13 A person who has a family member, living with him or her, writing the November 2019 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 that particular year of the relative's NSC examination. However, such a person may apply for the position of marker in that subject.
- 4.14 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 abovementioned marking periods.



Western Cape Education Department online marker application process overview

The Western Cape Education Department (WCED) Online Markers System allows teachers to register and apply online for marker vacancies. The best browser to support the online application system is **Google Chrome**. This browser is best used on a desktop computer, laptop or tablet. Do not use a smartphone for online applications. Once teachers have applied on the system they can track the status of their application online.

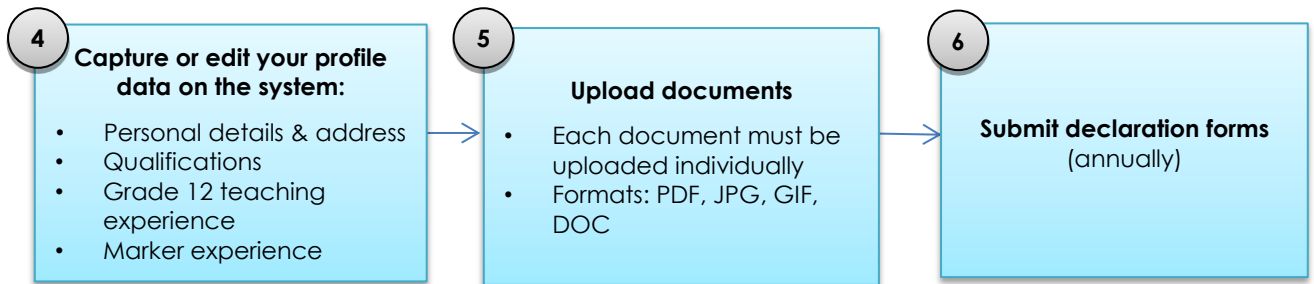
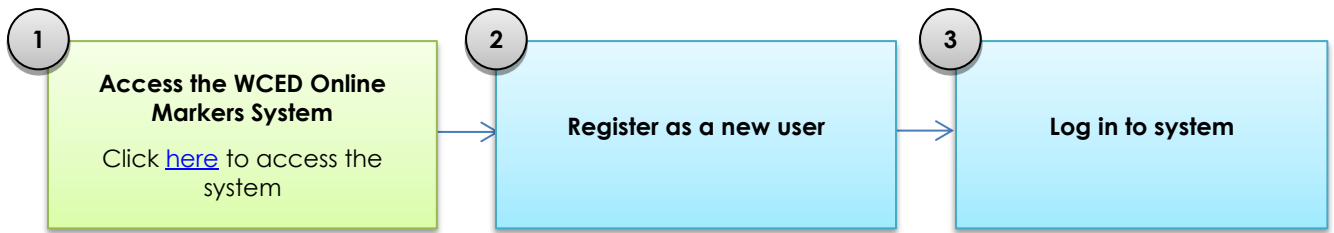
The WCED Online Marker System enables teachers, subject advisers and senior curriculum planners to register, update their profile, submit the annual declaration form as well as apply for a vacancy. Please note that principals are required to manually verify declaration forms with their signature. Only verified declaration forms must be uploaded onto the system.

The steps are summarised below. Note that once you are logged in to the system, detailed user manuals are available on the system.

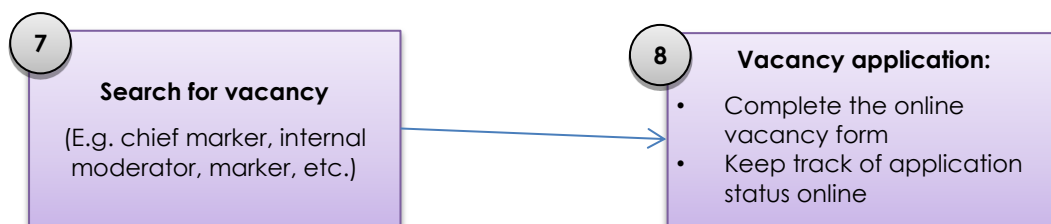
- **Steps 1–3:**
 - To be completed by all new users.
 - Teachers who are applying must click on the drop-down menu, labelled for teachers.
 - District officials who are applying must click on the drop-down menu, labelled for district officials.
 - All registered users will receive a default role and can immediately continue with the process.
- **Steps 4–6:**

To be completed by all registered users.
- **Steps 7–8:**

To be completed by teachers/officials who intend to apply for a marker vacancy.



Once all the above have been completed the teacher may apply for a marker vacancy.





DECLARATION BY INTERNAL MODERATORS, CHIEF MARKERS, DEPUTY CHIEF MARKERS, SENIOR MARKERS AND MARKERS

MARKING OF THE NOVEMBER 2019 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS AND THE JUNE 2020 SENIOR CERTIFICATE (SC) EXAMINATIONS

Full name(s): _____ Surname: _____

ID number: _____ Persal number: _____

I, _____ hereby declare that:

1. I am currently appointed on a full-time basis as a: (Tick appropriate box)

FET subject adviser Senior Curriculum Planner Teacher

for _____ at _____ (subject) (school/district).

2. I currently advise/teach or previously advised/taught _____ (subject) on a full-time basis at Grade 12 NSC level in the following years: (Please indicate the number of learners taught per year)

2015 2016 2017 2018 2019

3. I have a relative (i.e. son, daughter, sister or brother) or a candidate living with me who is writing the November 2019 NSC examination in the subject I am applying for. (Tick appropriate box)

Yes No

4. I am competent to mark in: (Tick appropriate box)

English only Afrikaans only English and Afrikaans

5. 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 I am absent from work for more than 50 working days in the 2019 academic year.

I hereby certify that the above information is correct in all aspects.

Signature of Applicant Date

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 Grade 12 level for at least two of the years 2015, 2016, 2017, 2018 and 2019.

Signature of Principal/Director Date Full name and surname of Principal/Director

NB: Declaration forms must be completed annually for appointment as a marking official.

STAMP OF SCHOOL / INSTITUTION