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Assessment Management Minute: 0003/2020

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 2020 National Senior Certificate and the 2021 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 November 2020 National Senior Certificate (NSC) and the June 2021 Senior Certificate (SC) examinations.
2. Successful applicants will only be nominated for a ONE-YEAR period. Therefore, all markers appointed in 2019 who wish to mark during the 2020–2021 cycle, **must reapply in 2020**.
3. **Every applicant**, whether novice or repeater marker, must apply through Google Chrome using the online application system at <https://exams.westerncape.gov.za/markers> and following the steps specified in **Annexure B**.
4. A link to a screencast, giving detailed descriptions of the steps to follow with marker applications, can be found on the homepage of the online application website.
5. 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. Please

note that should a marker, for example, only apply for the position of deputy chief marker, the applicant will not be considered for the position of senior marker or marker.

6. 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 9. As the final step they must indicate which subjects they are applying to mark.
7. Markers who already **have a profile** created and who wish to reapply to mark in 2020, must log in with their usual log-in details. They **must verify** all the existing information on the system (steps 4–6) 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. Please note that simply uploading the 2020 declaration **does not** mean that you have made an application. You must apply for a vacancy as indicated in steps 7 and 8.
8. Please note that the applications of markers who fail to submit and produce the documents below will be considered unsuccessful.
9. The following documents must be uploaded with the application:
 - Certified copy of identity document/immigrant documentation
 - Certified copy/copies of qualification certificate(s)
 - Work permit (in the case of foreign nationals)
 - Proof of registration with the South African Council for Educators (SACE)
 - Proof of residence
 - Declaration form signed by the applicant and principal/district director (dated with the year 2020).
10. The following teachers may not be appointed as markers:
 - a teacher who has been dismissed from the service of any South African government department
 - a teacher who took a voluntary severance package
 - a teacher who retired due to ill-health.
11. **Subjects with a competency test**
- 11.1 In 2020, the 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

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

11.3 Applicants who wrote a competency test in the abovementioned subjects between 2011 and 2019 and who achieved a pass rate of 60% and above **need not repeat** the competency test in these subjects in 2020. However, applicants are encouraged to write the competency tests where they wish to improve their results.

11.4 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.

11.5 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 Accounting, Business Studies, Economics, Geography, History and Mathematical Literacy, 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.

11.6 The planned dates for writing the 2020 competency tests are 04–07 May 2020.

11.7 It is expected of any person who applies for a chief marker or internal moderator position to avail themselves to assume the responsibilities of examiner, moderator and marker of the competency test for that subject for the 2021 competency test cycle.

12. **Application dates and submission of declaration forms**

Position applied for	Applications open	Applications close
Internal moderator Chief marker Deputy chief marker Senior marker Marker	06 March 2020	27 March 2020

13. 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.
14. 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.
15. Please contact the following officials should you require any assistance:

District	Official	Contact details
Cape Winelands Eden and Central Karoo	Nicole Gezwint	Nicole.Gezwint@westerncape.gov.za Tel no.: 021 467 9329
Metro East Metro South	Gladwyn Smith	Gladwyn.Smith@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 Central Overberg	Sean Kloppers	Sean.Kloppers@westerncape.gov.za Tel no.: 021 467 2980

16. 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.
17. Principals, district directors, circuit managers and subject advisers are requested to bring the contents 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 or if they do not submit all the required documentation.**
18. The WCED relies on your cooperation and support in this important matter.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-03-05



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: 2016, 2017, 2018, 2019 and 2020.
- 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: 2016, 2017, 2018, 2019 and 2020.
- 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: 2016, 2017, 2018, 2019 and 2020. Preference will be given to teachers currently teaching CAPS to Grade 12 candidates. No persons who have been dismissed from the service of the WCED will be considered for any marker position.

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 of 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 2019 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 appointment criteria.
- 4.7 Persons who are appointed to mark, will under no circumstances be excused on marking dates.
- 4.8 The contract of a marking official who no longer meets the appointment criteria will be terminated.
- 4.9 Marking officials who have been flagged as incompetent at the marking centre or through the re-mark exercise, will not be re-appointed.

- 4.10 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.
- 4.11 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 suggested answers for 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.
- 4.12 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, senior 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.
- 4.13 A person who is suspended during the period of marking will have his or her appointment as a marking official immediately terminated.
- 4.14 A person who has a family member, living with him or her, writing the November 2020 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 writing the NSC examination. However, such a person may apply for the position of marker in that subject.
- 4.15 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

The Western Cape Education Department (WCED) Online Markers System allows teachers to register and apply for marker vacancies online. The browser that best supports 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 system allows for the verification of the signed declaration forms submitted.

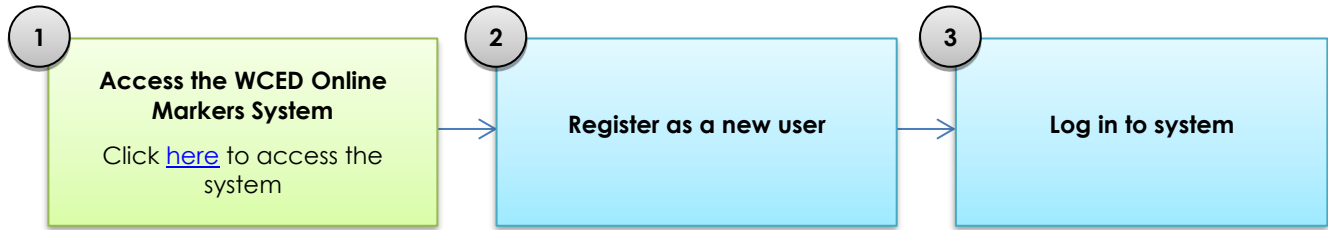
The WCED Online Markers System has been designed to make it easier for teachers to apply online for marker vacancies. The system makes it convenient to register, update their profile, submit the relevant documents as well as apply for a marking vacancy.

The steps are summarised below. Note, that once you are logged in to the system, detailed user manuals are also available for ease of access.

Steps 1–3:

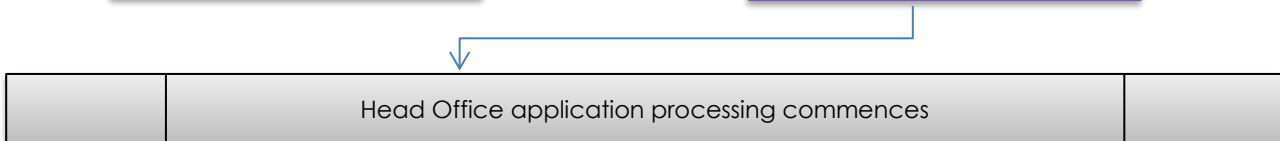
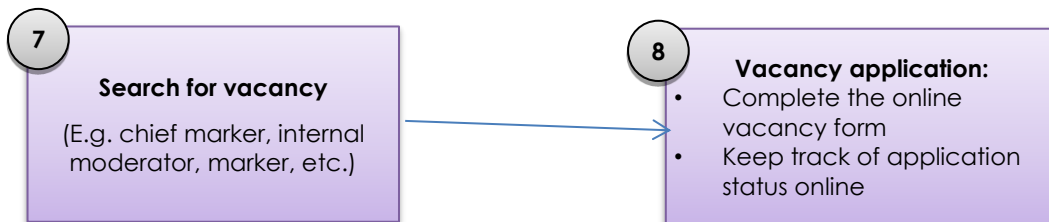
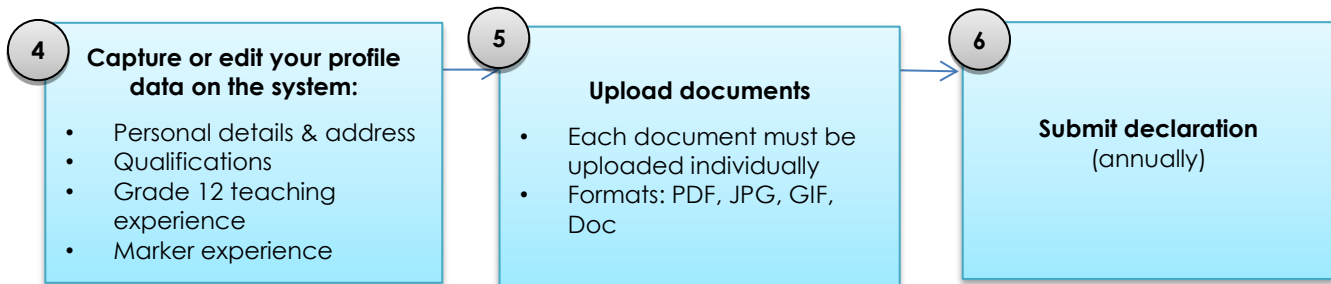
To be completed by **all new** users.

- Teachers who are applying must click on the drop-down box, labelled for teachers.
- District officials who are applying must click on the drop-down box, labelled for district officials.
- All registered users will receive a default role and can immediately continue with the process.



Steps 4–8:

To be completed by **all teachers** who intend to apply for a marker vacancy.





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

MARKING OF THE NOVEMBER 2020 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS AND THE JUNE 2021 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)

2016 [] 2017 [] 2018 [] 2019 [] 2020 []

3. I have a relative (i.e. son, daughter, sister or brother) or a candidate living with me who is writing the November 2020 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, if I am absent from work for more than 50 working days in the 2020 academic year and in the event of submitting a false declaration.

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 2016, 2017, 2018, 2019 and 2020.

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