



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: 2017, 2018, 2019, 2020 and 2021.
- 1.6 Preference will be given to educators currently teaching the Curriculum and Assessment Policy Statements (CAPS) to Grade 12 candidates at NSC schools on a full-time basis.
- 1.7 It is expected of any person who applies and is successful in their application for a chief marker and/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 2022 competency test cycle.

2. Criteria for the appointment of senior markers

- 2.1 Applicants for the position of senior marker must have 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: 2017, 2018, 2019, 2020 and 2021.

2.4 Preference will be given to educators currently teaching CAPS to Grade 12 candidates at NSC schools on a full-time basis.

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: 2017, 2018, 2019, 2020 and 2021. Preference will be given to educators currently teaching CAPS to Grade 12 candidates at NSC schools on a full-time basis. 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 An educator who has been dismissed from the service of any South African government department.

4.3.3 An educator who took a voluntary severance package.

4.3.4 An educator who retired due to ill-health.

4.3.5 Applicants who are 65 years old or will turn 65 at the time of marking.

4.3.6 District or Head Office officials who are no longer directly involved in the teaching or advising of a subject.

4.4 Applicants must have produced a minimum of 70% school pass rate in the 2020 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. All markers will be required to be available until the end of the marking period when **all answer scripts have been marked and checked**.
- 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 process, 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 2021 NSC examination does not qualify for appointment as internal moderator, chief marker, deputy chief marker or senior marker. 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 educators 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 educators 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.

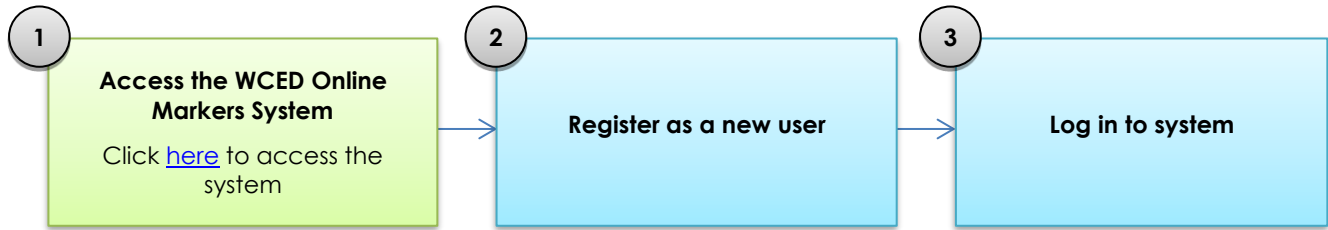
The WCED Online Markers System has been designed to make it easier for educators to apply online for marker vacancies. The system makes it convenient to register, update their profile, submit the relevant documents as well as apply for a marking vacancy.

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:

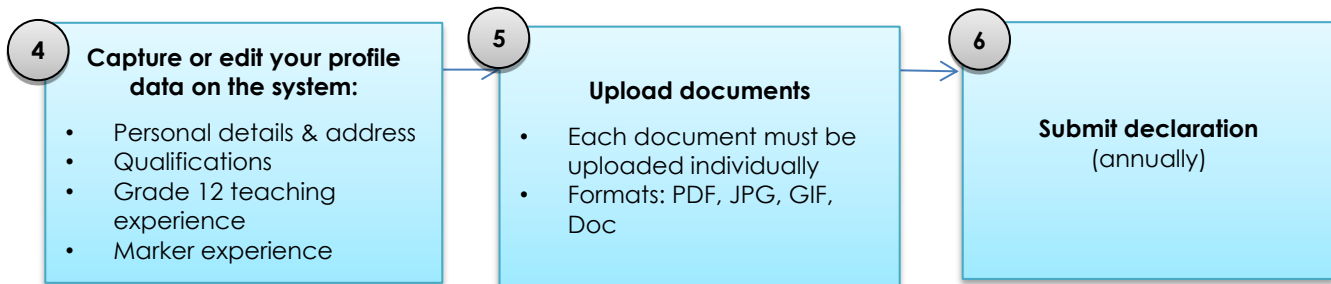
To be completed by **all new** users.

- Educators who are applying must click on the drop-down box, labelled for educators.
- 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.

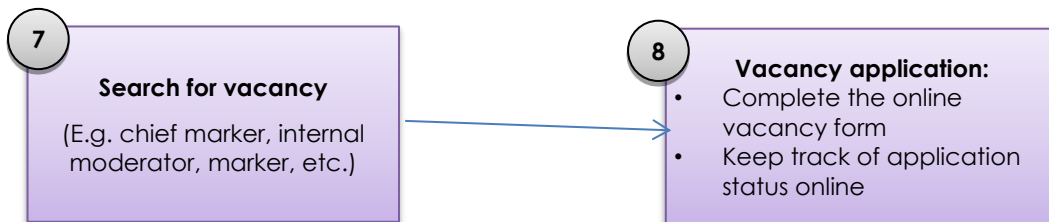


Steps 4–8:

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



Once all the above have been completed, the educator may now apply for a marker vacancy.



Head Office application processing commences



DECLARATION BY INTERNAL MODERATORS, CHIEF MARKERS, DEPUTY CHIEF MARKERS, SENIOR MARKERS AND MARKERS MARKING OF THE NOVEMBER 2021 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS AND THE JUNE 2022 SENIOR CERTIFICATE (SC) EXAMINATIONS

Full name(s): _____ Surname: _____

ID number: _____ Peral number: _____

I, _____ hereby declare the following:

1. Current employment: (Tick appropriate box)

Permanent WCED [] Governing body [] WCED contract* []

*If WCED contract indicate expiry date: ____ (dd) ____ (mm) ____ (yyyy)

2. Currently appointed on a full-time basis as: (Tick appropriate box)

FET Subject Adviser [] Senior Curriculum Planner [] Educator []

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

3. 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)

2017 [] 2018 [] 2019 [] 2020 [] 2021 []

4. I have a relative (i.e., son, daughter, sister or brother) or a candidate living with me who is writing the November 2021 NSC examination in the subject I am applying for.

(Tick appropriate box)

Yes [] No []

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

English only [] Afrikaans only [] English and Afrikaans []

6. 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 2021 academic year and in the event of submitting a false declaration.

7. I acknowledge that I need to be available for marking duties for the full duration of the marking period.

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 educator/official who has taught/been an adviser for the subject and paper at Grade 12 level for at least two of the years 2017, 2018, 2019, 2020 and 2021.

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

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

STAMP OF SCHOOL / INSTITUTION