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Enquiries: C Mentor

Assessment Management Minute: 0004/2021

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 2021 National Senior Certificate and the 2022 Senior Certificate examinations**

1. Educators, 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 2021 National Senior Certificate (NSC) and the June 2022 Senior Certificate (SC) examinations.
2. Successful applicants will only be appointed for a **ONE-YEAR** period. Therefore, all markers appointed in 2020 who wish to mark during the 2021–2022 cycle **must reapply in 2021**.
3. **Every applicant** must apply through Google Chrome using the online application system at <https://exams.westerncape.gov.za/markers> and must follow the steps specified in **Annexure B**. The online application system can also be accessed from the Western Cape Education Department (WCED) website at <https://wcedonline.westerncape.gov.za/vacancy-lists>.
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 and for which they qualify (refer to **Annexure A**). For example, if an applicant applies as a deputy chief marker, he/she should also apply for the position of senior marker **and** marker. Please note that should an educator, for example, only apply for the position of deputy chief marker, they **will not be considered** for the position of senior marker or marker. Thus, applicants will only be considered for the position(s) for which they applied.
6. It is a prerequisite for all **novice (first time applicant) markers** to create **online profiles**. They must register on the online system before they complete the application process. Once new applicants are registered, they should then log in to the system with the details provided and complete the **online application** as per the steps indicated in **Annexure B**. It is imperative for new applicants to upload all the necessary documents mentioned below in paragraph 10. 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 2021, 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 2021 declaration **does not** mean that you have made an application. Applicants **must apply** for a vacancy as indicated in steps 7 and 8 of **Annexure B**.
8. Applicants must ensure that all fields are completed. Incomplete fields will result in an application being unsuccessful, e.g. years of Grade 12 teaching experience (2017–2021) and 2020 pass rate in the subject.
9. Please note that the applications of markers who fail to submit and produce the documents below will be considered unsuccessful.
10. The following documents must be uploaded with the application:
  - Certified copy of valid South African identity document, valid non-South African identification in the case of foreign nationals with permanent residency and/or valid passport
  - Certified copy/copies of qualification certificate(s)
  - Valid work permit or proof of permanent residency, whichever is applicable (in the case of foreign nationals)
  - Proof of registration with the South African Council for Educators (SACE) – if the certificate has not been received yet, submit an affidavit and proof of application
  - Proof of residence
  - Declaration form signed by the **applicant and current principal/district director** (dated with the year 2021).

11. The following educators **may not** be appointed as markers:
- Principals and acting principals
  - An educator who has been dismissed from the service of any South African government department
  - An educator who took a voluntary severance package
  - An educator who retired due to ill-health
  - Applicants who are 65 years old or will turn 65 at the time of marking
  - District or Head Office officials who are no longer directly involved in the teaching or advising of a subject
  - An educator that has been seconded to another post and who is currently **not** teaching the subject.
12. Preference will be given to applicants currently teaching at NSC schools on a full-time basis.
13. **Subjects with a competency test**
- 13.1 In 2021, 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
- 13.2 Only applicants who achieve 60% and above in the competency tests will be considered for appointment as marking officials.
- 13.3 Applicants who wrote a competency test in the above-mentioned subjects between 2011 and 2020 and who achieved a pass rate of 60% and above **need not repeat** the competency test in these subjects in 2021. However, applicants are encouraged to write the competency tests where they wish to improve their results.
- 13.4 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.
- 13.5 The competency tests will be based on the curriculum for the NSC subject and the marking skills appropriate to that subject. In the case of subjects consisting of two papers, applicants will be examined on the curriculum content of both Paper 1 and

Paper 2 combined. In the case of English Home Language, applicants will be examined on the curriculum content of Paper 1, Paper 2 and Paper 3 combined.

- 13.6 The planned dates for writing the 2021 competency tests are 07–10 June 2021.
- 13.7 It is expected of any person who applies and is successful in their application 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 2022 competency test cycle.

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

<b>Position applied for</b>	<b>Applications open</b>	<b>Applications close</b>
Internal moderator Chief marker	22 March 2021	09 April 2021
Deputy chief marker Senior marker Marker	22 March 2021	14 April 2021

- 15. 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.
- 16. A completed application does not guarantee an appointment as a marking official. The appointment of a marking official is only final upon receipt of the appointment letter signed by the Head: Education and appointment can be terminated at any stage as per **Annexure A**.
- 17. 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.
- 18. It is a prerequisite for appointed markers to undergo vetting clearance. Vetting clearance verifies a marker's details which include amongst others, qualifications, SACE registration, citizenship, current teaching status, address, etc.
- 19. It is envisaged that the marking period will be in January 2022.
- 20. It is vital to note that once appointed, markers must be available for marking for the full duration of the marking process. Therefore, markers must be available until **all answer scripts have been marked and checked**.

21. Please contact the following officials should you require any assistance:

District	Official	Contact details
Cape Winelands Eden and Central Karoo	Nicole Gezwint	<a href="mailto:Nicole.Gezwint@westerncape.gov.za">Nicole.Gezwint@westerncape.gov.za</a> Tel no.: 021 467 9329
Metro East Metro South	Gladwyn Smith	<a href="mailto:Gladwyn.Smith@westerncape.gov.za">Gladwyn.Smith@westerncape.gov.za</a> Tel no.: 021 467 9369
Metro North West Coast	Michaela Africa	<a href="mailto:Michaela.Africa@westerncape.gov.za">Michaela.Africa@westerncape.gov.za</a> Tel no.: 021 467 9362
Metro Central Overberg	Sean Kloppers	<a href="mailto:Sean.Kloppers@westerncape.gov.za">Sean.Kloppers@westerncape.gov.za</a> Tel no.: 021 467 2980

22. 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.
23. Principals, district directors, circuit managers and subject advisers are requested to bring the contents of this minute to the attention of all educators so that they are familiar with the appointment criteria and the application process to follow. **The Directorate: Assessment Management cannot accept responsibility if educators are not informed of the contents of this minute or if they do not submit all the required documentation.**
24. The WCED relies on your cooperation and support in this important matter.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2021-03-18