URhulumente weNtshona Koloni

Iikhrayitheriya zokuqeshwa kweemodareyitha zangaphakathi nabamakishi

1. **Iikhrayitheriya zokuqeshwa kweemodareyitha zangaphakathi, kwabamakishi abaziintloko, namasekela-bamakishi abaziintloko**

1.1 Abenzi-sicelo kwisithuba semodareyitha yangaphakathi nesommakishi oyintloko mababe namava okufundisa eminyaka esibhozo (8) ubuncinane yaye babe neminyaka emihlanu (5) yamava okufundisa eso sifundo sichaphazelekayo kwiBakala 12.

1.2 Abenzi-sicelo kwisithuba samasekela-bamakishi abaziintloko ubuncinane mababe neminyaka emihlanu (5) yamava njengommakishi namava eminyaka emibini (2) njengommakishi oyintloko kweso sifundo senzelwa isicelo.

1.3 Kwimeko yabamakishi abaziintloko, amava ayimfuneko, kufuneka amava okuba yimodareyitha, ngummakishi oyintloko okanye lisekela-mmakishi oyintloko kwiminyaka edlulileyo.

1.4 Kwimeko yeemodareyitha zangaphakathi, kufuneka amava okuba yimodareyitha, ngummakishi oyintloko okanye lisekela-mmakishi oyintloko kwiminyaka edlulileyo.

1.5 Bonke abenzi-sicelo mababe basifundisile isifundo kwiBakala 12 esikolweni esibhala iimviwo zeSatifikethi seMatriki sikaZwelonke (*NSC*) kwiminyaka emibini ubuncinane kule ilandelayo: 2018, 2019, 2020, 2021 no-2022

1.6 Kuya kuqala kukhethwe ootitshala abayifundisayo ngoku i-*Curriculum and Assessment Policy Statements* (*CAPS*) kubaviwa beBakala 12 abakwizikolo ze-*NSC* nabafunda ngokusisigxina.

1.7 Kulindeleke ukuba abenzi-sicelo abaphumelelyo kwisithuba sokuba ngummakishi oyintloko kunye/okanye imodareyitha yangaphakathi, babekhona ukuqalisa imisebenzi yomvi, yemodareyitha nommakishi wovavanyo lobuchule (*competency test)* kweso sifundo ukulungiselela umjikelo wovavanyo lobuchule wango-2023.

2. **Iikhrayitheriya zokuqeshwa kwabamakishi abakhulu**

2.1 Abenzi-sicelo kwisithuba sommakishi omkhulu mababe namava okufundisa eminyaka emihlanu (5) ubuncinane befundisa isifundo esichaphazelekayo kwiBakala 12.

2.2 Abenzi-sicelo kwesi sithuba sommakishi omkhulu mababe namava eminyaka emithathu (3) ubuncinane njengommakishi kwisifundo esenzelwa isicelo sokumakisha.

2.3 Bonke abenzi-sicelo mababe basifundisile isifundo kwiBakala 12 esikolweni esibhala iimviwo zeSatifikethi seMatriki sikaZwelonke (*NSC*) kwiminyaka emibini ubuncinane kule minyaka ilandelayo: 2018, 2019, 2020, 2021 no-2022.

2.4 Kuya kuqala kukhethwe ootitshala abayifundisayo ngoku i-*CAPS* kubaviwa beBakala 12 abakwizikolo ze-*NSC* abafunda ngokusisigxina.

3. **Iikhrayitheriya zokuqeshwa kwabamakishi**

3.1 Bonke abenzi-sicelo kufuneka babe basifundisile isifundo kwiBakala 12 kwisikolo ekubhalwa kuso imvіwo zeSatifikethi seMatriki sikaZwelonke *(NSC)* kangangeminyaka emibini (2) ubuncinane, kule ilandelayo: 2018, 2019, 2020, 2021 no-2022.

3.2 Kuya kuqalwa kukhethwe ootitshala abayifundisayo i-*CAPS* kubaviwa beBakala 12 abakwizikolo ze-*NSC* abafunda ngokusisigxina.

3.3 Akukho mntu ugxothiweyo enkonzweni yeSebe leMfundo leNtshona Koloni (i*WCED)* uya kuqwalaselelwa nasiphi na isithuba sommakishi.

4. **Iikhrayitheriya eziqhelekileyo kubo bonke abenzi-sicelo**

4.1 Bonke abenzi-sicelo mababe namabanga emfundo eminyaka emithathu afanelekileyo asemva kweSatifikethi seMatriki (*three-year post Senior Certificate qualification*) abandakanya isifundo esichaphazelekayo **kwinqanaba lonyaka wesibini ubuncinane, kodwa kukhethwa ukuba ibe linqanaba lonyaka wesithathu.**

4.2 Abenzi-sicelo mababe benza inkonzo kumaziko alungiselela abafundi kwiimviwo zeSatifikethi seMatriki sikaZwelonke (*NSC*).

4.3 Abenzi-sicelo abalandelayo **ABAYI** kuqwalaselelwa ukuqeshelwa ukumakisha iimviwo ze-*NSC*:

4.3.1 Iinqununu neenqununu ezibambeleyo.

4.3.2 Utitshala owakha wagxothwa enkonzweni kulo naliphi na isebe likarhulumente waseMzantsi Afrika.

4.3.3 Utitshala othathe iphakheji yokuyeka emsebenzini ngokuzithandela (*voluntary severance package)*.

4.3.4 Utitshala othathe umhlala-phantsi ngenxa yezizathu zempilo.

4.3.5 Abenzi-sicelo abangaphezu kweminyaka eyi-65 ubudala okanye abaya kuba begqiba/abagqiba iminyaka eyi-65 ngethuba lokumakisha.

4.3.6 Ootitshala, amagosa ezithili okanye akwaNdlunkulu angaseyonxalenye yokufundisa nokunika iingcebiso ngesifundo.

4.3.7 Utitshala osekondiweyo kwesinye isithuba **ongasifundisiyo** ngoku isifundo.

4.3.8 Ootitshala/amagosa afunyenwe eyityeshele imimiselo ii-*Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, epapashwe *kwiGazethi kaRhulumente* No. 37651 yomhla we-16 Meyi 2014, njengoko ifakelwe izilungiso ngowe-30 Apreli 2019, nasajongene nezohlwayo.

4.4 Abenzi-sicelo mababe bapaselwe ngereyithi yokupasa yesikolo engu-70% eyona isezantsi kwiimviwo ze*NSC* zango-2022 kwisifundo esifundiswayo kwiimvavanyo ezingezizo ezobuchule (*non-competency test subjects*).

4.5 Abenzi-sicelo abenza isicelo sokumakisha i-*History Paper* 1 no-2 mababe bawafundise onke amacandelo ekharityhulam ye*History*.

4.6 Abantu abaqeshelwe ukumakisha, phantsi kwazo naziphi na iimeko baya kukhululwa ngemihla yokumakisha. Bonke abamakishi kuya kufuneka ukuba bafumaneke kude kuphele ixesha lokumakisha xa **zonke** iincwadi zeempendulo **zimakishiwe zaze zatshekishwa.**

4.7 Imvumelwano yegosa elimakishayo elingazifezekisiyo iikhrayitheriya zokuqeshwa iya kupheliswa.

4.8 Amagosa amakishayo achazwe njengangafikeleliyo kumgangatho ofunekayo wokwenza lo msebenzi kumaziko okumakishela okanye ngethuba lenkqubo yokumakishwa kwakhona kwamaphepha, awayi kuqeshwa kwakhona.

4.9 Abenzi-sicelo abenza isicelo sokumakisha iPhepha 2 (*Literature*) kwiiLwimi mababe bazifundile baze benza uphando ngazo zonke ezo ncwadi zimiselwe ukubhalwa kwiimviwo, kungabi zezo ncwadi zifundwe ngabaviwa babo ezikolweni zabo kuphela.

4.10 Onke amagosa amakishayo makanike ummakishi oyintloko iimpendulo zengqikelelo kwiphepha lemibuzo abaqeshelwe ukulimakisha ngosuku lokuqala lokumakisha. ISebe i*WCED* linokukurhoxisa ukuqeshwa kommakishi osuka athi gqi kwiziko lokumakishela engakhange azenze iimpendulo zengqikelelo zephepha lemibuzo aqeshelwe ukulimakisha. Le mfuno ayibabandakanyi abamakishi bePhepha 3 leeLwimi. Nakuba kunjalo, aba bamakishi mabaziqhelanise nezihloko ezivavanywayo kwiphepha lemibuzo elichaphazelekayo.

4.11 **Umntu osekhefini ngeli thuba** liphambi kokumakisha nangethuba lokumakisha, kuya kupheliswa ukuqeshwa kwakhe njengemodareyitha yangaphakathi, ummakishi oyintloko okanye usekela-mmakishi, ummakishi omkhulu, okanye njengommakishi. Umntu othe ekupheleni konyaka wabe **esekhefini kangangeentsuku ezingaphezu kweziyi-50 kunyaka** wethuba lokumakisha, naye kuya kupheliswa ukuqeshwa kwakhe. Oku kusebenza kuzo zonke iindiidi zekhefu.

4.12 Umntu onqunyanyisiweyo ngethuba lokumakisha, kuya kupheliswa ngokukhawuleza ukuqeshwa kwakhe njengegosa elimakishayo.

4.13 Umntu onelungu losapho, elihlala naye, nelibhala iimviwo ze*NSC* zangoNovemba 2022 akakufanele ukuqeshwa njengemodareyitha yangaphakathi, ummakishi oyintloko okanye usekela-mmakishi oyintloko okanye njengommakishi omkhulu. Nakuba kunjalo, umntu ololu hlobo unokwenza isicelo saso nasiphi na isithuba sommakishi kweso sifundo.

4.14 ISebe iWCED liya kukuphelisa ukuqeshwa kwakhe nawuphi na umntu ongayenzi ngokwanelisiyo imisebenzi eluxanduva lwakhe ngalo naliphi na ithuba lokumakisha kula achazwe ngentla apha.

URhulumente weNtshona Koloni

Inkqubo yokwenza isicelo sesithuba sokumakisha kwikhompyutha

Isistim eyi-*Western Cape Education Department (WCED) Online Markers System* ivumela ootitshala babhalise yaye bafake izicelo kwikhompyutha kwizithuba zokumakisha. Ibrawuza esebenza kakuhle ukuxhasa isistim yokwenza isicelo kwikhompyutha yi-***Google Chrome*****.** Le brawuza isebenza kakuhle xa isetyenziswa kwidesktophu yekhompyutha, kwilephutophu okanye kwithablethi. Musa ukusebenzisa i-*smartphone* kwii-aplikeyishini zekhompyutha *(online applications*). Bakuba befake izicelo zabo ootitshala kwisistim banako ukuyilandelela imeko *(track the status*) yezicelo zabo kwikhompyutha.

Isistim ivumela ukungqinisiswa kwamaxwebhu asayiniweyo ee-*declaration forms* ezingenisiweyo.

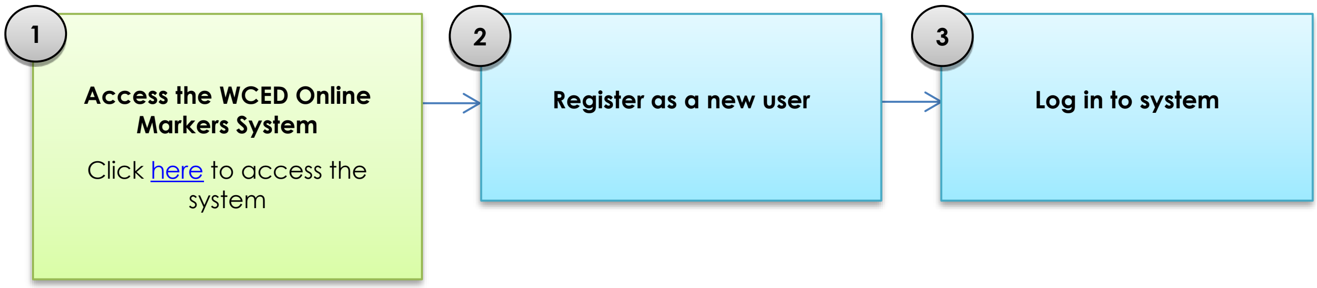
I-*WCED Online Markers System* yenzelwe ukuba kube lula kootitshala ukufaka isicelo kwizithuba zabamakishi kwikhompyutha. Isistim ikwenza kube lula ukubhalisa, ukuhlaziya iiprofayili, ukungenisa amaxwebhiu achaphazelekayo kwakunye nokwenza isicelo kwisithuba sokumakisha.

La manyathelo ashwankathelwe apha ngezantsi. Makuqatshelwe ukuba wakuba uloge wangena kwisistim, ziyafumaneka iimanyuwali zabasebenzisi ezinenkcazelo kwisistim ukukwenzela lula.

Amanyathelo 1–3

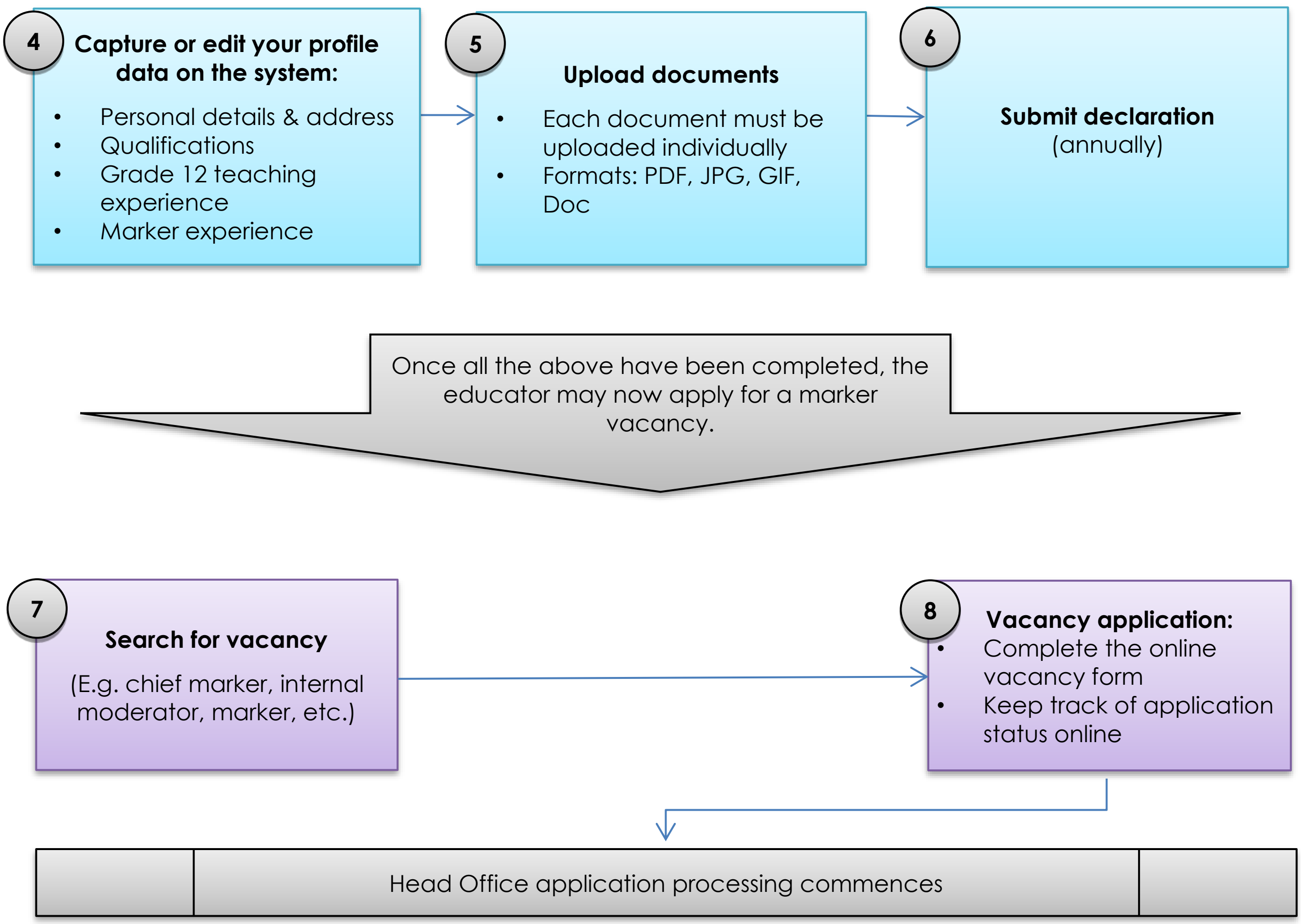
Makazaliswe ngabo **bonke abasebenzisi abatsha**:

- Ootitshala abenza izicelo mabaklikhe kwi-*drop-down menu*, ebhalwe *for educators*.
- Amagosa ezithili enza izicelo makaklikhe kwi-*drop-down menu*, ebhalwe *for district officials.*
- Bonke abasebenzisi ababhalisileyo baya kufumana i-*default role* yaye baya kuthi kwangoko baqhubeke ngale nkqubo.



- .

Amanyathelo –8:
Makazaliswe ngabo **bonke ootitshala** abanenjongo yokwenza isicelo kwisithuba sokumakisha.



Declaration by internal moderators, chief markers, deputy chief markers, senior markers and markers for the November 2022 National Senior Certificate (NSC) examinations and the June 2023 Senior Certificate (SC) examinations

Full name(s): ______________________ **Surname:** ______________________

ID number: ______________________ **Persal number:** ______________________

I, ____ **hereby declare the following:**

1. Current employment:
   (Tick appropriate box)

Permanent WCED		**Governing body**		**WCED contract***	

If WCED contract, indicate contract 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 ______________________ ***(subject)*** at ______________________ ***(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)

2018		**2019**		**2020**		**2021**		**2022**	

4. I have a relative (i.e., son, daughter, sister or brother) **or** a candidate living with me who is writing the November 2022 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 2022 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 respects.

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. All applicants must also have taught Grade 12 for two years during the period 2018 to 2022 in the subject they are applying for.

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

Consent form for the collection and processing of personal information for the marking of the November 2022 National Senior Certificate (NSC) examinations and the June 2023 Senior Certificate (SC) examinations

The **Protection of Personal Information Act (POPI Act), 2013 (Act 4 of 2013),** regulates the processing, including the collection, use, storage and transfer of a data subject's (*your*) personal information. In terms of the POPI Act, the Western Cape Education Department (WCED) has a legal duty to collect, use, transfer, process and destroy (after use) your personal information in a lawful, legitimate and responsible manner in accordance with the provisions set out in the Act. The collection and processing of your personal information is required for the purpose of protecting the legitimate interests of the WCED as the provincial assessment body responsible for the NSC and SC examinations and in the interests of national security.

I, **(full name & surname)** ____
hereby:

1. acknowledge that the WCED will collect my **personal information** including, but not limited to, my name(s), identity number(s)/passport number, email address(es), physical address(es), postal address(es), telephone/cellphone number(s), job description and designation for the NSC and SC examinations;
2. acknowledge that the WCED may collect/require **special personal information** as defined in the POPI Act, e.g. information related to race or ethnicity, health or any criminal convictions;
3. acknowledge that the WCED will use the personal information and special personal information collected for the sole purpose of ensuring the integrity of the 2022 NSC and 2023 SC examination processes;
4. acknowledge that further processing of my personal information and special personal information can be done by the WCED and may include but is not limited to updating/correcting of my information, collecting, recording, organising, disseminating, and making available this information for the described uses as set out in the POPI Act;
5. consent to the WCED collecting the personal information and special personal information directly from me and from any other legitimate source;
6. consent to the WCED retaining records of my personal information and special personal information for as long as the WCED deems it necessary after the completion of the NSC/SC examinations and at its sole discretion; and
7. acknowledge my right to object to the processing of my personal information and special personal information as referred to in section 11(3) of the POPI Act.

I (full name & surname) ____

hereby consent to the processing of my personal information for the marking of the NSC and SC examinations.

Signature		**Date**	

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(A) Company Details ("The Company") To be completed by Company Agent – **PLEASE PRINT**

Personal Credential Verification

Permission and Indemnity Declaration

Company name: .... Email: ....

Branch name: .... Phone no.: ....

(B) Checks Required

Identity Checks

- ☐ Yimi
- ☐ ID verification
- ☐ Citizenship verification
- ☐ SA work permit
- ☐ Asylum permit
- ☐ Bank account verification

Academic Qualifications

- ☐ Matric Pre-1992 Umalusi
- ☐ Matric Post-1992 Umalusi
- ☐ South African Qualification
- ☐ N-Levels
- ☐ Global qualification

eNatis Checks

- ☐ Driver's license
- ☐ Professional driving permit
- ☐ Vehicle information
- ☐ Title holder information

Credit Checks

- ☐ Transunion Credit
- ☐ Compuscan Credit
- ☐ Experian Credit
- ☐ XDS Credit

Employment Checks

- ☐ Fit & proper
- ☐ FAIS comprehensive
- ☐ Professional associations
- ☐ Social media check

Criminal Checks

- ☐ Fraud listing
- ☐ Criminal record check

Do you have any previous charges?

☐ Yes ☐ No

If yes, please list: ....

....

....

Bureau ID verification

Agent name:

....

....

NOTE:

Required: Please select reason code from the list below

Bureau Comprehensive

Bureau Notices

** 1. Employment in a position that requires trust and honesty and entails the handling of cash or finances .... ☐

2. Verifying educational qualifications and employment .... ☐

3. Fraud detection and fraud prevention services .... ☐

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(C) Personal Information

Surname: .... Maiden name: ....

Full first names: .... Date of birth: ....

Primary ID no.: | | | | | | | | | | | | | |

2^{nd} ID/Passport no.: | | | | | | | | | | | | | |

Permit no.: | | | | | | | | | | | | | |

Residential address: .... Code: ....

....

(D) Qualification Information

To be completed by candidate – PLEASE PRINT

	(1)	(2)	(3)	(4)
Qualification:				
Institution/school:				
Province/address:				
Date obtained:				
Student no.:				
Certificate no.:				
Exam no.:				

(E) Bank Account Verification

To be completed by candidate – PLEASE PRINT

Initials:	
Surname:	
Bank name:	
Account number:	
Account type:	
Branch code:	

(F) Indemnity Declaration

To be completed by candidate – **SIGN and DATE**

I hereby authorise the Company's duly authorised verification agent, **Dots Africa**, to forward any personal information as well as any information that I have provided in support of my application to verification information suppliers acting on behalf of **Dots360** (including but not limited to the South African Police Services/Ideco, the Government of the RSA, and any educational, training, credit bureau and fraud prevention organisations) for the purpose of verifying my personal credentials and records. Authorised credential verification types include, but are not limited to, educational qualifications, professional membership, employment history, employment references, consumer credit, criminal record, drivers' license and fraud prevention checks. I authorise **Dots360's** verification information suppliers to furnish information regarding my credentials, whether claimed or not, to **Dots360** and the Company. I unconditionally indemnify **Dots360** and its verification information suppliers against any liability that may result from furnishing information in this regard. I understand that it is a condition of **Dots360's** verification information suppliers that this information is furnished by them solely for the purposes of my proposed/continuation of employment via the offices of the Company and that any information that is furnished to the Company and **Dots360** will be disclosed to me before a decision is made on my continued employment or application for employment. Furthermore, I authorise **Dots360** to host my fingerprints and, upon request and with my consent, to release criminal results to other organisations.

"Personal information" shall have the meaning ascribed to it in Chapter 1 of the Protection of Personal Information Act (POPI Act), 2013 (Act 4 of 2013), and includes, but is not limited to a name, address, email address, telephone or fax number, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;

I understand that verification requests form part of the background screening process and data obtained from the Financial Sector Conduct Authority serve only for the purpose to determine the fitness and propriety as envisaged in the Financial Advisory and Intermediary Services Act, 2002 (Act 37 of 2002).

I acknowledge that any personal information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct personal information is not supplied to the Company.

Personal information may be shared by the verification information suppliers with **Dots360** and be further stored and shared by **Dots360** with the Company.

Personal information may be stored for a reasonable period by the Company, **Dots360** and/or the verification information suppliers, and I take note that if the responsible party has utilised the personal information contrary to the privacy and data protection conditions, I may first resolve any concerns with that responsible party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.

A copy of personal information kept by the responsible parties will be furnished to me upon request in terms of the provisions of the POPI Act or the National Credit Act, 2005 (Act 34 of 2005), and I understand that I may dispute any information in the record provided.

I agree to indemnify the responsible parties, and verification information suppliers, acting in good faith in taking all reasonable steps to process my personal information lawfully, against any liability that may result from the processing of my personal information. Provided, however, that this indemnity shall be of no force and effect in the event that my personal information is dealt with negligently or for any purpose for which it was not intended in terms hereof.

(G) Social Media Indemnity Declaration To be completed by candidate – **SIGN and DATE**

I hereby authorise the above company/the company's duly authorised agent, to make my name, surname and other supplied details, available for the use of Dots Africa, in order to conduct social media background screening. I further consent, that I have willingly supplied the details for all social media accounts which are held by me.

In conducting the search(es) referred to above, I confirm that I have/have not been forced/coerced into signing and supplying the above information.

I consent to the further processing of my personal information insofar as this is in accordance and compatible with the purpose for which the information has been collected, alternatively insofar as this information has deliberately been made public by me and/or is derived from a public record.

I understand that this indemnity is conditional for ethical social media background screening practices and, in that–

a) the information is furnished solely for the purpose of my proposed employment;
b) any information furnished to the company/the company's duly authorised agent, will be disclosed to me for comment and I understand and accept that the purpose of the report is to provide one factor, among a range of factors, for consideration by the company/the company's duly authorised agent as to my application and/or suitability for employment/application;
c) the company/company's duly authorised agent is responsible for verifying the accuracy in the respect of the information furnished by the South African Police Service; and
d) the record of personal information will be stored securely and will not be retained any longer than is necessary for achieving the legitimate purpose for which it will be collected and processed in terms hereof.

..../..................../........................

Candidate signature DD MM CCYY

As the enquiring Agent of the Company, and in the case that this form instructs **Dots360** to provide consumer credit information, I hereby state that I understand the provisions of section 70(2)(g) of the National Credit Act, 2005 (Act 34 of 2005), and section 18(4) and (5) of the Regulations made in terms of the Act.

..../..................../........................

Agent signature DD MM CCYY

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