

Criteria for marker appointment

1. Introduction

- 1.1 The marker application and appointment processes are governed by the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, published in Government Gazette No. 37651 of 16 May 2014, as amended on 30 April 2019, and the *Personnel Administrative Measures*, published in Government Gazette No. 46879 of 09 September 2022. The abovementioned Regulations are intended to ensure that the principles of assessment, namely validity, reliability and fairness for all candidates, are upheld in all processes of the national examination cycle.
- 1.2 One such key process is the norms and standards for the appointment of markers, whose marking reliability is essential, which ensures that the application of the nationally agreed marking guidelines is accurate, consistent and fair to all candidates in a high stakes public examination such as the National Senior Certificate.
- 1.3 Educators appointed as markers by the Western Cape Education Department (WCED) are employed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998), and all applicants must read the criteria below carefully before making an application for any position as a marker.
- 1.4 As per the abovementioned Regulations, the Head of Education may amend and/or relax the criteria for the appointment of markers.

2. Criteria for the appointment of internal moderators and chief markers

Applicants for the positions of **internal moderator** and **chief marker** must have the following:

- 2.1 A minimum of **eight years' teaching experience**.
- 2.2 At least **five years' experience in teaching the subject** for which an application is being made, as well as teaching the Curriculum and Assessment Policy Statement (CAPS) to Grade 12 learners at a school/institution on a full-time basis in the subject for which the application is being made for at least **two of the following years**: 2019, 2020, 2021, 2022 and 2023.

- 2.3 A minimum of **seven years' marking experience** altogether in the subject for which the application is being made.
- 2.4 In the case of **internal moderators**, experience as an internal moderator, chief marker or deputy chief marker in previous years is a requirement.
- 2.5 In the case of **chief markers**, experience as an internal moderator, chief marker or deputy chief marker in previous years is a requirement.
- 2.6 The criteria stated in points 2.4 and 2.5 may be relaxed for certain subjects that do not have a deputy chief marker and/or senior marker.
- 2.7 Preference will be given to educators **currently teaching** (school/institution based) and/or advising on (office based) the CAPS to Grade 12 learners at a school/institution on a full-time basis for the position of chief marker, provided they have the required skills, knowledge and attitude.
- 2.8 Successful appointees as internal moderator or chief marker must avail themselves to assume the responsibilities as examiner, moderator and marker of the competency test for that subject for the 2023/24 competency test cycle.

3. **Criteria for the appointment of deputy chief markers**

Applicants for the position of **deputy chief marker** must have the following:

- 3.1 A minimum of **eight years' teaching experience**.
- 3.2 At least **five years' experience in teaching the subject** for which an application is being made, as well as teaching the CAPS to Grade 12 learners at a school/institution on a full-time basis in the subject for which the application is being made for at least **two of the following years**: 2019, 2020, 2021, 2022 and 2023.
- 3.3 At least **three to five years' experience as a marker** and a minimum of **two years' experience as a senior marker** (five years' marking experience altogether) in the subject for which the application is being made.

4. **Criteria for the appointment of senior markers**

Applicants for the position of **senior marker** must have the following:

- 4.1 A minimum of **five years' teaching experience**.
- 4.2 At least **two years' experience in teaching the subject** for which an application is being made, as well as teaching the CAPS to Grade 12 learners at a school/institution on a full-

time basis in the subject for which the application is being made for at least **two of the following years**: 2019, 2020, 2021, 2022 and 2023.

- 4.3 At least **three years' experience as a marker** in the subject for which an application is being made.

5. **Criteria for the appointment of markers**

Applicants for the **position of marker** must have the following:

- 5.1 A minimum of **two years' teaching experience**. Novice markers can make an application in their second year of teaching the subject.
- 5.2 At least **two years' experience in teaching the subject** for which an application is being made, as well as teaching the CAPS to Grade 12 learners at a school/institution on a full-time basis in the subject for which the application is being made for at least **two of the following years**: 2019, 2020, 2021, 2022 and 2023.

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

- 6.1 Teaching experience refers to an entire academic year and not part of it.
- 6.2 All applicants must have a minimum recognised three-year teaching qualification, relevant to the applicable subject (for marking) on at least **second-year level, but preferably third-year level**. All applicants must supply a transcript of their academic records.
- 6.3 Applicants must teach the subject at a school/institution that prepares Grade 12 learners for the NSC examinations.
- 6.4 The pass rate for the subject at the applicant's school/institution must have been a **minimum of 70%** during the preceding NSC examination.
- 6.5 Applicants who apply to mark subjects with more than one subject paper, this includes but is not limited to the following subjects: Languages, History, Religion Studies, etc., must have taught all components of the subject curricula.
- 6.6 Applicants who apply to mark Paper 2 (Literature) in the Languages must have read, taught and made a study of all works prescribed for the examination, and not only the books studied by the learners at their own schools/institutions.
- 6.7 Marking officials who have been flagged during any of the marking periods for not meeting the required standard of marking or displaying the appropriate attitude, will not be eligible for reappointment.

- 6.8 The WCED will terminate the appointment of any person who does not perform his/her roles and/or responsibilities to the required standard of marking or as an appointed marking official during any of the abovementioned marking situations.
- 6.9 The contract of a marking official who no longer meets the appointment criteria will be terminated immediately.
- 6.10 All marking officials must provide the chief marker with suggested answers to the question paper they have been appointed to mark on the first day of marking. The WCED may withdraw the appointment of a marker who does not comply. This requirement excludes the markers of Paper 3 of the Languages. However, these markers must familiarise themselves with the topics examined in the relevant question paper.
- 6.11 A person who is suspended from the service of any South African government department, during the process of marker appointments, up to and including the period of marking will have his or her appointment as a marking official terminated immediately. The onus is on said person to immediately inform the WCED of such a sanction. Failure of which will result in the official being dealt with in terms of the Employment of Educators Act, 1998 (Act 76 of 1998), or the Public Service Act, 1994 (Proclamation 103 of 1994), or in terms of any other relevant legislation.