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Assessment Management Minute: 0004/2023

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 November 2023 National Senior Certificate, June 2024 National Senior Certificate and the June 2024 Senior Certificate examinations

1. The Western Cape Education Department (WCED) is mandated to appoint markers in terms of the *Personnel Administrative Measures*, published in *Government Gazette* No. 46879 of 09 September 2022, as well as any other additional criteria as determined and approved by the Head of Education in the province.
2. 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 2023 National Senior Certificate (NSC), the June 2024 NSC and the June 2024 Senior Certificate (SC) examinations.
3. **Application and appointment processes**
 - 3.1 Successful applicants will only be appointed for the examination periods stated. Therefore, all markers appointed in 2022 who wish to mark during the 2023–2024 cycle **must reapply in 2023**.
 - 3.2 Applicants can download the help file at:
<https://exams.westerncape.gov.za/markers/UserManual/Index>

- 3.3 The application platform can be accessed on the WCED website at: <https://wcedonline.westerncape.gov.za/vacancy-lists>.
- 3.4 Applicants are requested to apply for **all the subject papers and positions** for which they qualify (**Annexure A**). For example, if an applicant applies as a deputy chief marker, he/she should also apply for the position of senior marker **as well as** marker. Please note that should any applicant, for example, only apply for the position of deputy chief marker, they **will not be considered** for the position of senior marker or marker. Consequently, applicants will only be considered for the position(s) for which they applied.
- 3.5 **Before** they consider making a formal application to mark, all applicants who wish to apply must refer to **Annexure B** as well as the [Manual for the marking procedure for the National Senior Certificate and Senior Certificate examinations, 2022/23](#).
- 3.6 The appointment process for all markers is as follows:
Step 1 – Verification of applicants who satisfy all criteria and provided all the supporting documents online
Step 2 – Selection and appointment of markers
- 3.7 In the interest of succession planning, senior marking teams may be reviewed and rotated every three years.
- 3.8 All appointed markers will be expected to **inform the WCED** should their **status** as an educator **change to principal or acting principal** before the commencement of marking (refer to **Annexure C**).
- 3.9 Due to continued shortages of markers in certain subjects, e.g. Languages, History and Religion Studies, the WCED plans to implement revised models of marking for the November 2023 NSC examination.
- 3.10 Preference will be given to educators **currently teaching** (school based) or advising on (office based) the Curriculum and Assessment Policy Statement (CAPS) to Grade 12 learners at a school on a full-time basis.
4. The following applicants **will not** be considered for appointment as markers:
- Principals and acting principals
 - An educator/official who has a criminal record or has been dismissed from the service of any South African government department
 - An educator/official who took a voluntary severance package
 - An educator/official who retired due to ill-health
 - Applicants who are 65 years old or will turn/be 65 at the time of marking
 - Educators, district or Head Office officials who are no longer directly involved in the teaching or advising of a subject and/or learners
 - A school-based educator who has been absent for 50 or more school days during the current academic year (this applies to all types of leave)

- An office-based educator who has been absent for 20 or more school days during the current academic year (excluding annual leave days)
- An educator/official who did not write the competency test where required
- An educator/official who has a family member, living with him/her, writing the November 2023 NSC examination does not qualify for appointment as chief marker, deputy chief marker or internal moderator. However, such a person may apply for the position of senior marker or marker
- An educator who has been seconded to another post and who is **not currently teaching** the subject full time
- A foreign national educator without the required documents
- A person in any other position, other than that of an educator
- An educator/official found to have contravened the Examination Regulations and is still serving the sanctions
- An educator with a pending disciplinary case against him/her.

5. Subjects with a competency test

5.1 In 2023, the WCED will be administering competency tests in the following subjects:

- Accounting
- Business Studies
- Consumer Studies
- Economics
- English Home Language
- Afrikaans Home Language*
- Xhosa Home Language*
- Geography
- History
- Life Sciences
- Mathematics
- Mathematical Literacy
- Physical Sciences

* *Educators with 0–5 years' teaching experience in Afrikaans Home Language and Xhosa Home Language or novice applicants, **must write the competency test** for these subjects. However, applicants with more than five years' teaching experience in Grade 12 and who served as a marker during any two of the marking periods (2018–2022) **do not** have to write the competency tests in these subjects.*

5.2 Only applicants who achieve 60% and above in the competency tests will be considered for appointment as marking officials. The test results will only be revealed to the educator and may be used for developmental purposes.

5.3 Applicants who wrote a competency test in the abovementioned subjects between 2011 and 2022 and who achieved a pass rate of 60% and above **need not repeat** the competency test in these subjects in 2023, provided that they were markers in the subject

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during the specified five-year marking cycle (2018–2022) and delivered a satisfactory marking service. However, applicants who wish to improve their results are encouraged to rewrite the competency tests and use the information for professional growth.

- 5.4 Where possible, every attempt will be made to accommodate applicants to write the competency test at a venue within the education district they reside.
- 5.5 The competency test is based on the CAPS curriculum content knowledge for the NSC subject as well as the marking skills applicable to that subject. In the case of subjects consisting of two papers, applicants will be tested on the combined curriculum content for both Paper 1 and Paper 2 combined. In the case of Languages, applicants will be tested on the combined curriculum content of Paper 1, Paper 2 and Paper 3.
- 5.6 The planned dates for writing the 2023 competency tests are 08–10 May 2023.
- 5.7 **Applicants must register to write the competency test** on <https://tinyurl.com/ummaxrt7>.
- 5.8 Non-registration will lead to applicants not receiving any information regarding the competency tests. Any applicant who reports for the competency test without a valid registration may not be allowed to write the test.
- 5.9 The closing date for registration to write the competency tests is **31 March 2023**.

6. **Important dates for online marker applications**

Position applied for	Applications open	Applications close
ALL positions	24 February 2023	31 March 2023

7. A successfully completed application does not guarantee an appointment as a marker. The appointment of a marker is only confirmed upon receipt of a **FINAL appointment letter** signed by the Head: Education or his designate. Any appointment can be terminated at any stage as per **Annexure A**.
8. It is a legal prerequisite for all marking applicants to undergo vetting clearance (**Annexure D**) by an external service provider appointed by the WCED. The vetting clearance verifies a marker's details which include qualifications, South African Council for Educators registration, citizenship, current teaching status, address, etc.
9. It is envisaged that the marking process in December 2023 (with a proposed end date of 22 December 2023) will not impede any internal school processes if practically possible. Once appointed, markers are compelled to avail themselves for service for the **full duration** of the training and marking process of the November 2023 NSC examinations.

10. Persons who are appointed to mark will under no circumstances be excused on training or marking dates. **All markers must be available until the end of the marking period** when all answer scripts have been marked and checked.
11. Please contact the following officials should you require any assistance:

District	Official	Contact details
West Coast Metro South	Nicole Gezwint	Nicole.Gezwint@westerncape.gov.za Tel no.: 021 467 9329
Metro East Metro Central	Gladwyn Smith	Gladwyn.Smith@westerncape.gov.za Tel no.: 021 467 9369
Overberg Eden and Central Karoo	Gerrit Jافتا	Gerit.Jafta@westerncape.gov.za Tel no.: 021 467 2988
Metro North Cape Winelands	Michaela Africa	Michaela.Africa@westerncape.gov.za Tel no.: 021 467 9362

12. 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.
13. Each applicant will be accountable for the correctness of all information captured and uploaded onto the online markers system.
14. Any applicant who does not submit and upload a completed and signed declaration form will not be eligible for any marker appointment.
15. In the event of any erroneous marker appointment, the WCED reserves the right to effect any necessary correction.
16. The following annexures are attached to this minute:
Annexure A – Criteria for marker appointment
Annexure B – Online application instructions
Annexure C – Marker declaration
Annexure D – POPIA consent form
17. 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 application process and the appointment criteria to become eligible for consideration as a marking official for the 2023 NSC examinations. **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.**

18. The WCED relies on your cooperation and support in this important matter.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-02-17