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Assessment Management Minute: 0016/2023

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), 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 that prepare candidates for the National Senior Certificate examinations

**Subject: Release of markers for marking of the November 2023 National Senior Certificate examinations**

1. Educators, subject advisers and senior curriculum planners were 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) and the June 2024 NSC and Senior Certificate examinations in Assessment Management Minute 0004/2023, dated 17 February 2023.
2. The starting date for the marking period is dependent on the number of markers needed compared to the number of educators who applied for each subject/paper and those who are suitably qualified and have the required experience.
3. As per the national management plan all processes related to the marking of scripts, including capturing of marks, must be concluded by 21 December 2023 to allow the Department of Basic Education and Umalusi to complete their verification processes.
4. However, a shortage of marking officials for English Home Language Papers 1–3, English First Additional Language Papers 2 and 3, Religious Studies Papers 1 and 2, and History Papers 1 and 2 was identified and a new marking model for these subjects had to be introduced as mitigation to uphold the standard of marking; therefore, these markers are required to report to the marking venue earlier. Consequently, the WCED will introduce a staggered approach for the start of the marking period.
5. Therefore, the WCED appeals to all principals to allow markers to report to the marking centres on the following days:

<b>Subject/Paper</b>	<b>Date on which markers report to the marking centre</b>
History Papers 1 and 2	06 December 2023
English Home Language Papers 1, 2 and 3	06 December 2023
English First Additional Language Papers 1,2 and 3	06 December 2023
Religious Studies Papers 1 and 2	06 December 2023
All other subjects	08 December 2023

6. This arrangement will allow the Western Cape Education Department (WCED) to complete the marking and moderation of approximately one million answer scripts within the required timeframe.
7. Schools that have a large number of educators who were appointed as markers for English Home Language, English First Additional Language Papers 2 and 3, Religious Studies and/or History, may request the district director to complete the progression and promotion verification by the district prior to 06 December 2023.
8. The WCED appeals to principals to support the marking process.
9. Internal moderators, chief markers, deputy chief markers and senior markers usually report one day earlier than markers to set up the marking room and to prepare the training material for the marking process.
10. The WCED relies on your cooperation and support in this important activity which determines the future of our learners.
11. Your support is appreciated.

**SIGNED:** H MAHOMED

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

**DATE:** 2023-10-09