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Assessment Management Minute: 0003/2024

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 2024 National Senior Certificate, June 2025 National Senior Certificate and the June 2025 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 2024 National Senior Certificate (NSC), the June 2025 NSC and the June 2025 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 2023 who wish to be considered as markers for the 2024–2025 marking cycle **must reapply in 2024. A marking cycle includes the following marking periods: November, November re-mark, June and June re-mark of the subsequent year.**
 - 3.2 Applicants can download the help file at:
<https://exams.westerncape.gov.za/markers/UserManual/Index>

- 3.3 **Before** applicants consider making a formal application to mark, they must refer to **Annexure B** as well as the **Manual for marking the November 2023 NSC examinations** (which can be found under the HELP function, called Procedure for Exam Marking) at <https://exams.westerncape.gov.za/markers/UserManual/Index>) to familiarise themselves with the roles and responsibilities associated with being a marking official.
- 3.4 The application platform can be accessed on the WCED website at: <https://wcedonline.westerncape.gov.za/vacancy-lists>
- 3.5 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 apply. It is advisable that applicants apply for all subject papers and positions for which they qualify.
- 3.6 The appointment process for all markers is as follows:
- Step 1 – Verification of applications that satisfy all the criteria and have all the supporting documents uploaded
 - Step 2 – Verification of ALL supporting documents
 - Step 3 – Selection of markers
 - Step 4 – Nomination of markers
 - Step 5 – Verification of nominated markers
 - Step 6 – Appointment of markers
- 3.7 In the interest of succession planning, senior marking team members will be reviewed and may be rotated after completing three marking cycles. This process has been phased in to promote upward mobility and opportunity for markers and to ensure stability in the marking process at all times.
- 3.8 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.
- 3.9 Applicants who apply for English Home Language and English First Additional Language will be required to mark Paper 1 and then either Paper 2 or 3. Applicants must therefore all apply for Paper 1 and then indicate their preference to be considered for marking either Paper 2 or 3.
- 3.10 Applicants who apply for History and Religion Studies will be required to mark both subject papers and must therefore submit applications for both papers.

- 3.11 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**).
- 3.12 All aspiring and/or appointed markers **must inform the WCED** should **they transfer out of the Further Education and Training (FET) Phase** (Grade 12) either as an educator or in a subject advisory (office based) capacity before the commencement of marking.
- 3.13 Educators or subject advisers (office based) **who transfer out** of the FET Phase (Grade 12) during the 2024 academic year, as well as those **who are retired or will retire** at the end of 2024, **will not be eligible** for nomination as per the minimum criteria to mark referred to in Annexure A.
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 before or during the month when marking is concluded
 - Educators, district or Head Office officials who are no longer directly involved in the teaching or advising of a subject and/or learner
 - 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 2024 NSC, June 2025 NSC and June 2025 SC examinations 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, subject adviser or senior curriculum planner who has been seconded to another post and who is **not currently teaching and/or advising** the subject full time
 - A foreign national educator without all the legally required documents
 - A person in any other position, other than that of a full-time educator
 - An educator/official found to have contravened the Examination Regulations and is still serving the sanctions
 - An educator/official who has contravened any of the appointment of marker regulations in the period leading up to and including the marking period
 - An educator/official with a pending disciplinary case against him/her
 - An educator, subject adviser or senior curriculum planner who transgressed marking protocols or rules.

5. Subjects with a competency test

5.1 In 2024, 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 marking experience in Grade 12 and who served as a marker during the marking periods 2021–2023 **do not** have to write the competency test in this subject. However, due to the curriculum and format changes of Papers 1 and 2, applicants who wrote the competency test **before 2021** and who **did not mark** during the period 2021–2023 must apply to rewrite the test.*

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 2021 and 2023 and who achieved a pass rate of 60% and above **need not repeat** the competency test in these subjects in 2024, provided that they were markers in the subject during the specified five-year marking cycle (2019–2023) and delivered a satisfactory marking service. However, noting the deviation for Mathematical Literacy, 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 Papers 1 and 2. In the case of Languages, applicants will be tested on the combined curriculum content of Papers 1, 2 and 3. It is compulsory to write the **complete competency test** (on ALL the papers).

- 5.6 The planned dates for writing the 2024 competency tests are 07–09 May 2024.
- 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 **29 March 2024**.

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

Position applied for	Applications open	Applications close
ALL positions	26 February 2024	29 March 2024

7. A successfully completed application does not guarantee an appointment as a marker. The appointment into any marker position is only confirmed upon receipt of a **FINAL appointment letter** signed by the Head: Education or his designate. The appointment of any marker can be terminated at any stage as per **Annexure A**.
8. It is a legal prerequisite for all marking applicants to undergo clearance (**Annexure D**) by an external service provider appointed by the WCED. The clearance verifies a marker's details which include qualifications, South African Council for Educators registration, citizenship, current teaching status, address, etc.
9. 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 and will be held liable for any false information authorised.
10. Each applicant will be accountable for the correctness of all information captured and uploaded onto the online markers system.
11. Any applicant who does not submit a completed and signed declaration form will not be eligible to be appointed in any marker position.
12. In the event of any erroneous marker appointment, the WCED reserves the right to effect any necessary correction.
13. Appointed chief markers and internal moderators **MUST physically attend** marking standardisation meetings, as per the Department of Basic Education and WCED's requirements and represent the views of educators on the quality of question papers.

14. Appointed senior marking team officials must avail themselves for the re-marking of scripts.
15. It is envisaged that the marking process in December 2024 (with a proposed end date of 22 December 2024) 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 2024 NSC examinations. It is envisaged that History, Religious Studies and English Language markers will commence marking in the week of 02–06 December 2024 and the rest of the subjects on 07 December 2024. These dates will be confirmed in advance to ensure principals can finalise their end-of-year planning processes timeously.
16. 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.
17. Only the Head of Education may relax the criteria for the appointment of markers.
18. The following annexures are attached to this minute:
Annexure A – Criteria for marker appointment
Annexure B – Online application instructions
Annexure C – Marker declaration form
Annexure D – POPIA consent form
Annexure E – Clearance form
19. Please contact the following officials should you require any assistance:

District	Official	Contact details
West Coast Metro South	Shakirah Jacobs	Shakirah.Jacobs@westerncape.gov.za Tel no.: 021 828 3392
Metro East Metro Central	Gladwyn Smith	Gladwyn.Smith@westerncape.gov.za Tel no.: 021 467 2980
Overberg Eden and Central Karoo	Gerrit Jaffa	Gerit.Jafta@westerncape.gov.za Tel no.: 021 467 2988
Metro North Cape Winelands	Sinovuyo Manqunyana	Sinovuyo.Manqunyana@westerncape.gov.za Tel no.: 021 828 3391

20. 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 November 2024 NSC, June 2025 NSC and June 2025 SC 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.**

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

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-02-15