



**education**

Department: Education  
**GAUTENG PROVINCE**

*Making education a societal priority*

**GAUTENG DEPARTMENT OF EDUCATION  
DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

**EXAMINATION INSTRUCTION  
No.06 OF 2011**

**DATE : 26 January 2011**

**TOPIC : GUIDELINES FOR THE APPOINTMENT OF MARKING OFFICIALS FOR THE 2011 NATIONAL SENIOR CERTIFICATE EXAMINATIONS**

**TO :**

- : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES**
- : PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS**
- : SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS**
- : MEMBERS OF SCHOOL GOVERNING BODIES**
- : TEACHER ORGANISATIONS AND UNIONS**

**ENCLOSURES: Annexure A: Application Form**

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## **education**

Department: Education

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### **MEMORANDUM**

**TO :** ALL DIVISIONAL MANAGERS AND SENIOR MANAGERS AT HEAD OFFICE AND DISTRICT OFFICES  
:  
: **PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS**  
: **SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND ABET CENTRES**  
:  
: **MEMBERS OF SCHOOL GOVERNING BODIES**  
: **TEACHER ORGANISATIONS AND UNIONS**  
: **RELEVANT NON-GOVERNMENTAL ORGANISATIONS**

**FROM :** PREM GOVENDER

**DATE :** 26 JANUARY 2011

**SUBJECT :** GUIDELINES FOR THE APPOINTMENT OF MARKING OFFICIALS FOR THE 2011 NATIONAL SENIOR CERTIFICATE EXAMINATIONS

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The attached Examination Instruction serves to inform the heads of institutions and district offices of the guidelines for the appointment of marking officials for the 2011 National Senior Certificate examinations.

Kindly note that any deviation from the guidelines that are set out in this Examination Instruction will be considered as non – compliance to policy.

Your co-operation in this matter is appreciated.

Regards

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**Prem Govender**  
**Director: Examinations & Assessment**  
**Date:**

# GUIDELINES FOR THE APPOINTMENT OF MARKING OFFICIALS FOR THE NATIONAL SENIOR CERTIFICATE EXAMINATIONS

## 1. INTRODUCTION

- 1.1 **All heads of institutions are requested to bring the following information to the attention of all members of their staff.**
- 1.2 Educators who have the required qualifications and experience are invited to submit applications for appointment as:
  - Markers for the November 2011 National Senior Certificate Examinations (the examination is based on the National Curriculum Statement).
- 1.3 The application form (GDE 256) for appointment as a marking official is attached (Annexure A). Application forms are also available at the District Office: Examinations Unit.

## 2. LEGISLATIVE FRAMEWORK

- 2.1 The National Policy Education Act, 1996 (Act. No. 27 of 1996) and the South African Schools Act, 1996 (Act No. 84 of 1996) as amended.
- 2.2 The Policy for The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework, with learning outcomes as stipulated in the National Curriculum Statement (NCS) Grades 10 – 12 (General).
- 2.3 The NSC Addendum - National Protocol for Recording and Reporting (Grades 10-12).
- 2.4 National Policy on the Conduct, Administration and Management of the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF).
- 2.5 Personnel Administration Measures (PAM) determined by the Minister of Education in terms of the Employment of Educators Act, 1998 (Act No.76 of 1998) and the regulations made in terms of the Act (Chapter E).

## 3. APPLICATIONS

- 3.1 The following requirements are applicable to educators who want to be appointed as marking officials:
  - REQV 13 or higher qualification, i.e. a B-degree, a higher/National (Technical) Diploma or Dip Tech, or a three-or four-year teaching diploma.
  - Qualification in the subject or directly related field of study at second year university level or at fourth-year teachers' college level or equivalent.
  - At least two years' teaching experience in the relevant subject or directly related subject in the FET band for school based educators.
  - Preference will be given to school based educators in the FET band who have taught the subject in the NCS Grade 12 in 2009, 2010 or 2011.
  - **In addition departmental FET subject facilitators, who are currently engaged in the relevant subject in the NCS at Grade 12 level, will be considered. Departmental officials or facilitators not in the FET band will not be considered.**
  - Occupying a **full-time teaching post** in a public or independent school (or the post of FET subject facilitator with GDE).

- Satisfy a criterion of a pass percentage rate in the relevant or related subject at Grade 12 level of not less than fifty percent (50 %) in the last 2 years.
- **Have the necessary language proficiency and subject content competency to mark the relevant examination answer scripts.**
- **Attend a compulsory training session on the day prior to the start of the marking session. Appointed markers who fail to attend this training session will not be allowed to mark.**

3.2 Applicants should take note of the following:

- The Gauteng Department of Education will pay travelling costs to a maximum of 150 km return trip, per day, from the marker's normal place of residence to the marking venue. Successful applicants should take this into account when accepting an offer of appointment. (Marking venues will be indicated on the offer of appointment.)
- **Only ONE form per applicant should be completed. Provision is made on the application form for the applicant's preference in terms of paper number.**
- A telephone/cell number, fax number and e-mail address should be provided.
- The application **MUST** be signed and approved by the Principal or Head of the Institution or the Director in the case of office-based educators.
- Applicants could be required to apply for **special leave** and their appointment is subject to leave being granted.
- Late, incomplete and incorrect applications will **NOT** be considered.
- Remuneration of marking officials is determined by the relevant Personnel Administration Measures (PAM) document.
- **No change of residence will be accepted once you have signed and submitted the acceptance letter.**

3.3 By recommending and signing the application form, heads of institutions, directors and/or **FET facilitators** certify that:

- the applicant's teaching experience in the subject applied for, is correctly reflected in all respects;
- the applicant's qualifications are authentic, correct and appropriate for the subject applied for;
- the applicant is suitable, in all respects, to carry out the responsible and onerous task of marking the Grade 12 examination answer scripts; and
- the applicant has **NOT** taken the voluntary severance package.

3.4 Applications must be submitted to the Examination Section of the District Office by 16:00 on or before the due date (3<sup>rd</sup> Friday of April i.e. 15/04/2011).

3.5 Successful applicants will be required to **attend the full marking session.**

3.6 Markers are allowed to mark only in one subject and one session (excluding marking of subjects with a practical paper).

#### 4. APPOINTMENT OF MARKING OFFICIALS

4.1 Educators are appointed on an *ad hoc* basis and are therefore required to submit the following documents with each application:

- A certified copy of academic record or transcript of the applicant's tertiary qualifications, indicating the level of all subjects. (Please note that a certificate does not indicate the level of a subject.)

- In the case of GDE employees, the most recent salary advice slips. For verification purposes, it is important that the PERSAL number, the date and month and ID number are legible.
  - A certified copy of ID document.
  - **A certified copy of car registration must be submitted with the claim form at the marking venue. No transport claim will be processed without it.**
- 4.2 Applicants not paid by GDE through the PERSAL system (educators in SGB posts and at independent institutions) and educators appointed in a temporary capacity with contract expiry before or on 31 December – please refer to paragraph 5.8. (Note that processing claims may take longer than for permanently employed GDE educators, as the above-mentioned educators first have to be registered/re-activated on PERSAL before a claim can be captured).
- 4.3 Internal moderators and members of examination panels are also required to submit application forms.
- 4.4 Letters offering appointment will be sent to successful applicants during September/October. The applicant is required to accept the offer before an appointment is registered. The letter of acceptance **must be countersigned by the Principal as head of the institution or the District Director as head of the District, indicating that he/she has no objection to the appointment** and can release the educator/official from his/her normal duties for the duration of the marking. Should the head of the Institution/Director decide not to approve the acceptance of the offer of appointment, it must be clearly indicated that the offer is declined and the document returned to the Marking Processes Unit.
- 4.5 No correspondence or dialogue will be entered into as to the reasons for not appointing a specific applicant. Only successful candidates will be notified of their appointment by 1 November 2011. The names of applicants who qualify, but are not appointed, are automatically placed on the reserve list.

## 5. GENERAL INFORMATION

- 5.1 Marking is provisionally scheduled to be staggered over the last three weeks of the fourth school term. **Markers may be required to mark during the school holiday.** A detailed list of subjects, per session, and marking venues, will be made available to schools as soon as the national marking guideline discussion dates are confirmed by the DBE.
- 5.2 The marking period and the marking dates, of certain subjects, may be adjusted to suit the operational needs of the Gauteng Department of Education. While the letter of appointment will indicate the duration of the marking session, the actual number of marking days may differ.
- 5.3 **The day after marking is completed educators must report for duty at their respective schools even though the appointment letter specifies a particular period.**
- 5.4 All markers appointed by the Gauteng Department of Education, to mark the answer scripts of the National Senior Certificate Examinations, will be required to attend the training session and memorandum discussion.
- 5.5 Pre-marking sessions, for chief markers and senior markers of **identified subjects**, will be held the day before marking begins at the venue.
- 5.6 **The following CS educators will not be considered for appointment as markers:**
- Pre-primary and primary school educators
  - Non-South African citizens without SACE registration/GDE payslip or Green ID book.
  - Educators from outside the Gauteng Province

- Educators who have taken the Voluntary Severance Package (VSP). Such educators are specifically informed that they may not mark. **Any such marker, who is inadvertently appointed, will NOT be remunerated.**
  - Educators who have attained a pass percentage rate of less than fifty percent (50%) in the relevant or related subject within the last two years while teaching a Grade 12 class.
  - Educators who will be on maternity leave.
  - Educators on sick leave.
  - Facilitators and educators not in the **FET** Band.
  - Educators on suspension.
- 5.6 Please note that the pace of marking will be strictly monitored since remuneration is based on norm time.
- 5.7 Educators are kindly requested to complete the section on race and gender on the application form, in order to ensure equity in the appointment of markers.
- 5.8 Applicants, who are not permanently employed by the GDE at the time of marking (e.g. educators at private schools, other institutions, in governing body posts or temporarily appointed with contract expiry date on or before 31 December of the year), **are requested to submit the following additional documentation together with their acceptance letters:**
- Certified copy of the identity document (ID).
  - An original GSSC Form FI030 (Application for payment of Salary into Bank Account, available at Departmental Offices) so that registration on PERSAL can be done on time. (Faxed copies will not be accepted.)
  - A recent bank statement indicating surname, initials and account number.
- 5.9 Heads of institutions are urged to encourage educators, with subject expertise, to apply for marking.
- 5.10 All queries concerning the appointment of markers should be directed to the Marking Processes Unit of the Examinations Directorate, telephone number (011) 403 1314.
- 5.11 Educators, who have not been appointed, will not be allowed access to the marking venue, and no recruitment will be done at the marking venue.
- 5.12 **Markers, who have been appointed, are required to compile a memorandum (answers) to the question paper so that they are able to participate effectively during the training session/memo discussion meeting (evidence must be presented to the senior markers). Senior markers must present evidence of the compiled memorandum to the chief marker at the pre-marking session (where applicable).**
- 5.13 **Markers who have been appointed must be prepared as they will be expected to work out the entire question paper or particular questions from the paper.**
- 5.14 **Markers who are unable to demonstrate complete competence in the subject matter will be instructed to leave the marking venue.**



2. Only one form should be completed. Applicants must indicate the subject, level (in case of languages) and paper number, where applicable, of the first choice. Paragraph 6 provides an opportunity to indicate the applicant's preference.
3. The application must be submitted to the Examinations Section of the District Office not later than 16:00 on or before the third Friday in April (15<sup>th</sup> April 2011).
4. As this application is for *ad hoc* appointment, applicants must attach a **certified copy** of:
  - Statement of academic record/transcript of tertiary qualifications. **NB: This statement must clearly indicate the qualification level (year) of the subject applying for.**
  - Certified copy of the Identity Document (ID).
  - Most recent GDE salary advice, clearly reflecting PERSAL number, month and pay point number**Educators not employed by GDE:** Please refer to the Examination Instruction for additional requirements.
5. If an applicant qualifies and is recommended by the selection panel, an offer of appointment will be issued for National Senior Certificate marking. **If the offer of appointment is accepted by the marker, then it must be approved by the Principal or Director and returned to the Marking Processes Unit before an appointment is finalised.**
6. No provision is made for overnight accommodation for markers. In terms of applicable regulations the Department will reimburse markers for the actual kilometres travelled between the normal place of residence and the marking venue, up to a maximum of 150 km return trip/day. **Proof of car registration must be submitted with the claim form at the marking venue before a transport claim can be processed.**
7. Applicants must be **available** to mark on **Saturdays** and **Sundays** as well as for the **entire duration** of the marking process.
8. **Educators who will be on maternity leave at the time of marking may not apply for marking.**
9. **Markers who have been appointed must be prepared as they will be expected to work out the answers to the entire question paper or particular questions from the paper.**
10. **The day after marking is completed educators must report for duty at their respective schools even though the appointment letter specifies a particular period.**

## 2. EMPLOYMENT DETAIL

GDE Perm  GDE Temp  Independent School  SGB Post  Other

School: \_\_\_\_\_ Centre No: \_\_\_\_\_ District: \_\_\_\_\_

## 3. QUALIFICATIONS

Degrees:

Name of Degree	Year	Institution	Major Subjects

Diplomas:

Name of Diploma	Year	Institution	Major Subjects

**Additional Single Subjects** relevant to application but not part of a formal qualification

Subject	Year	Institution	Course Level/Year Level

**NB: Please indicate the highest qualification relevant to subject applying for:**

Subject(s) \_\_\_\_\_  
 Degree       Diploma      
 Year Level I II III Hon M D 1 2 3 4

## 4. TEACHING EXPERIENCE IN NCS



Total teaching experience (years) \_\_\_\_\_

Teaching experience in **SUBJECT** (years) **Gr.12**\_\_\_\_\_

Experience as **FET Facilitator appointed** in the subject: \_\_\_\_\_

Please list the institutions where you are teaching/have **taught/facilitated at FET level the subject concerned** on a **full-time basis** for this year and the preceding two years. (Be accurate. Refer to Examination Instruction paragraph 4 for requirements)

Year	Position	Subject(s)	Grade, eg. 11 or 12	Name of School/Institution
2011				
2010				
2009				

**5. MARKING**

(Please indicate year, subject and position held for past 3 years)

**Marking:** Examiner, Internal Moderator, Chief Marker, Deputy Chief Marker, Senior Marker, Marker, Novice Marker, Centre Manager and Deputy Centre Manager

Year	Subject/Level/Grade	Position held
2010	Marking:	
2009	Marking:	

Total Marking Experience for Gr. 12: External Examinations: \_\_\_\_\_

**6. APPLICATION DETAIL**

Please list all the Subjects/Papers you are applying for in order of preference

Subject	Paper
1.	
2.	
3.	
4.	

If you are applying to mark a literature paper, indicate the prescribed works you are currently teaching


**7. LANGUAGE PREFERENCE:** Please indicate the language in which you wish to mark:

English  Afrikaans  Both

**8. DECLARATION BY APPLICANT**

- I declare that the above information is **correct and accurate**.
- **I am currently teaching and/or have taught/facilitated the subject applied for at Gr. 12 level during the past two years on a full-time basis.**
- I undertake to complete my normal school duties and obligations before going to mark.
- I have attached certified copies of the following documentation to the application: Identity Document, statement of academic record/transcript, GDE salary advice.
- I have NOT taken a Voluntary Severance Package (VSP).
- I will NOT be on maternity leave at the time of marking.
- I understand that my appointment, conditions of service and remuneration will be according to the applicable legislation, rules and regulations.

\_\_\_\_\_  
Signature of Applicant                      Print Name                      Date

**9. DECLARATION BY PRINCIPAL / DIRECTOR \***

*(\* Only the Principal/ Director or officially Acting Principal/Director may sign the declaration. If authority was delegated, please attach a copy of the official delegation.)*

I declare that the information in this application is correct and that the applicant is qualified in all respects to mark the subject applied for.

\_\_\_\_\_  
Signature of Principal/Director                      Print Name

\_\_\_\_\_  
Contact Number of Principal/Director                      Date

**OFFICIAL STAMP**

