



education

Department: Education
GAUTENG PROVINCE

Making education a societal priority

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

**EXAMINATION INSTRUCTION
No.12 of 2011**

DATE : 24 FEBRUARY 2011

TOPIC : GUIDELINES FOR THE APPOINTMENT OF AET MARKING OFFICIALS FOR THE 2011 ADULT EDUCATION AND TRAINING (AET) LEVEL 4 EXAMINATIONS

TO :

- : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES**
- : PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS**
- : PRINCIPALS AND STAFF OF ALL AET LEVEL 4 CENTRES**
- : PRINCIPALS OF SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS**
- : MEMBERS OF SCHOOL GOVERNING BODIES**
- : TEACHER ORGANISATIONS AND UNIONS**
- : RELEVANT NON-GOVERNMENTAL ORGANISATIONS**

ENCLOSURES: Annexure A: Application Form

**ENQUIRIES: Tel : 011 403 1314
Fax : 011 403 6069
e-mail : Claudia.jeevanantham@gauteng.gov.za**



MEMORANDUM

TO : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES
: **PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS**
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: **TEACHER ORGANISATIONS AND UNIONS**
: **RELEVANT NON-GOVERNMENTAL ORGANISATIONS**

FROM : PREM GOVENDER

DATE : 24 FEBRUARY 2011

SUBJECT : GUIDELINES FOR THE APPOINTMENT OF MARKING OFFICIALS FOR THE 2011 ADULT EDUCATION TRAINING (AET) LEVEL 4 EXAMINATIONS

This Examination Instruction serves to inform AET centre managers and district officials of the guidelines for the appointment of marking officials for the 2011 AET Level 4 examinations.

Kindly note that any deviation from the conditions and procedures that are set out in this Examination Instruction will be considered as non-compliance to the national policy.

Your co-operation in this matter is appreciated.

Regards

PREM GOVENDER
DIRECTOR: EXAMINATIONS AND ASSESSMENT

GUIDELINES FOR THE APPOINTMENT OF MARKING OFFICIALS FOR THE 2011 ADULT EDUCATION AND TRAINING (AET) LEVEL 4 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 AET Level 4 Examinations of October/November 2011.

Please Note: The markers for the June examinations are automatically selected from the ranks of the markers who were appointed for the October/November examinations of the previous year.

1.3 Application form (GDE 256/ AET) is attached (Annexure A). Application forms are also available from the District Office: Examinations Unit.

2. APPLICATIONS

2.1 The following requirements are applicable for educators who want to be appointed as Marking Officials for the AET Level 4 examinations:

2.1.1 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.

2.1.2 Qualification for the subject relating to the Learning Area on at least second-year university level.

2.1.3 At least two years' teaching experience in the relevant Learning Area (or related subject at AET Level 4 or equivalent).

2.1.4 Having taught the Learning Area (or related subject) within the past three (3) years or being a Departmental Official who has engaged with the relevant Learning Area (or related subject) within the past three (3) years.

2.1.5 Occupying a teaching or lecturing post at an educational institution, or being a Departmental Official involved in teaching of the Learning Area (or related subject) applied for.

2.1.6 The necessary language proficiency and subject competency to mark the relevant examination answer scripts.

2.1.7 Applicants should take note of the following:

- (a) Applications must be submitted to the Examination Section of the District Office on the third Friday in May (20/05/2011) before 16:00.
- (b) 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 announced later.)
- (c) Only ONE form per applicant should be completed.
- (d) The Learning Area and specific language, where applicable, must be indicated.
- (e) A telephone and fax number should be provided.
- (f) The application MUST be signed and approved by the Principal or Head of the Institution or District Director.
- (g) Late, incomplete and incorrect applications will not be considered.
- (h) Remuneration of Marking Officials is determined by the relevant Personnel Administration Measures (PAM) document.
- (i) No change of residence will be accepted once the acceptance letter has been signed.
- (j) Successful applicants will be required to attend the full marking session.

2.1.8 By signing and recommending the application form, Heads of institutions and District Directors certify that:

- (a) the applicant's experience in the Learning Area or related subject applied for, is correctly reflected in all respects;
- (b) the applicant's qualifications are authentic, correct and are appropriate to the Learning Area or related subject applied for;
- (c) the applicant is suitable, in all respects, to carry out the responsible task of marking the AET Level 4 examination answer scripts; and
- (d) the applicant has NOT taken the voluntary severance package.

3. APPOINTMENT OF MARKERS

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

An 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.)

The most recent salary advice (GDE employees only) in order for the information to be verified on the Persal system.

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.

- 3.2 Internal Moderators and Examiners will not be appointed automatically and are therefore required to submit application forms.
- 3.3 Letters offering appointment will be sent to successful applicants in the third week in September. The applicant is required to accept the offer before an appointment is registered. All acceptance letters must reach the office of the Marking Processes Unit by the 14/10/2011. The letter of acceptance must be countersigned by the Head of the institution or District Director, 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.
- 3.4 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. The names of applicants who qualify, but are not appointed, are automatically placed on the reserve list.

4. GENERAL

- 4.1. Actual marking is scheduled to be done during the last week-end of November. Appointed Chief Markers and Internal Moderators will be required to attend a briefing session on the day before marking at 13h00 and a pre-marking session for identified subjects at 15:00.
- 4.2. The marking period and the marking dates of certain Learning Areas may be adjusted to suit the operational needs of the Gauteng Department of Education. This will be indicated in the letter of appointment.

- 4.3. All markers appointed by the Gauteng Department of Education to mark AET Level 4 Examinations will be required to attend the training session and memorandum discussion. The training session and memorandum discussion will take place from 07:00 on the first day of marking. **Markers who do not attend the training will be excluded from the marking process.** Details regarding dates and venue(s) will be provided in the letter of appointment.
- 4.4. Details and dates for the National Marking Guideline Discussions will be provided to the appointed Chief Markers and Internal Moderators. **Attendance at these meeting is compulsory.**
- 4.5. 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 pay slip 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 will be on maternity leave.
 - Educators on sick leave.
 - Educators on suspension
- 4.6. Please note that the pace of marking will be strictly monitored since remuneration is **based on the norm time.**
- 4.7. Educators are kindly requested to complete the section on race and gender so that equity can be ensured in the appointment of markers.
- 4.8. Heads of institutions are urged to encourage educators with the necessary expertise to apply for marking.
- 4.9. All queries concerning appointment and payment of markers should be directed to the Marking Processes Unit of the Examinations Directorate, telephone number (011) 403 1314.
- 4.10. Markers who have been appointed are required to compile a memorandum (answers) to the question paper. Evidence of this must be presented to the Chief Marker at the meeting for memorandum discussion.
- 4.11. 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.

- 4.12 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.

PLEASE NOTE:

1. The requirements for application are contained in the relevant Examination Instruction.
2. The following educators are not allowed to apply for marking:
Non-South African citizens, educators who have taken the Voluntary Severance Package, Principals, Pre-primary and Primary school educators.
3. The application must be submitted to the Examinations Section of the District Office not later than 16:00 on third Friday in May (20/05/2011).
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) for the subject being applied for.**
 - Certified copy of Identity Document (ID).
 - Most recent GDE salary advice slip, 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. **The offer of appointment if accepted by the marker must be approved by the Principal or the Director and returned to the Marking Processes Unit before an appointment is finalised.**
6. Remuneration will be according to the applicable regulations.
7. Applicants must be available to mark on Saturdays and Sundays as well as for the entire duration of the marking process.
8. More detailed information on the Marking Guideline Discussions will be forwarded to **Chief Markers and Internal Moderators** with their appointment letters.
9. In terms of applicable regulations the GDE 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.**

2. EMPLOYMENT DETAILS

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 Learning Area or related subject being applied for:

Subject(s) _____

Degree Diploma
 Year Level I II III Hon M D 1 2 3 4

Formal Outcomes-Based Assessment Qualification: _____

4. RELEVANT EXPERIENCE (years)

	AET Level 4
Total teaching experience	
Experience in Learning Area at AET Level 4	

5. SPECIFIC EXPERIENCE (Please indicate position held)

Marking: Internal Moderator, Examiner, Chief Marker, Dep. Chief Marker, Senior Marker, or Marker.

Year	Action	Position held	Learning Area / Subject
2011	AET Level 4 Marking		
2010	AET Level 4 Marking		
2009	AET Level 4 Marking		

6. DECLARATION BY APPLICANT

- I declare that the above information is correct and accurate.
- I undertake not to neglect my on-going school duties and obligations for the sake of marking.
- I have attached certified copies of the following documentation to the application:
ID document, statement of academic record/transcript, salary advice slip.
- I have NOT taken a Voluntary Severance Package (VSP).
- 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

7. DECLARATION BY PRINCIPAL/DIRECTOR

I declare that the information in this application is correct and that the applicant is qualified, in all respects, to be appointed for marking of **AET Level 4**.

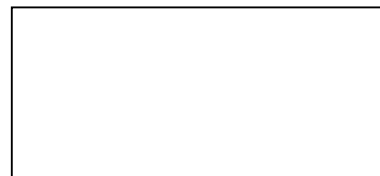
Signature of Principal/Director

Print name

Date

Contact Telephone number of Principal/Director: _____

OFFICIAL STAMP



Office Use

Checklist for all Application Forms

No	Aspect	For District Office Use	For Marking Processes Unit Use
1	Signature of District Subject Advisor		
2	All information entered		
3	Original signature of educator		
4	Original signature of Principal		
5.1	<u>Attachments:</u> Copy of statement of academic record/transcript of tertiary qualifications. Copy of SACE certificate		
5.2	Certified ID copy		
5.3	Copy of most recent GDE salary advice/ school salary advice		
5.4	Work permit for foreigners/non-South African Citizens(if not on Peral)		
6	District Official Signature		