

## **EXAMINATION INSTRUCTION No. 3 of 2015**

- DATE** : 6 February 2015
- TOPIC** : **GUIDELINES FOR THE APPOINTMENT OF INTERNAL MODERATORS AND CHIEF MARKERS FOR THE NATIONAL SENIOR CERTIFICATE AND THE AMENDED 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**
- ENQUIRIES** : **TEL: 011 4031396/7**  
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*Making education a societal priority*

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# **GUIDELINES FOR THE APPOINTMENT OF INTERNAL MODERATORS AND CHIEF MARKERS FOR THE NATIONAL SENIOR CERTIFICATE AND THE AMENDED SENIOR CERTIFICATE EXAMINATIONS**

## **1. Introduction:**

The contracts of all examining panels terminate after the marking of the 2015 Supplementary Examinations.

A marking management team, comprising a chief marker and an internal moderator, will be appointed for a 3 year period commencing in 2015.

## **2. Legislative Framework**

- 2.1 National Education Policy Act, 1996 (Act No 27 of 1996).
- 2.2 South African Schools Act, 1996 (Act No 84 of 1996).
- 2.3 An addendum to the Policy document, The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF) regarding Learners with Special Needs as published in the Government Gazette No. 29466, Volume 1266 of 11 December 2006.
- 2.4 National Protocol on Assessment for Schools in the General Education and Training Band (Grades R – 12) 21 October 2005 and Amendment as published in the Government Gazette No 29467, Volume 498 of 11 December 2006.
- 2.5 National Policy on the Conduct, Administration and Management of Assessment of the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) as published in the Government Gazette No, 30048, Volume 505 of 6 July 2008.
- 2.6 Regulations pertaining to the Conduct, Administration and Management of assessment for the National Senior Certificate, published in the Government Gazette No. 31337, Volume 518 of 29 August 2008.
- 2.7 National Curriculum Statements (NCS) Grades R – 9 and 10 – 12 (General).
- 2.8 Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate, published in the Government Gazette No. 31231, Volume 751 of 11 July 2008.
- 2.9 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).
- 2.10 The NSC Addendum - National Protocol for Recording and Reporting (Grades 10-12).
- 2.11 National Policy on the Conduct, Administration and Management of the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) as published in Government Gazette No. 29467, Volume 498 of 11 December 2006.
- 2.12 Curriculum and Assessment Policy Statements (CAPS) for all approved subjects.
- 2.13 National Policy pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R – 12 ( No: 34600)
- 2.14 Government Gazette on Approval of the the National Curriculum Statement Grades R - 12
- 2.15 National Protocol for Assessment Grades R – 12
- 2.16 Government Gazette on approval of the regulations pertaining to the National Curriculum Statement Grade R – 12 (No. 36041)
- 2.17 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. Subject:

<p style="text-align: center;"><b>LANGUAGES FAL (First Add) and SAL (Second Add) Languages)</b></p>	<p style="text-align: center;"><b>AGRICULTURAL SCIENCES</b></p>	<p style="text-align: center;"><b>MANUFACTURING, ENGINEERING AND TECHNOLOGY</b></p>
<ul style="list-style-type: none"> <li>• Afrikaans Home Language</li> <li>• Afrikaans FAL and SAL</li> <li>• English Home Language</li> <li>• English FAL and SAL</li> <li>• isiNdebele FAL and SAL</li> <li>• isiXhosa Home Language</li> <li>• isiXhosa FAL and SAL</li> <li>• isiZulu Home Language</li> <li>• Sepedi Home Language</li> <li>• Sepedi FAL and SAL</li> <li>• Sesotho Home Language</li> <li>• Sesotho FAL and SAL</li> <li>• Setswana Home Language</li> <li>• Setswana FAL and SAL</li> <li>• SiSwati Home Language</li> <li>• SiSwati FAL and SAL</li> <li>• Tshivenda Home Language</li> <li>• Tshivenda FAL and SAL</li> <li>• Xitsonga Home Language; and</li> <li>• Xitsonga FAL and SAL</li> </ul>	<ul style="list-style-type: none"> <li>• Agricultural Sciences</li> <li>• Agricultural Management Practices</li> <li>• Agricultural Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Civil Technology</li> <li>• Electrical Technology</li> <li>• Engineering Graphics and Design</li> <li>• Mechanical Technology</li> </ul>
	<ul style="list-style-type: none"> <li>• Dance Studies</li> <li>• Design</li> <li>• Dramatic Arts</li> <li>• Music</li> </ul>	<p style="text-align: center;"><b>PHYSICAL, MATHEMATICAL, COMPUTER, AND LIFE SCIENCES</b></p>
	<p style="text-align: center;"><b>BUSINESS, COMMERCE AND MANAGEMENT STUDIES</b></p>	<ul style="list-style-type: none"> <li>• Computer Applications Technology</li> <li>• Information Technology</li> <li>• Life Sciences</li> <li>• Mathematical Literary</li> <li>• Mathematics</li> <li>• Physical Sciences</li> </ul>
	<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business Studies</li> <li>• Economics</li> </ul>	<p style="text-align: center;"><b>SERVICES</b></p>
	<p style="text-align: center;"><b>HUMAN AND SOCIAL STUDIES</b></p>	<ul style="list-style-type: none"> <li>• Consumer Studies</li> <li>• Hospitality Studies</li> <li>• Tourism</li> </ul>
	<ul style="list-style-type: none"> <li>• Geography</li> <li>• History</li> <li>• Religion Studies</li> </ul>	

#### 3.1 Minimum Criteria required by Applicant

##### 3.1.1 Current Position:

Preference will be given to applicants who are educators at GDE public schools or from independent schools offering GDE examinations, who have taught the subject indicated in the National Curriculum Statement (CAPS) in the FET band at grade 12 level and have been trained in CAPS. Office based educators in the FET band directly involved in the subject will also be considered.

##### 3.1.2 Academic Qualifications

- REQV 13 or higher qualification i.e. an acknowledged B- degree (or higher) plus Diploma in teaching National (Technical) Diploma or Dip Tech.
- A three- or four- year teaching diploma. The subject applied for must have been studied on the equivalent level of a **third- year** course at a University, at the least.

##### 3.1.3 Experience

- The applicant must be employed in a permanent position within the FET band as educator or facilitator with a minimum of 5 years' experience directly related to the subject applied for.
- Applicants for the position of Chief Marker must have at least three (3) years' experience as a Deputy Chief Marker or Senior Marker in the marking of the grade 12 NSC /SC Examination in the subject concerned. Applications of experienced Chief Markers will also be considered.
- Applicants for the position of Internal Moderator must have at least three (3) years' experience as a Chief Marker, Deputy Chief Marker or Senior Marker in the marking of the grade 12 NSC/ SC Examination, in the subject applied for.
- The applicant must have the necessary language proficiency and subject content competency to mark the relevant examination answer scripts.

#### **4. Duties of the Internal Moderator**

- Assist with the selection of markers for their subjects
- Prepare a report based on the 20 scripts marked, prior to the National Marking Guideline Discussions
- Attend the National Marking Guideline discussions, arranged by the DBE, where all Provincial Education Departments are represented.
- Be present at the marking venue for the entire duration of the marking session, in order to: assist with the training of markers, moderate an adequate sample of scripts (minimum 150) including item analysis of a sample of a hundred (100) scripts, per question paper. Item analysis will entail the capturing of learner responses (i.e. marks obtained) per question and analyzing learner responses using data,
- moderate scripts throughout the marking process and provide feedback to the Chief Marker on a continuous basis.
- Quality assurance of the the marking process. This includes the training, marking and moderation processes
- Consult with the Chief Marker to obtain input relating to learner performance and provide support to the Chief Marker on aspects that may require his/her expert input.
- Analyse candidate performance and compile a comprehensive report to be used in the DBE/ Umalusi standardization process and attend the provincial standardization meeting to present his/her report.
- Provide an evaluation on the quality and standard of marking
- Attend the provincial standardization meeting after marking
- Compile a report for the Roadshows based on the marking of the NSC. Consultation with the Chief Marker, Deputy Chief Marker and Senior Markers is crucial in the compilation of the report.
- Conduct the Road Shows

#### **5. Duties of the Chief Marker**

- Selection of markers for their subjects
- Prepare a report based on the 20 scripts marked, prior to the National Marking Guideline Discussions
- Attend the National Marking Guideline discussions, arranged by the DBE, where all Provincial Education
- Departments are represented.
- Manage the Marking Process
- Prepare in advance the requirements for marking the specific paper, e.g. the allocation of marks, marking methodology, procedural arrangements, etc.
- Supervise the training of novice markers and the growth and development of markers.
- Ensure that accuracy is maintained by all tiers of markers and that the tolerance range is adhered to throughout the marking session.
- Check and confirm that a high level of moderation of marking is done by Senior Markers and Deputy Chief Markers.
- Moderate marking of the markers as part of quality assurance.
- Ensure that a record is kept of any interventions/ re-training of markers
- Inform the Centre Manager of any possible under-performing markers
- Report and control the pace of marking/progress made, on a daily basis.
- Keep an accurate record of the hours worked and /or number of scripts marked by his/her team so that marking claims can be completed correctly.
- Evaluate each alleged irregularity identified by Markers and refer these to the Irregularity Officer for recording and further action.
- Keep a record of all the scripts moderated by Senior Markers and Deputy Chief Markers.
- Keep own record of scripts moderated.
- Ensure that marked scripts, with completed mark sheets, are submitted to the administrative section, on a daily basis.

- Ensure that there is a flow of marked scripts to the control room and that statistics are kept of scripts marked per group and per room.
- Ensure that all scripts have been marked and the mark sheets completed accurately and submitted to the control room
- Provide a list of recommended markers, in rank order, to be considered for selection and appointment for the marking of Supplementary Examination Papers and the Re - marking Process.
- Prepare a master copy of the memorandum with all additions and alterations, and submit it with a question paper, to the Centre Manager when the final marking report is submitted.
- Ensure that all memoranda issued are returned.
- Evaluate the markers, together with the Senior and Deputy Chief Markers, and ask the marker sign the form.
- Provide the Centre Manager with a list of contact numbers and emergency numbers, in case of any query regarding marking/mark allocation (Preferably Chief Marker or Deputy Chief/Senior Marker)
- Return all the required administrative documentation, properly completed and signed, where applicable, to the control room.
- Ensure that the 100 scripts for Umalusi are selected according to the set criteria.
- Investigating and writing a report on identified irregularities.
- Representing the department in the disciplinary hearings for irregularities
- Provide support during the conduct of the Road Shows

**The Chief Marker will perform any task that can be reasonably expected from an official occupying the position.**

## **1. APPLICATION PROCEDURE**

Application form Annexure A attached to this letter must be completed in full and recently certified copies of the following documents must be attached:

- **Identity document**
- **Salary advice**
- **Academic qualifications, including a transcript of subjects passed**

### **NOTE:**

If an applicant has a family member/s who will be writing the NSC Examination in the year/s included in the envisaged contract period, the applicant must declare this by **informing the Director: Examinations Management, in writing, when applying**. The **Director** reserves the right to exclude any applicant from being appointed for a particular year.

**The applicant must indicate clearly, on the application form:**

- The position being applied for i.e. Internal Moderator/Chief Marker
- The subject being applied for
- The specific paper being applied for i.e. Paper 1, 2, or 3

## **2. CLOSING DATE FOR APPLICATIONS**

Applications from Secondary Institutions, must be submitted to the Examination Co-ordinator of the relevant District Office by Friday 27<sup>th</sup> February **2015**, who must submit it by Tuesday 3<sup>rd</sup> March **2015** to the Marking Process Unit, 40 Juta Street, Braamfontein.

## **3. REMUNERATION:**

Internal Moderators and Chief Markers are remunerated according to the positions that they occupy, on the Marking Management Team, in a specific year, in accordance with the standard tariffs determined by the National Department, as laid out in the PAM document (chapter E) and negotiated within the Education Labour Relations Council and applied throughout South Africa.

#### **4. CONTRACTUAL OBLIGATIONS (Summary of Main Points)**

The successful applicants will be required to sign a contract for a minimum period of 3 years.

**The contract will be terminated / cancelled immediately:**

- **Upon relocating beyond the borders of Gauteng**
- **If appointed at a tertiary education institution**
- **If found to be incompetent or reluctant to fulfill duties**
- **If promoted / transferred out of the FET Phase i.e. into the GET/AET/Foundation Phase**

All successful applicants will be subjected to a security clearance by the National Intelligence Agency.

## APPLICATION TO BE APPOINTED AS INTERNAL MODERATORS AND CHIEF MARKERS FOR THE NATIONAL SENIOR CERTIFICATE AND THE AMENDED SENIOR CERTIFICATE EXAMINATIONS

**Please note:**

1. A separate application form must be completed for each position and for each subject.
2. **Application should be submitted as follows:**  
Applications from Secondary Institutions must be returned to the Examination Co-ordinator of the relevant District Office by 27<sup>th</sup> February 2015 who must submit it by 3<sup>rd</sup> March 2015 to MPU, 40 Juta Street, Braamfontein. Alternatively you may submit it directly to **MPU, 40 Juta Street, Braamfontein on Friday 27<sup>th</sup> February 2015 before 16h00, which is the closing date for all applications.**
3. **Please attach the following to this application form:**
  - A certified copy of your **identity document**
  - A certified copy of your **salary advice**
  - Certified copies of your **academic qualifications. Transcript of courses and symbols attained.**
  - An abridged **curriculum vitae** relevant to the application

**NB.** (Chief Markers, and Internal Moderators previously appointed must re-submit all the above documents.)

4. **SUBJECTS IN THE FET – GENERAL EXAMINATION SUBJECTS**

*Applications may be made for the positions of Internal Moderators and Chief Markers in the following subjects offered by the Gauteng Department of Education*

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- These subjects from the above mentioned mainstream list are also offered in **LSEN Schools**





**DIRECTORATE:  
EXAMINATIONS  
MANAGEMENT**

**APPLICATION TO BE APPOINTED AS A CHIEF MARKER OR INTERNAL MODERATOR FOR THE  
NATIONAL SENIOR CERTIFICATE EXAMINATIONS**

Complete in print or mark the appropriate block with an "X"

**A. Personal Details**

<b>Name of Applicant</b>	<b>Title</b>	<b>Dr</b>	<b>Mr</b>	<b>Mrs</b>	<b>Ms</b>
<b>Initials</b>					
<b>Surname</b>					
<b>First Name</b>					
<b>Identity Number</b>					
<b>Persal Number</b>					
<b>SACE</b>					
<b>Tax Number</b>					
<b>Postal Address</b>					
					<b>Code</b>
<b>Physical Address</b>					
					<b>Code</b>
<b>Telephone</b>	<b>Work</b>				
	<b>Home</b>				
	<b>Cell</b>				
	<b>Fax</b>				
<b>E mail</b>					

<b>Institution where employed</b>				
<b>GDE Centre Number</b>				
<b>GDE District</b>				
<b>Present Post</b> <small>e.g. Deputy Principal, Head of Department, Educator, Subject Facilitator</small>				
<b>Nature of Appointment</b>	<b>GDE Perm</b>	<b>GDE Temp</b>	<b>Independent School</b>	<b>SGB Post</b>
	<b>Other (specify)</b>			

**B. Position**

Indicate the position applied for (Only one position per form)

<b>Chief Marker</b>	<b>Internal Moderator</b>				
<b>Subject</b>		<b>Paper</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>If applying for a Language indicate the level of the language</b>			<b>HL</b>	<b>FAL</b>	<b>SAL</b>

### C. Qualification

Degree (Professional/Academic)	Bachelors	Honours	Masters	Doctorate
Name of Institution				
Year Obtained				
Major Subjects				

Diploma				
Name of Institution				
Year Obtained				
Major Subjects				

### D. Experience

#### Teaching in FET Band (Indicate number of years)

Grade 10	Grade 11	Grade 12	Year	Grade 12 Percentage Pass
Grade 12 Percentage Pass for subject - obtained by learners taught by you. (N.B. Not the overall pass rate for subject or school average)			2014	
			2013	
			2012	
			2011	
			2010	

#### Marking experience in External Grade 12 National Senior Certificate Examination

Year	Position Held	Subject (Level and Paper)
2014		
2013		
2012		

#### Marking experience in External Grade 12 Senior Certificate Examination

Year	Position Held	Subject (Level, Grade and Paper)
2014		
2013		
2012		

### E. Declaration

- I certify that the above information is correct and accurate. Should there be any errors or false declarations in this application, the application will be disqualified.
- I am currently teaching/facilitating and have taught/facilitated the subject applied for at Gr. 12 level during the past three years on a full-time basis.
- I undertake to complete my normal school duties and obligations prior to the commencement of marking duties.
- I have attached certified copies of the following documents to the application: Identity Document, statement of academic record/transcript, GDE salary advice.
- 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.
- I will inform The Marking Processes Unit of any change in status (promotion, change of address, telephone, fax, etc), immediately.
- I will abide by all conditions stipulated in Examination Instruction Number.....2015

Print full Name of Applicant

Signature of Applicant

Date