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**ASSESSMENT INSTRUCTION NO 23 OF 2019**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DHET REGIONAL MANAGER  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
ECET PRINCIPALS  
ECET DEPUTY PRINCIPALS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
COMMUNITY LEARNING CENTRE MANAGERS  
TEACHER UNIONS / TEACHER ORGANISATIONS  
ECET COUNCIL  
ECET ACADEMIC BOARD**

**DATE: 08 APRIL 2019**

**2019 ADULT EDUCATION & TRAINING (AET) L4 - GETC  
APPLICATION FOR APPOINTMENT AS A MARKER**

**Application by lecturers for Appointment as a Marker of the 2019 Adult Education & Training Examination – AET L4 - ANNEXURE 1.**

**Read the Instructions on Application Forms.**

**NB: All officials are requested to check the Application Form carefully to verify that only competent qualified Markers are appointed to these critically important positions.**

Application forms to be handed in at **DISTRICT- HEAD OF EXAMINATIONS OFFICES** in relevant Districts. **AET Regional Officials** who qualify and wish to be appointed as markers must also submit application forms in their relevant District Offices.

Verification and sorting will be done at Centre and District level by the Verification Committees.

## **1. WHO QUALIFIES TO APPLY TO MARK AET L4 EXAMINATION SCRIPTS?**

- 1.1 CET lecturers who taught the Learning Area applying for in AET L4 during the period 2016 - 2018.
- 1.2 **CET lecturers must have at least a recognized three year post matric qualification in the Learning Area or directly related field of study at second or third year level. A transcript/statement of results must be attached, if the Learning Area is not specified on the certificate.**
- 1.3 **CET lecturers who do not have the required qualifications in the relevant learning area, BUT have been teaching the learning area on full time basis, must submit letters of recommendation from the Centre Manager as evidence of teaching the Learning Area with the required learner performance.**
- 1.4 Centre Management Team members who taught AET L4 during the period 2016 to 2018.
- 1.5 **Preference will be given to serving lecturers who are presently teaching the the Learning Area concerned.**
- 1.6 **AET Regional Officials who have a three-year qualification in the Learning Area applying for, or a directly related field of study at tertiary level. A transcript of results must be attached, if the Learning Area is not specified on the certificate.**
- 1.7 **CET lecturers must have taught the learning area at Level 4 and obtained a minimum of 50% pass rate in any of these years (2016 to 2018) in the learning area applied for.**

## **2. WHO DOES NOT QUALIFY TO MARK?**

- 2.1 CET lecturers who never taught Level 4 during the period 2016 to 2018 in the Learning Area they are applying for.
- 2.2 Office-based educators who are not directly involved in training and supporting of lecturers in the Learning Area, e.g. CESs, EDOs, Curriculum Advisors in the GET Phase.
- 2.3 CET lecturers who have attained a pass percentage of less than fifty percent (50%) in the Learning Area applied for.
- 2.4 CET lecturers who do not have a qualification in the Learning Area or directly related field of study at second year University level or at fourth-year teachers' college level.
- 2.5 Non-South African citizens without SACE registration.
- 2.6 **CET lecturers who will be on leave at the time of marking.**
- 2.7 **CET lecturers on suspension.**
- 2.8 **CET lecturers who have retired or dismissed.**
  - 2.8.1 Officials employed in the Assessment and Examinations Directorate.
  - 2.8.2 AET lecturers /Officials involved in Examination Irregularities in 2018.

- 2.8.3 CET lecturers whose evaluation forms signed at the marking centre reflect that they do not qualify to mark.

### **3. VERIFICATION AT CENTRE LEVEL:**

- 3.1 CET Centre Manager to convene a meeting with the applicants and the Centre Management Team.
- 3.2 All application forms must be quality assured jointly at this meeting.
- 3.3 Complete the LIST OF APPLICANTS (**ANNEXURE 2**), that will be signed by each applicant, and his/her Head of Department (HOD).
- 3.4 The signing of the application form is legally binding, and it certifies the accuracy and ownership of the information provided by all signatories.
- 3.5 Centre Manager must present the list of applicants to the whole team before signing it.
- 3.6 Centre Manager's application form must be signed by the AET Regional Official/Deputy Principal Academic.

**Any false information supplied on this document will result in the disqualification of all the participants in the verification meeting from being appointed as markers for two years.**

### **3.7 INSTRUCTIONS TO CENTRE MANAGERS**

- 3.7.1 Approval must only be given by signing the form, if the lecturer was/is responsible for teaching the Learning Area in Level 4 during the period 2016 to 2018.
- 3.7.2 Do not sign application forms of lecturers who are **not teaching in your centre.**
- 3.7.3 NB: AET Centre Managers must ensure that information provided on application forms is accurate and verifiable.
- 3.7.4 **Centre Managers to attach a letter of recommendation for lecturers who do not have the required qualifications in the relevant Learning Area, BUT have been teaching it on full time basis, motivating the competence of the lecturers in the Learning Area.**

### **4. VERIFICATION AT DISTRICT LEVEL:**

- 4.1 The members of the **Verification Committee** to consider the application forms for AET L4 Markers will include:
- 4.1.1 CES: Curriculum (Chairperson)
- 4.1.2 CES: IDS&G
- 4.1.3 DCES: Assessment & Examinations
- 4.1.4 Circuit Managers
- 4.1.5 AET Regional Official
- 4.1.6 Teacher Union representatives as observers.

- 4.1.7 The committee must ensure that all criteria are met, and information provided is verified.
- 4.1.8 Reasons must be written in the space provided on the application form in the event of the application not being recommended.
- 4.1.9 AET Regional Co-Ordinators must attach a letter of recommendation for lecturers who do not have the required qualifications in the relevant Learning Area, BUT have been teaching it on full time basis, motivating the competence of the lecturer in the Learning Area.
- 4.1.10 All application forms must be signed by the Chairperson/Regional Officials after verification.
- 4.2 The members of the **Verification Committee** to consider the application forms for AET Regional Official who apply to mark AET L4 will include:
  - 4.2.1 CES: Curriculum (Chairperson)
  - 4.2.2 CES: IDS&G
  - 4.2.3 DCES: Assessment & Examinations
  - 4.2.4 Circuit Managers
  - 4.2.5 Teacher Union representatives as observers
  - 4.2.6 ***Under NO circumstances must the Verification Committee recommend both the AET Regional Official and the DCES.***
- 4.3 NB: The committee must ensure that all criteria are met, and information provided is verified. Reasons must be written in the space provided on the application form in the event of the application being rejected.

## **5 VERIFICATION AT PROVINCIAL LEVEL:**

- 5.1 The membership of the Provincial Committee that recommends AET L4 markers to the Superintendent General: Education, for appointment is as follows:
  - 5.1.1 Assessment and Examinations official as a Chairperson
  - 5.1.2 Marking Moderator for the specific Learning Area
  - 5.1.3 Chief Marker for the Learning Area
  - 5.1.4 ECCET Deputy Principal-Academic, Deputy Principal-Corporate & Regional Officials based on the region.
  - 5.1.5 Teacher Union representatives as observers

## **6 CONDITIONS FOR APPOINTMENT**

- 6.1 Appointed markers will receive appointment letters which must be produced on arrival at the marking centres, signed by the CET Centre Manager that he/she has been released from his/her centre/office.
- 6.2 **Appointed markers must draw up their own handwritten marking memorandum for marking the question paper they have been appointed for and submit it at the Marking Centre on the day of registration.**

- 6.3 This individual memorandum cannot be shared with colleagues and must be original, and handwritten and not reproduced in any way/form.
- 6.4 Appointed markers must bring their own Question Papers (and addendum if applicable), and recommended colour of the pens as it will be indicated on the appointment letter to the Marking Centre.
- 6.5 Appointed markers must attend a compulsory training session on the day prior to the start of the marking session. Markers who fail to attend this training session will not be allowed to mark.
- 6.6 Lecturers must have obtained at least 50 % pass rate in the subject applying for in 2016 – 2018 AET L4 Examinations.
- 6.7 Appointed markers who have relatives who will be writing the AET L4 Examination in the year marking is applied for, must declare this by signing the form attached to the application form - **(ANNEXURE 3)**.
- 6.8 Lecturers must have SACE certificate.
- 6.9 Foreign qualifications must have a DHET and SAQA evaluation certificates.
- 6.10 Foreign nationals must have a Passport and a work permit which is valid at least for a period of six months, which must include the marking period from 01 November 2019 to 31 January 2020.

**The department reserves the right to disqualify any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or incorrect information, both work and academic record.**

## **7 CRITERIA FOR REJECTION OF APPLICATIONS:**

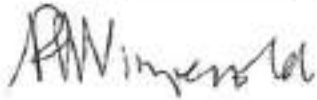
- 7.1 Incomplete or illegible applications will not be considered.
- 7.2 Application forms that are not signed by Centre Managers will not be considered and will be regarded as incomplete.
- 7.3 Application forms received at the District Office after the due date will not be considered.
- 7.4 No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Exams Office and be verified at District level.

## **8. IMPORTANT DATES:**

Closing date for receiving application forms at the District:	<b>Friday, 03 May 2019</b>
Closing date for receiving application forms at the Provincial Office:	<b>Friday, 17 May 2019</b>

Kindly note that all the information in application forms will be **verified** with the **database** in the **DHET Regional office, as well as ECET College**. Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disqualification and disciplinary action.

The co-operation of all education stakeholders in this important process is both anticipated and appreciated.



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**MS P. VINJEVOLD**  
**DEPUTY DIRECTOR GENERAL: EPEM**

# **CENTRE VERIFICATION**

## **1. CENTRE VERIFICATION TEAM**

Centre Manager – Chairperson

### **ALL LECTURERS APPLYING TO MARK 2019 AET L4**

## **2. CENTRE VERIFICATION PROCEDURE**


- All members of the Verification Team must be present.
- All applicants must be present.
- Minutes of the meeting should be attached and submitted to the District Office.
- The Centre Manager should table the lecturers' application forms before the Verification Committee.

## **3 The Committee must verify if each applicant qualifies to apply to be a Marker of the AET L4 Examination and if he/she has taught AET L4 during the period 2016 to 2018.**

- When a lecturer's application has been approved, the lecturer must sign next to his/her name.
- The Supervisor must append his/her signature next to the name of the lecturer, he/she supervises.
- The List of Applicants must be presented to the whole staff.

### **3.2.1 The Centre signs the List of Applicants, after the staff has accepted that the applicants taught AET L4 during the period 2016 to 2018. First time applicants must have taught the Learning Area for at least two years.**

- The Centre Manager must submit the list to the District Office, and the district official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.

For Office use: Captured By: _____		<b>ANNEXURE 1</b>	
Signature _____ Date _____		ASSESSMENT INSTRUCTION 23 OF 2019	
 Province of the <b>EASTERN CAPE</b> DEPARTMENT OF EDUCATION	LEARNING AREA	SHORT CODE:	Place Two ID Photos Here
	_____		

**APPLICATION FORM: MARKER  
AET L4 EXAMINATIONS: 2019  
CLOSING DATE: 03 MAY 2019  
At the District Office**

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN ZWELITSHA AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

**INSTRUCTIONS TO COMPLETE THIS FORM**

- Any person found to have given fraudulent information will be disqualified from marking.
- A **separate** application form must be completed for each Learning Area applied for.
- Certified copies of matric and academic qualifications **MUST** accompany every application. If the Certificate/Degree does not show the specific major subject, then a copy of the **subject advice sheet/transcript** must accompany the Certificate/Degree. This applies to ACE qualifications also.
- A recommendation from Centre Manager and AET Regional Official must be attached if the applicant does not have the qualifications in the subject applying for but has been teaching it.
- Criteria for appointments: Please see the Government Gazette No 39684 of 12 February 2016 or refer to pages D 143 -145.
- Attach a **certified copy** of your ID Document to this form.
- Attach a recent ID Photo of yourself to the top right corner of this form.
- Attach a certified copy of SACE certificate.
- Contents of the Assessment Instruction are all fully applicable into this form and must be read together (Assessment Instruction & the form).*
- Only lecturers from the Department of Higher Education, Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

**A. PERSONAL INFORMATION**

PERSAL No.											ID No											Date of Birth	1	9	Y	M	D	
Surname											First Names																	
Title											Initials																	
Tel. No. (W)											Postal Address																	
Tel. No. (H)																												
Cell Number																	Postal Code											
Present Post	<input type="checkbox"/> DCES			<input type="checkbox"/> Regional Official			<input type="checkbox"/> Centre Manager			<input type="checkbox"/> Lecturer			<input type="checkbox"/> Other: Specify															
AET L4 Exam Centre Number											District Name																	
Institution/Centre Name																												

**B. POPULATION GROUP**

To which population group do you belong?

Black     Coloured     Indian     White     Other    If other, please specify:

**HOSPITALITY**

If successful, will you need accommodation during marking period?	YES	Y	NO	No
Gender	Male	M	Female	F
Meals - Normal	YES	Y	NO	No
Vegetarian (NB: All meals HALAAL)	YES	Y	NO	No



**C. BANK PARTICULARS**

Name of Bank		Branch Name	
Account Number		Branch Code	
Type of Account	<input type="checkbox"/> Savings Account	<input type="checkbox"/> Current Account	<input type="checkbox"/> Transmission Account

**D. LANGUAGE COMPETENCY**

Marking language preference for all subjects	English		
	Afrikaans		

**E. QUALIFICATIONS (In the subject applied for on this form)**

**Qualification for Marking:**

- At least a second-year pass at a tertiary level in the subject to be marked.
- At least 3 years of recent teaching /advising experience in the Learning Area in AET L4 i.e. 2016, 2017 or 2018

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. English</i>	2	<i>B. A.</i>	<i>2009</i>	<i>WSU</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

**F. MARKING EXPERIENCE**

Year	Learning Area Code	Learning Area Description	Rank (e.g. Marker / Senior Marker)
2016			
2017			
2018			

**G. PARTICULARS OF POST**

Have you taught/advised the Learning Area in AET L4 between 2016- 2018?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching/advising the Learning Area in AET L4?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you currently employed by the Department of Higher Education & Training?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning from your post in the Department of Higher Education & Training on or before December 2019?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you take the VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you retired / dismissed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

**H. TEACHING/ADVISING EXPERIENCE (Relative to the subject applied for on this application)**

Learning Area Code	Learning Area Description	Grade 12			Name of Centre	Centre Contact No.
		Year Start	Year End	Total Years		
LCEN 4	English	2016	2018/19	2	St Albans Prison	(041) 7622121
		2017				
		2018				

**PERFORMANCE AT OWN CENTRE/DISTRICT (Relative to the Learning Area applied for on this application)**

Year	Learning Area Code	Learning Area Description	Learning Area Pass %	Learning Area Average %	No of learners in the Learning Area
2016					
2017					
2018					

**DECLARATION BY APPLICANT**

Should there be any change in my employment status, I will inform the District office or the marking centre manager immediately. I understand that incomplete information, missing documents or signatures will lead to automatic disqualification of this application. I hereby declare that all the information supplied in this application is true and correct

.....  
Print Name.....  
Signature: Applicant.....  
Date**DECLARATION BY CENTRE MANAGER**

To my knowledge the above-mentioned information is true and correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2018 and must return to school if marking is completed prior to official closure of AET centres. Lecturers appointed as markers are to complete their work at their institution before reporting to the marking centre.

.....  
Print Name/Initials.....  
Signature: Centre Manager.....  
Date

CENTRE

STAMP

**RECOMMENDATION BY AET CO-ORDINATOR/ CES: CURRICULUM  
(Chairperson of Verification Committee)**

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant is currently teaching AET L4 for the Learning Area applied for and fully complied with the SBA moderation requirements.

.....  
Print Name.....  
Signature: AET Regional Official ICES:  
Curriculum.....  
Contact Number.....  
Date

DISTRICT OFFICE

STAMP

DISTRICT VERIFICATION:		PROVINCIAL SELECTION PANEL		
Recommended [ ] : Not Recommended [ ]		Indicate with a tick <input checked="" type="checkbox"/>		
If Not Recommended: Committee to state reason(s) why applicant is not recommended				
		SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
Surname/Initials (Print) CES: CURRICULUM MANAGEMENT		Signature Chairperson _____ Date		Surname & Initials (Print) Chief Marker/Moderator
		Signature Chief Marker/Moderator _____ Date		

**EXTRACT FROM GOVERNMENT GAZETTE, 12 FEBRUARY 2016 [No. 39684 Pages D 143-145]**

**CRITERIA FOR THE APPOINTMENT OF EDUCATORS FOR EXAMINATION-RELATED WORK (MARKERS)**

- (1) Markers are appointed in terms of the Personnel Administration Measures (PAM), which states among other, the following: -
- (2) A recognised three-year post school qualification which must include the subject concerned at secondary or third year level or other appropriate post grade 12 qualifications.
- (3) Appropriate teaching experience, including teaching experience at the appropriate level (FET band), in the subject area concerned.
- (4) Preference should be given to serving educators who are presently teaching the subject concerned.
- (5) The selection of markers for a specific examination paper should be carried out by a panel comprising of Chief Marker and Marking Moderator; Relevant departmental officials; Teacher unions (as observers).

Please note: The Department reserves the right to reverse any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information that is both work or academically related.



## LIST OF APPLICANTS – 2019 AET L4

NAME OF DISTRICT

NAME OF CENTRE

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	LEARNING AREA	PAPER	APPLICANT'S SIGNATURE	SUPERVISOR/CENTRE MANAGER SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**NB. IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE INCORRECT, ALL LECTURERS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.**

Centre Manager Full Name (Print)

Centre Manager Signature

Date



CENTRE STAMP



Province of the  
**EASTERN CAPE**  
EDUCATION

**DECLARATION BY OFFICIALS INVOLVED IN EXAMINATION ACTIVITIES  
TO THE DEPARTMENT OF EDUCATION CONCERNING RELATIVE/CLOSE FRIEND WRITING THE  
2019 AET L4 EXAMINATION**

I \_\_\_\_\_ declare that:  
(Full Names. PLEASE PRINT)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Identity Number)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Persal Number)

- I have a relative/close friend writing the 2011 National Senior Certificate examination/ABET L4 examination.
- I fully understand and accept that should I, without authority, make available to this person confidential information regarding examinations; or should I, whether by intent or negligence, allow confidential examination information to be made available to this person I shall be liable to disciplinary action by the Department.

If I am found guilty of misconduct, the serious nature of this misconduct might cause my discharge and any other penalties imposed legally on me by the Education Department.

- I fully understand the requirements and accept them unconditionally.**

DETAILS OF RELATIVE/CLOSE FRIEND			
FULL NAME			
ID NUMBER			
NAME OF SCHOOL/CENTRE			
GRADE 11 ACHIEVEMENT (Cross applicable rating)		EXCELLENT	GOOD
		AVERAGE	POOR
SIGNATURE OF DECLARANT			
DESIGNATION			
DATE			
WITNESS 1	NAME		
	SIGNATURE		DATE
	ID NO		
WITNESS 2	NAME		
	SIGNATURE		DATE
	ID NO		

A certified copy of your ID and the relative/close friend ID shall be attached to this form