



ASSESSMENT AND EXAMINATIONS DIRECTORATE

Bundy Park Building, Schornville, King Williams Town, Private Bag 4571 King Williams Town 5600

REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

Ref. No. 13/P

Tel.: 043) 804 7742/072 378 2817

Enquiries: Mrs F. Bikitsha

E-mail: funiwa.bikitsha@edu.ecprov.gov.za

Fax: (043) 604 7749/066 759 8017

ASSESSMENT INSTRUCTION 30 OF 2015

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 09 JUNE 2015

**ANNUAL NATIONAL ASSESSMENT (ANA) GRADES 3, 6 & 9
THE SELECTION AND APPOINTMENT OF MARKERS
FOR CENTRALISED MODERATION**

1. BACKGROUND

- 1.1. The Annual National Assessment (ANA) will be written in every public and Independent Schools, who are subsidized by the Department and offering Grade 1 to 9, during September 2015. These assessments will be marked and moderated internally in schools for learners in all Grades; however the scripts for grade 3, 6 & 9 will be remarked and moderated centrally in the Province.
- 1.2. This Assessment Instruction outlines the procedure that will be followed in the selection of moderation markers for the Annual National Assessment in Grade 3, 6 & 9.

2. NOMINATION OF MODERATION MARKERS FOR THE ANNUAL NATIONAL ASSESSMENTS

2.1. TESTS TO BE MODERATED

- Four Home Language tests at Grade 3 level.
- Mathematics tests in languages: Afrikaans, English, IsiXhosa and Sesotho at Grade 3 level.

- Four language tests per grade in Grade 6 and 9: Home Language, English First Additional Language, Afrikaans Home Language and Afrikaans First additional Language,
- One Mathematics test in English and Afrikaans per grade at Grade 6 and 9 levels.

2.2. WHO QUALIFIES TO DO MODERATION MARKING?

2.2.1 Applicants must be nominated by the school principal and staff.

2.2.2 General criteria for the selection of ANA moderation marking officials:

- Teachers/officials must be permanently employed by the Provincial Education Department (PED) and must have no intention to resign, retire or terminate their services with the PED by 30 October 2015 in which application is made.
- All nominated teachers/officials must be in possession of a recognised three-year post Senior Certificate teacher's qualification at the appropriate phase level and be registered with SACE.
- The nominated teacher must be currently teaching the subject, language and grade.
- A teacher may only be nominated for one subject/Language/grade.

2.3. SPECIFIC REQUIREMENTS FOR MODERATING MARKERS

Nominees must have a minimum of 3 years' experience in the subject, language and grade, and must currently teach or render curriculum services in the subject, language and grade applied for.

3. VERIFICATION OF MARKER DETAILS AT SCHOOL LEVEL

- 3.1. The principal informs teachers that they sign the Marker Nominee Profile in the knowledge that it is legally binding and certifies the accuracy of the information provided. **(ANNEXURE A).**
- 3.2. Any false information supplied on the Marker Nominee Profile will result in the disqualification of the teachers from appointment to the moderation process for two years.
- 3.3. The principal verifies the information and confirms that the teacher is teaching the subject, language and grade for which he/she is applying.
- 3.4. The principal signs the Marker Nominee Profile and put the school stamp.
- 3.5. The principal enters the details of the qualifying applicants on the School Nomination Form. **(ANNEXURE B).**

4. ROLES AND RESPONSIBILITIES OF MARKERS

Markers appointed to a centralised venue to moderate marking are responsible for re-marking all scripts in exact accordance with the marking memorandum.

A marker must:

4.1. Mark scripts, which includes:

- Marking of allocated question/s
- Adherence to the marking memorandum.
- Adding up of total marks on the script

- Carrying marks over to the front page of the script and adding up
- Adding his/her marker code
- Transferring marks of moderated marks to mark sheets and appending his/her code.

4.2. Mark only allocated batches of scripts.

4.3. Respect the confidentiality agreement by not asking question, seeking or acquiring information in respect of the marks attained by any candidate at his/her school, or to whom he /she is related or where he/she has a friendship with a candidate and /or his /her family.

4.4. Identify and report all alleged irregularities identified during the marking process to the Senior Marker/Chief Marker.

4.5. Assist with School Moderation Report as required.

4.6. Accurately complete and submit all claims forms

5. RECOMMENDATION OF APPLICANTS BY DISTRICT OFFICES

5.1. District selection committees recommend markers for appointment by the PED. **(ANNEXURE C)**

5.2. Provincial selection committees nominate Chief Markers from suitably qualified Curriculum officials/Subject Advisors or, where necessary, lead teachers, etc.

5.3. Teacher Union representatives attend the selection meetings as observers of the process to select marking personnel.

5.4. A PED selection committee will select Chief Markers, Senior Markers and Markers and recommend them to the Superintendent General for appointment.

5.5. All marking personnel are appointed by Superintendent General or delegated representative.

6. CRITERIA TO BE TAKEN INTO ACCOUNT IN SELECTION OF MODERATING MARKERS BY DISTRICTS:

6.1. Must teach at a Public School.

6.2. Must be currently teaching or supporting the subject/language/grade.

6.3. Markers must be drawn from a range of schools. There cannot be a predominance of moderating markers from any one school.

6.4. Ensure that sufficient markers are appointed who can mark in the languages in which learners wrote the tests.

6.5. Consider the spread across quintiles.

6.6. Consider equality across gender, where appropriate.

6.7. Consider equality across race, where appropriate.

7. IMPORTANT DATES:

- Closing date for receiving nominated teachers at the District:
Friday, 17 July 2015.
- Closing date for receiving selected teachers at the Provincial Office:
Friday, 24 July 2015.
- Final List of Markers shall be ready for distribution to Districts:
Thursday, 28 August 2015.
- Final List of ANA Markers shall be ready for posting on ECDoE website:
Friday, 4 September 2015.

8. CONCLUSION

It is essential that the best teachers are employed to moderate the ANA scripts. Principals and District Officials are requested to take this selection process very seriously and to nominate the best teachers for this task.



ACTING DEPUTY DIRECTOR GENERAL: IOM
DR A.S NUKU

23/08/2015



Assessment and Examination Directorate

Bundy Park, Private Bag 4571, King William's Town, 5600

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**DEPARTMENT OF BASIC EDUCATION
ANA MODERATION MARKING NOMINEE PROFILE**

CLOSING DATE: 17 JULY 2015

Instructions for completing this form

1. Indicate Home language or First Additional Language, where applicable.
2. This form must be attached to the School Nomination form.
3. Nomination does not guarantee appointment as a marker as nominees will exceed the number of markers required.
4. Successful markers will be paid in accordance with the PAM document.
5. Any person found to have given fraudulent information will be disqualified from moderation marking.

SUBJECT: _____ LANGUAGE: _____ GRADE: _____

CIRCLE POSITION APPLIED FOR		Marker	Senior Marker	Chief Marker			
SPECIAL NEEDS MARKING COMPETENCY		De-brailled		Deaf adapted			
PERSONAL NO.	ID NO.						
TITLE	EQUITY CRITERIA: Gender			Race			
	Female	Male	Asian	African	Coloured	White	
SURNAME							
FULL FIRST NAMES							
POSTAL ADDRESS							
POSTAL CODE	TEL. (HOME)	CELL NO.					
EMAIL ADDRESS							
CURRENT INSTITUTION							
POSITION							
ARE YOU REMUNERATED BY THE DEPARTMENT?				YES		NO	
DO YOU INTEND LEAVING THE DEPARTMENT FOR ANY REASON WHATSOEVER PRIOR TO 30 OCTOBER THIS YEAR?				YES		NO	
QUALIFICATIONS – Please indicate and attach the highest APPROPRIATE qualification							
ACADEMIC QUALIFICATION				PROFESSIONAL QUALIFICATION			
DEGREE/DIPLOMA/CERTIFICATE:				DEGREE/DIPLOMA/CERTIFICATE:			
EXAMINING BODY:				EXAMINING BODY:			
YEAR OBTAINED:				YEAR OBTAINED:			
NUMBER OF YEARS' TEACHING IN SUBJECT, LANGUAGE & GRADE WHICH YOU ARE APPLYING FOR :							
LANGUAGE(S) IN WHICH YOU ARE ABLE TO MARK:		PROFESSIONAL LEADERSHIP POSITION(S), e.g. lead/senior teacher, etc.					

