



**TO: DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
DIRECTORS
DISTRICT HEADS OF CURRICULUM: GRADES 10-12
DISTRICT HEADS OF EXAMINATIONS & ASSESSMENT
DISTRICT HEADS OF CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
SUBJECT ADVISORS
PRINCIPALS OF SECONDARY SCHOOLS
RECOGNISED TEACHER UNIONS**

KZN CIRCULAR NO 08 OF 2024


**APPLICATION FOR MARKING 2024 NATIONAL SENIOR CERTIFICATE EXAMINATIONS
(GRADE 12: MAY/JUNE SUPPLEMENTARY & AND OCTOBER/NOVEMBER FINAL)**

1. Please take note of the 2024 Grade 12 May/June and October/ November National Senior Certificate marking application forms attached as **Annexure A** (May/June Exams), **Annexure B** (October/November Exams) and Guidelines for the completion of the marker application form as **Annexure C**.
2. Eligible Educators may apply to mark either May/June or October/November National Senior Certificate Examination or both.
3. Applicants may apply for a maximum of **TWO** subjects in each examination.
4. A separate application form must be completed for each subject and examination applied for.
5. Please note that the closing date for applications is **28 February 2024**. Late applications will not be considered.
6. Please bring the contents of this circular to the attention of all educators who are eligible to apply.


.....

Mr GN Ngcobo

Head of Department: Education


.....

Date



KWAZULU-NATAL PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR APPOINTMENT AS A DEPUTY CHIEF MARKER, SENIOR MARKER, MARKER

2024 NATIONAL SENIOR CERTIFICATE EXAMINATION

(CLOSING DATE FOR APPLICATIONS: 28 FEBRUARY 2024)

MAY/JUNE NSC					
SUBJECT APPLIED FOR :					
INDICATE THE POSITION APPLIED FOR (Please mark with an X)					
Deputy Chief Marker		Senior Marker Marker		Marker	

(A) PARTICULARS OF APPLICANT: (NB. WHERE THERE IS A CHOICE, MARK WITH AN "X")

1. I.D. Number:

2. Surname 3. Initials 4. Title

5. Gender M F 6. Persal

7. Race African Coloured Indian White other

8. Are you employed full-time by KZN DoE? Y N 9. SACE Number

10. Are you in receipt of a Voluntary Severance Package or Medically Boarded Y N 11. Current Post DCES SES PRINC DP HOD PL1

12. Residential Address

 Postal Code

13. Tel. No.(Work)
 (Home)
 (Cellular)
 E-mail

14. District 15. Centre Name 16. Centre No.

17. Are you exiting the system on or before 31 December 2024? YES NO

18. QUALIFICATIONS OF APPLICANT:

A **certified** copy of each qualification listed must be attached to the application form.

18.1. Please indicate your highest qualification in the subject applied for (please mark with an "X" in the relevant column.)

Level of Degree Qualification						Level of Diploma Qualification		
1	11	111	Hon	MA	PhD	1	2	3

18.2. The qualification and level of attainment for the subject applied for must be included (e.g. History).

18.3. A transcript of results must be included (e.g. History Level 1, 2, etc.).

List all academic and professional qualifications.

Qualifications	University/College/Institution	Major Subjects	Year Received
<i>Academic</i>			
<i>Professional</i>			
Additional Single Subject relevant to application but not part of the formal qualification:			

(B) SUBJECT APPLIED FOR:

19. PREFERENCES: (applies to languages in terms of Home Language (HL) First Additional Language (FAL) and Second Additional Language (SAL) and literature)

19.1. Subject
(Indicate Home Language (HL) First Additional Language (FAL) and Second Additional Language (SAL) where applicable. Make a single application for the language you are applying for)

19.2. Literature Books:

Indicate the genres you are currently teaching in Grade 12 : _____ /
 _____ / _____ / _____

19.3. Applicant would mark in: English and / or Afrikaans
 (applicable for content subjects only)
 (Please tick against the appropriate marking language/s)

20. TEACHING EXPERIENCE IN THE SUBJECT

Indicate your experience in teaching the subject that you applied for.

TABLE A	To be completed only by Grade 12 teachers currently teaching the subject applied for, on full time basis and subject advisors supporting teachers in the subject applied for, in the FET phase.			
Grade 12 (FET details only)	No. of years teaching/supervising the subject	Subject	School/Institution/District at which you are teaching/supervising the subject	Pass % in subject by educator/advisor in the year last taught in Grade 12.
E.g. 12	1	Maths Literacy	Mthwalume High/Ugu	55%

TABLE B	To be completed only by teachers currently teaching Grades 10 & 11.			
Grade 10/11	No. of years teaching the subject	Subject	School/District at which you are teaching the subject	Pass % in subject by educator in the year last taught in Grade 12. Indicate the period e.g. (2020-2023)
E.g. 11	1	Maths Literacy	Burnwood Secondary	55%

21. Do you have a child or close relative writing the subject at Grade 12 in 2024?	YES	NO
--	-----	----

22. MARKING EXPERIENCE OF APPLICANT:

Please indicate previous marking appointments and positions in the Public Examinations

Year	2019	2020	2021	2022	2023
SUBJECT					
POSITION					

23. INDICATE WHETHER YOU ARE A NEW MARKER (NEVER MARKED BEFORE)

YES	NO
-----	----

24. DECLARATION BY APPLICANT:

I (print full name) hereby declare that:

- All information in this application form is complete and correct.
- I am currently teaching/supporting Grade (indicate the highest grade currently teaching) full-time in 2024.
- I will undertake to complete my normal school duties and obligations prior to the commencement of the marking session.
- I have/not taken the Voluntary Severance Package (VSP).
- I will not be on leave during the marking session.
- I will be at the marking centre for the entire duration of the marking session (inclusive of weekends and public holidays).
- I acknowledge that should the information that I supplied be incorrect, disciplinary action will be taken against me.
- I also undertake to work through the question paper I am appointed to mark and present my responses to the chief marker on the first day of the marking session.
- Once appointed, I will ensure that every script is accurately marked and every mark sheet correctly completed, and will not leave the marking centre until every mark sheet and script is accounted for.

Signature of Applicant

Date

24. DECLARATION BY RECOMMENDING OFFICIALS

NB (a) All applications at school level must be verified by the panel.

(b) The principal's application form must be signed by the Circuit Manager.

(c) Both the principal and the educator application forms must be recommended by the subject advisor.

(d) Subject advisors' application forms must be recommended by CES: Curriculum Grade 10 -12.

I, the undersigned hereby declare that I have checked and verified that the above mentioned **applicant is currently teaching/supporting Grade** (indicate the highest grade currently teaching) in the subject s/he applied for. I also acknowledge that should I declare false information, I will contribute to unauthorised expenditure, and that I will be in breach of the Public Service Financial Management Act (PFMA), Chapter 10, which may result in disciplinary action being taken against me in terms Employment of Educators Act of 1996 as amended. The signing of the application form is legally binding, and it certifies the accuracy and the ownership of the information provided by all signatories.

VERIFICATION			REASON FOR NOT COMPLYING	
PRINCIPAL/CIRCUIT MANAGER	VERIFICATION IN	VERIFICATION OUT		OFFICIAL STAMP
NAME:				
SIGNATURE:				
DATE:				
CELL NO.				
RECOMMENDATION			REASON FOR NOT RECOMMENDING	
SUBJECT ADVISOR / CES: CURRICULUM GRADES 10 -12	RECOMMENDED	NOT RECOMMENDED		OFFICIAL STAMP
NAME:				
SIGNATURE:				
DATE:				
CELL NO.				

18. QUALIFICATIONS OF APPLICANT:

A **certified** copy of each qualification listed must be attached to the application form.

18.1. Please indicate your highest qualification in the subject applied for (please mark with an "X" in the relevant column.)

Level of Degree Qualification						Level of Diploma Qualification		
1	11	111	Hon	MA	PhD	1	2	3

18.2. The qualification and level of attainment for the subject applied for must be included (e.g. History).

18.3. A transcript of results must be included (e.g. History Level 1, 2, etc.).

List all academic and professional qualifications.

Qualifications	University/College/Institution	Major Subjects	Year Received
<i>Academic</i>			
<i>Professional</i>			
Additional Single Subject relevant to application but not part of the formal qualification:			

(B) SUBJECT APPLIED FOR:

19. PREFERENCES: (applies to languages in terms of Home Language (HL) First Additional Language (FAL) and Second Additional Language (SAL) and literature)

19.1. Subject
(Indicate Home Language (HL) First Additional Language (FAL) and Second Additional Language (SAL) where applicable. Make a single application for the language you are applying for)

19.2. Literature Books:

Indicate the genres you are currently teaching in Grade 12 : _____ /
 _____ / _____ / _____

19.3. Applicant would mark in: English and / or Afrikaans
 (applicable for content subjects only)
 (Please tick against the appropriate marking language/s)

20. TEACHING EXPERIENCE IN THE SUBJECT

Indicate your experience in teaching the subject that you applied for.

TABLE A				
To be completed only by Grade 12 teachers currently teaching the subject applied for, on full time basis and subject advisors supporting teachers in the subject applied for, in the FET phase.				
Grade12 (FET details only)	No. of years teaching/supervising the subject	Subject	School/Institution/District at which you are teaching/supervising the subject	Pass % in subject by educator/advisor in the year last taught in Grade 12.
E.g. 12	1	Maths Literacy	Mthwalume High/Ugu	55%

TABLE B				
To be completed only by teachers currently teaching Grades 10 & 11.				
Grade 10/11	No. of years teaching the subject	Subject	School/District at which you are teaching the subject	Pass % in subject by educator in the year last taught in Grade 12. Indicate the period e.g. (2020-2023)
E.g. 11	1	Maths Literacy	Burnwood Secondary	55%

21. Do you have a child or close relative writing the subject at Grade 12 in 2024?	YES	NO
---	------------	-----------

22. MARKING EXPERIENCE OF APPLICANT:

Please indicate previous marking appointments and positions in the Public Examinations

Year	2019	2020	2021	2022	2023
SUBJECT					
POSITION					

23. INDICATE WHETHER YOU ARE A NEW MARKER (NEVER MARKED BEFORE)

YES	NO
------------	-----------

24. DECLARATION BY APPLICANT:

I (print full name) hereby declare that:

- All information in this application form is complete and correct.
- I am currently teaching/supporting Grade (indicate the highest grade currently teaching) full-time in 2024.
- I will undertake to complete my normal school duties and obligations prior to the commencement of the marking session.
- I have/not taken the Voluntary Severance Package (VSP).
- I will not be on leave during the marking session.
- I will be at the marking centre for the entire duration of the marking session (inclusive of weekends and public holidays).
- I acknowledge that should the information that I supplied be incorrect, disciplinary action will be taken against me.
- I also undertake to work through the question paper I am appointed to mark and present my responses to the chief marker on the first day of the marking session.
- Once appointed, I will ensure that every script is accurately marked and every mark sheet correctly completed, and will not leave the marking centre until every mark sheet and script is accounted for.

Signature of Applicant

Date

24. DECLARATION BY RECOMMENDING OFFICIALS

NB (a) All applications at school level must be verified by the panel.

(b) The principal's application form must be signed by the Circuit Manager.

(c) Both the principal and the educator application forms must be recommended by the subject advisor.

(d) Subject advisors' application forms must be recommended by CES: Curriculum Grade 10 -12.

I, the undersigned hereby declare that I have checked and verified that the above mentioned **applicant is currently teaching/supporting Grade** *(indicate the highest grade currently teaching)* in the subject s/he applied for. I also acknowledge that should I declare false information, I will contribute to unauthorised expenditure, and that I will be in breach of the Public Service Financial Mangement Act (PFMA), Chapter 10, which may result in disciplinary action being taken against me in terms Employment of Educators Act of 1996 as amended. The signing of the application form is legally binding, and it certifies the accuracy and the ownership of the information provided by all signatories.

VERIFICATION			REASON FOR NOT COMPLYING	
PRINCIPAL/CIRCUIT MANAGER	VERIFICATION IN	VERIFICATION OUT		OFFICIAL STAMP
NAME:				
SIGNATURE:				
DATE:				
CELL NO.				
RECOMMENDATION			REASON FOR NOT RECOMMENDING	
SUBJECT ADVISOR / CES: CURRICULUM GRADES 10 -12	RECOMMENDED	NOT RECOMMENDED		OFFICIAL STAMP
NAME:				
SIGNATURE:				
DATE:				
CELL NO.				



KWAZULU-NATAL PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X 01 East End, Durban 4018
Malgate Building, 72 Stalwart Simelane Street, Durban, 4001
Tel: 031 332 1462

DIRECTORATE: ASSESSMENT & ACCREDITATION
Enquiries: Ms N.E. Mkhize
Email: Nozipho.Mkhize@kzndoe.gov.za

**TO: DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
DIRECTORS
DISTRICT HEADS OF CURRICULUM (FET PHASE)
DISTRICT HEADS OF EXAMINATIONS
CMC MANAGERS
CIRCUIT MANAGERS
SUBJECT ADVISORS
PRINCIPALS OF SECONDARY SCHOOLS
RECOGNISED TEACHER UNIONS**

GUIDELINES FOR COMPLETION, SIFTING AND VERIFICATION OF MARKER APPLICATION FORMS: 2024 NATIONAL SENIOR CERTIFICATE MAY/JUNE AND OCTOBER/NOVEMBER EXAMINATIONS

1. INTRODUCTION

The Assessment Directorate have developed a guideline document that will assist schools and districts with completion, sifting and verification of marker applications forms, in terms of the Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination, Government Gazette 31337 of August 2008 and Personnel Administration Measures (PAM) 2016 as amended. It must be noted that the sifting and verification are not a selection process. However, these process forms an integral aspect of quality assuring the conduct of the 2024 National Senior Certificate public examinations. These process, inter alia, serve as mechanism to ensure that the application forms are filled correctly and honestly in all aspects. These processes further ensure that only eligible applicants, in terms of the above stipulated regulations are considered for recommendation for appointment.

2. APPLICATION FORMS

- 2.1 Applicants may apply to mark either May/June or October/November National Senior Certificate Examination or both.
- 2.2 Applicants may apply for a maximum of **TWO** subjects in the examination of their choice.
- 2.3 A separate application form must be completed for each subject and examination applied for e.g. one form for May/June Exams and one form for October/November Exams
- 2.4 The applicant must indicate the position applied for: i.e. Marker, Senior Marker or Deputy Chief Marker on the same form.
- 2.5 Applicants who are language teachers should indicate whether they are applying for Home Language (HL), First Additional Language (FAL) or Second Additional Language (SAL), since these are different subjects.
- 2.6 Applicants who are Paper 2 language teachers must indicate the title of the book/s they are teaching
- 2.7 All sections of the application form must be filled correctly. Failure to comply will render the application form incomplete.
- 2.8 Application form must be fully completed, signed and accompanied by certified relevant documents.
- 2.9 **The closing date for applications is 28 February 2024**

3. REQUIRED DOCUMENTS

- 3.1 Matric Certificate or Matric Statement of Results
- 3.2 Academic (Degree) and Professional (Diploma) qualifications.
- 3.3 Transcripts of the applicant's tertiary qualifications indicating the level of all the subjects must be attained, including the subject/s applied for.
- 3.4 Identity Document.
- 3.5 SACE certificate or an acknowledgement from SACE of application for a SACE certificate.

4. REQUIREMENT FOR RECOMMENDATION FOR MARKING

The applicant must meet the following criteria:

- 4.1 Have at least a recognised three-year post-grade 12 qualifications, which must include the subject/s applied for, at second or third year level.
- 4.2 Have extensive experience as an educator in a particular subject or a related area, and at least **2 years teaching or other curriculum related experience** within the last five years (2019-2023) at the appropriate level.
- 4.3 Have experience as a marker.
- 4.4 Appropriate teaching experience, including teaching experience at the appropriate level in the subject applied for.
- 4.5 Language competency.
- 4.6 **Preference will be given to serving school-based educators who are currently teaching the subject concerned at grade 12.**

5. SIFTING, VERIFICATION AND RECOMMENDATION OF APPLICATION FORMS

5.1 At School Level

- 5.1.1 Applications must be submitted to the school principal on or before the closing date and the school principal must:
 - a) Acknowledge and schedule all application forms
 - b) Convene the sifting meeting with the School Management Team (SMT) members and two union representatives, (one from CTU-unions and one from SADTU) to verify the correctness and eligibility of each applicant (**including that of the principal**) as per criteria.
 - c) Sign each application as verified in the presence of panel members.
 - d) Verify out all applications that do not meet the criteria with panel members.
 - e) Keep all records using the relevant templates provided including minutes of the meeting and attendance registers
 - f) Categorise all applications according to the respective grades
 - g) Submit his/her application form to the Circuit Manager for recommendation.

5.2 At District Level

5.2.1 Applications for Office-based educators (Subject Advisors)

- a) Office-based educators (Subject Advisors) must submit application forms to the CES: Curriculum Grades 10-12
- b) The CES must recommend or not recommend the applications.
- c) All recommended/not recommended application forms must be signed and submitted to the CES: Examinations and Assessment.

5.2.2. Sifting at District Level

- a) The CES: Examinations and Assessment must receive and schedule all application forms from the schools and CES: Curriculum Grades 10-12.
- b) He/she must constitute a panel comprising of the Examinations and Assessment professional staff and two union representatives within the district (one from CTU-ATU and one from SADTU) to verify the correctness of the recommended list of applications.
- c) During the sifting process the recommended and not recommended application must be separated.
- d) Keep all records including attendance registers using the relevant templates provided
- e) The minutes of the meeting must be kept at the District and a copy must be sent to Province with the copies of minutes received from schools.
- f) **The list of the grades 10 and 11 recommended applications must be kept at the District and must be made available upon request.**

6. Any matter of concern should be raised with the Chief Directorate.

NB: The closing date for applications is 28 February 2024 and Schools must submit recommended applications to the District Office on 07 March 2024.



Dr RC PENNISTON
CHIEF DIRECTOR:
EXAMINATION, ASSESSMENT & QUALITY ASSURANCE

29/01/2024

DATE