

## Criteria for marker appointment

### 1. Introduction

- 1.1 The marker application and appointment processes are governed by the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, published in *Government Gazette* No. 31337 of 29 August 2008, as amended, and the *Personnel Administrative Measures*, published in *Government Gazette* No. 46879 of 09 September 2022. The abovementioned Regulations are intended to ensure that the principles of assessment, namely validity, reliability, and fairness for all candidates, are upheld in all processes of the national examination cycle.
- 1.2 One such key process is the norms and standards for the appointment of markers, whose marking reliability is essential to ensure that the markers' application of the nationally agreed marking guidelines is accurate, consistent and fair to all candidates in a high stakes public examination such as the National Senior Certificate (NSC).
- 1.3 Persons appointed as markers by the Western Cape Education Department (WCED) are employed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998), and all applicants must read the criteria below carefully before submitting an application for any position as a marker.
- 1.4 Preference will be given to South African citizens when ad hoc appointments are made.

### 2. Criteria for the appointment of internal moderators and chief markers

- 2.1 Applicants for the positions of **internal moderator** and **chief marker** must have a minimum of **eight years' teaching experience** of the Curriculum and Assessment Policy Statement (CAPS) and at least **five years' experience in teaching the subject**, for which an application is being submitted, according to the CAPS, to Grade 12 learners at a school on a full-time basis.
- 2.2 In the case of **internal moderators**, **experience** as an **internal moderator**, **chief marker** or **deputy chief marker** in previous years is a requirement. (Under certain circumstances this requirement may be relaxed.)

- 2.3 In the case of **chief markers, experience** as an **internal moderator, chief marker** or **deputy chief marker** in previous years is a requirement. (Under certain circumstances this requirement may be relaxed.)
- 2.4 Furthermore, all applicants must have **taught/advised the subject** at Grade 12 level at a school/office writing the NSC examinations for at least **two of the following complete academic years**: 2021, 2022, 2023, 2024 and 2025. (Under certain circumstances this requirement may be relaxed.)
- 2.5 Successful appointees as an internal moderator or chief marker must avail themselves to assume the responsibilities as examiner, moderator and marker of the competency test for that subject for the 2025/26 competency test cycle.
3. **Criteria for the appointment of deputy chief markers**
- 3.1 Applicants for the position of **deputy chief marker** must have a minimum of **eight years' teaching experience** of the CAPS and at least **five years' experience in teaching the subject**, for which an application is being submitted, according to the CAPS to Grade 12 learners at a school on a full-time basis.
- 3.2 Applicants for the position of **deputy chief marker** must have at least **five years' experience as a marker** and a minimum of **two years' experience as a senior marker (seven years' marking experience altogether)** in the subject for which the application is being submitted. (Under certain circumstances this requirement may be relaxed.)
- 3.3 All applicants must also have **taught/advised the subject** in Grade 12 level at a school/office writing the NSC examinations for at least **two of the following complete academic years**: 2021, 2022, 2023, 2024 and 2025. (Under certain circumstances, this requirement may be relaxed.)
- 3.4 Preference will be given to educators **currently** teaching (school based) or advising (office based) the subject according to the CAPS to Grade 12 learners at a school on a full-time basis.
4. **Criteria for the appointment of senior markers**
- 4.1 Applicants for the position of **senior marker** must have a minimum of **five years' teaching experience** of the CAPS and at least **two years' experience in teaching the subject**, for which an application is being submitted, according to the CAPS to Grade 12 learners at a school on a full-time basis.
- 4.2 Applicants for the position of **senior marker** must have at least **three years' experience as a marker** in the subject for which an application is being submitted. (Under certain circumstances this requirement may be relaxed.)

- 4.3 All applicants must also have **taught/advised the subject** in Grade 12 level at a school/office writing the NSC examinations for at least **two of the following complete academic years**: 2021, 2022, 2023, 2024 and 2025. (Under certain circumstances, this requirement may be relaxed.)
- 4.4 Preference will be given to educators **currently** teaching (school based) or advising (office based) the subject according to the CAPS to Grade 12 learners at a school on a full-time basis.
5. **Criteria for the appointment of markers**
- 5.1 Applicants for the position of **marker** must have a minimum of **two years' teaching experience** of the CAPS and at least **two years' experience in teaching the subject**, for which an application is being submitted, according to the CAPS to Grade 12 learners at a school on a full-time basis.
- 5.2 Applicants for the position of **marker** must have at least **two years' experience as an educator** in the subject for which an application is being submitted.
- 5.3 All applicants must also have **taught/advised the subject** in Grade 12 level at a school/office writing the NSC examinations for at least **two of the following complete academic years**: 2021, 2022, 2023, 2024 and 2025. (Under certain circumstances, this requirement may be relaxed.)
- 5.4 Novice markers can submit an application in their **second year of teaching the subject**; preference will be given to educators **currently** teaching the subject according to the CAPS to Grade 12 learners at a school on a full-time basis. (Under certain circumstances, this requirement may be relaxed.)
6. **General criteria applicable to all applicants**
- 6.1 All applicants must have a minimum recognised and relevant three-year teaching qualification. In addition, applicants must also be in possession of a teacher training qualification relevant to the subject applied for marking on at least second-year level, but preferably third-year level. Only in special circumstances, ratified by the Head of Department (HoD), will the teaching experience and teacher training be relaxed for marker appointment.
- 6.2 Applicants must teach the subject at a school that prepares Grade 12 learners for the NSC examinations.
- 6.3 The pass rate for the subject at the applicant's school must have been a **minimum of 70%** during the preceding NSC examination.

- 6.4 Applicants who apply to mark Languages and/or History and/or Religion Studies must have taught all components of the subject curricula.
- 6.5 Applicants appointed to mark Paper 2 (Literature) in the Languages must have read, taught and made a study of **all works prescribed** for the examination, and not only the literature taught by markers at their own schools.
- 6.6 Marking officials flagged by evaluation or through the remark process for not meeting the required standard of marking will not be eligible for reappointment.
- 6.7 A person who is suspended from the service of any South African government department during the process of marker appointments, up to and including the period of marking, will have his/her appointment as a marking official immediately retracted or terminated. The onus is on said person to inform the WCED immediately of such a sanction. Failure of which will result in the marking official being dealt with in terms of the Employment of Educators Act, 1998 (Act 76 of 1998), or the Public Service Act, 1994 (Proclamation 103 of 1994), or in terms of any other relevant legislation.
- 6.8 The contract of a marking official who no longer meets the appointment criteria will be terminated immediately. This includes an erroneous appointment.
- 6.9 The WCED will terminate the appointment of any person who does not perform his/her roles and/or responsibilities to the required standard of marking or as an appointed marking official during any of the abovementioned marking situations.
- 6.10 On the first day of marking all appointed marking officials must provide the chief marker with the suggested answers to the question paper they have been appointed to mark. They must also sign the documents to verify that the proposed marking guideline is their own work. The WCED may withdraw the appointment of a marker who turns up at the marking centre without having worked out suggested answers for the question paper he/she has been appointed to mark. This requirement excludes the markers of Paper 3 of the Languages. However, these markers must familiarise themselves with the topics examined in the relevant question paper.
- 6.11 All appointed markers are encouraged to participate in the marking guideline discussions and draw on the expertise or skills of their peers during the marking process.
- 6.12 The WCED embraces all processes associated with the NSC and holds it in high esteem, therefore, it will require all appointed markers to behave similarly during all processes related to marking.
- 6.13 It is important to note that the HoD has the right to amend the appointment criteria for ad hoc appointments to perform examination related work, as well as the criteria for marker appointments.