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Assessment Management Minute: 0001/2025

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators, Subject Advisers and Heads of institutions which prepare candidates for the National Senior Certificate examinations

Subject: Applications for positions of internal moderators, chief markers, deputy chief markers, senior markers, and markers for the November 2025 National Senior Certificate, June 2026 National Senior Certificate, and the June 2026 Senior Certificate examinations

1. The Western Cape Education Department (WCED) is mandated to appoint markers in terms of the *Personnel Administrative Measures*, published in *Government Gazette* No. 46879 of 09 September 2022, as well as any other additional criteria as determined and approved by the Head of Education (HoD), or his designee in the province.
2. Educators, subject advisers and senior curriculum planners who meet the criteria (specified in **Annexure A**) are invited to apply for the positions of internal moderators, chief markers, deputy chief markers, senior markers, and markers for the November 2025 National Senior Certificate (NSC), the June 2026 NSC and the June 2026 Senior Certificate (SC) examinations.
3. **Application and appointment processes**
 - 3.1 Successful applicants will only be appointed for the examination periods stated. Therefore, all markers appointed in 2024 who wish to be considered as markers for the 2025–2026 marking cycle **must reapply in 2025. A marking cycle includes the following marking periods: November, November remark of an academic year as well as the June and June remark of the subsequent year.**
 - 3.2 Applicants can download the help file at:
<https://exams.westerncape.gov.za/markers/UserManual/Index>

- 3.3 **Before** applicants consider submitting a formal application to mark, they must refer to **Annexure B** as well as the **Manual for marking the November 2024 NSC examinations** (which can be found under the HELP function as *Procedure for Exam Marking* at <https://exams.westerncape.gov.za/markers/UserManual/Index>) to familiarise themselves with the roles and responsibilities associated with being a marking official.
- 3.4 The application platform can be accessed on the WCED website at <https://wcedonline.westerncape.gov.za/vacancy-lists>
- 3.5 Applicants are requested and advised to apply for **all the subject papers and positions** for which they qualify (**Annexure A**). For example, if an applicant applies as a deputy chief marker, he/she should also apply for the position of senior marker **as well as** marker.
- 3.6 The appointment process for all markers is as follows:
Step 1 – Verification of applications that satisfy all the criteria and have all the correct supporting documents uploaded
Step 2 – Verification of ALL supporting documents
Step 3 – Clearance of markers
Step 4 – Selection of markers
Step 5 – Nomination of markers
Step 6 – Verification of nominated markers
Step 7 – Approval of nominated markers
Step 8 – Appointment of markers
- 3.7 In the interest of succession planning, senior marking team members will be reviewed and may be rotated after completing three years of marking. This process has been implemented to promote upward mobility and opportunity for markers who possess the necessary skills, knowledge, teaching and marking experience and to ensure stability in the marking process at all times
- 3.8 Preference will be given to educators **currently teaching** (school based) or advising (office based) on the Curriculum and Assessment Policy Statement (CAPS) to Grade 12 learners at a school on a full-time basis.
- 3.9 Applicants who apply for any Language paper must apply for all the subject papers (Papers 1,2 and 3). Educators are encouraged to acquire the marking experience and competence needed to mark all three papers.
- 3.10 Applicants who apply for Religion Studies will be required to mark both subject papers and must, therefore, submit applications for both papers.

- 3.11 All appointed markers will be expected to **inform the WCED** should their **employment status** change at any time, before the commencement of marking (refer to **Annexure C**). This is also applicable when it changes to **principal** or **acting principal**.
- 3.12 All appointed markers, who will not be available to mark any longer, **must inform the WCED seven days prior** to the commencement of marking.
- 3.13 All aspiring and/or appointed markers **must inform the WCED** should **they not teach or advise** (Grade 12) any longer, either as an educator or in a subject advisory (office based) capacity, **three months prior** to the commencement of marking.
- 3.14 Educators or subject advisers (office based) **who are not teaching/advising (Grade 12) any longer, owing to compulsory retirement, early retirement, ill-health retirement or resignation from their employment as educator/official** during the 2025 academic year, **will not be eligible** for nomination. However, and only in special circumstances, may the WCED retain the skills set of specific individuals for a marking cycle. This internal arrangement will be subject to special approval of the HoD.
4. The following applicants **will not be considered** for appointment as markers:
- Principals and acting principals
 - An educator/official who took a voluntary severance package
 - An educator/official who retired due to ill-health
 - Applicants who have reached compulsory retirement age (65 years)
 - *A school-based educator who has been absent for 50 or more school days during the current academic year (this applies to all types of leave)
 - *An office-based educator who has been absent for 20 or more school days during the current academic year (excluding annual leave days)
 - An educator/official who did not write the competency test where required
 - An educator/official who has a family member, living with him/her, writing the November 2025 NSC, June 2026 NSC, and June 2026 SC examinations does not qualify for appointment as chief marker, deputy chief marker or internal moderator. However, such a person may apply for the position of senior marker or marker.
 - An educator, subject adviser or senior curriculum planner who has been seconded to another post and who is **not currently teaching and/or advising** the subject full time
 - Educators or district and Head Office officials who are no longer directly involved in the teaching or advising of a subject and/or learners
 - A foreign national educator without all the legally required documents
 - A person in any other position, other than that of a full-time educator or adviser for the subject
 - An educator/official who has a criminal record or has been dismissed from the service of any South African government department
 - An educator/official found to have contravened the Examination Regulations and is still serving the sanctions

- An educator/official who has contravened any of the appointment of marker regulations in the period leading up to and including the marking period
- An educator/official with a pending disciplinary case against him/her
- An educator/official found guilty of a charge of misconduct of any nature and has been sanctioned in any way
- An educator, subject adviser or senior curriculum planner who transgressed marking protocols or rules
- Applicants who provide/provided false or incorrect information with their application
- An educator/official who does not apply assessment practices correctly
- Applicants who could not attain the appropriate performance levels as well as the demands necessary to maintain the quality standard of marking process

*In each of these instances the educator/office-based official must have reported for duty **two weeks prior** to the commencement of the marking period and must present a clean bill of health.

5. Subjects with a competency test

5.1 In 2025, the WCED will be administering competency tests in the following subjects:

- Accounting
- Business Studies
- Consumer Studies
- Economics
- English Home Language
- Afrikaans Home Language
- Xhosa Home Language
- Geography
- History
- Life Sciences
- Mathematics
- Mathematical Literacy*
- Physical Sciences

* *Educators with marking experience in Grade 12 and who served as a marker during the marking periods 2021–2024 **do not** have to write the competency test in this subject. However, due to the curriculum and format changes of Papers 1 and 2, applicants who wrote the competency test **before 2021** and who **did not mark** during the period 2021–2024 must apply to write the test.*

5.2 Only applicants who achieve 60% and above in the competency tests will be considered for appointment as marking officials. The test results will only be revealed to the educator and may be used for developmental purposes.

- 5.3 **The WCED envisages to use the competency test mark as the only appointment criterion for the last time during this two-year cycle. From 2027, all new markers will be required to attend a marking course (which will count towards their Continuing Professional Teacher Development points) in addition to writing the competency test.**
- 5.4 Applicants who wrote a competency test in the subjects mentioned in paragraph 5.1 between 2021 and 2024 and who achieved a pass rate of 60% and above **need not repeat** the competency test in these subjects in 2025, if they were markers in the subject during the specified five-year marking cycle (2020–2024) and delivered a satisfactory marking service. However, noting the deviation for Mathematical Literacy, applicants who wish to improve their results are encouraged to rewrite the competency tests and use the information for professional growth.
- 5.5 Where possible, every attempt will be made to accommodate applicants to write the competency test at a venue within the district they reside.
- 5.6 The competency test is based on the CAPS curriculum content knowledge for the NSC subject as well as the marking skills applicable to that subject. In the case of subjects consisting of two or more papers, applicants will be tested on the combined curriculum content for all papers. In the case of Languages, applicants will be tested on the combined curriculum content of Papers 1, 2 and 3. It is compulsory to write the **complete competency test** (ALL the papers for that subject).
- 5.7 The planned dates for writing the 2025 competency tests are **06–08 May 2025**.
- 5.8 **Applicants must register to write the competency test on:**
<https://forms.gle/MohEtXW7SnYxUyF9>
- 5.9 Non-registration will lead to applicants not receiving any information regarding the competency tests. Any applicant who reports for the competency test without a valid registration may not be allowed to write the test.
- 5.10 The closing date for registration to write the competency tests is **28 March 2025**.

6. Important dates for online marker applications

Position applying for	Applications open	Applications close
Chief marker and internal moderator	30 January 2025	28 February 2025
Practical subject marker	30 January 2025	28 February 2025
Deputy chief marker, senior marker and marker	30 January 2025	08 April 2025

7. A successfully completed application does not guarantee an appointment as a marker. The appointment to any marker position is only confirmed upon receipt of a **FINAL appointment letter** signed by the HoD or his designate. The appointment of any marker can be terminated at any stage as per **Annexure A**.
8. Final letters of appointment will only be issued to markers who complete and return their signed preliminary letters of appointment timeously.
9. It is a legal prerequisite for all marking applicants to undergo clearance by an external service provider appointed by the WCED. The clearance verifies a marker's details which include qualifications, South African Council for Educators registration, citizenship, current employment status, address, etc. Notwithstanding this, the onus and responsibility are on the applicant to declare openly any information that may adversely impact their marker appointment. The WCED will not take any responsibility for an erroneous appointment in the event of incorrectly disclosed marker's details. Markers will be informed individually by the WCED should there be any additional clearance requirements.
10. The marking of NSC examination scripts is one of the most important aspects of the examination process. The WCED takes pride in the appointment of qualified and competent markers. Principals and other senior officials who recommend markers must, therefore, act in good faith and will be held liable for any false information authorised.
11. Each applicant will be accountable for the correctness of all information captured and documents uploaded onto the online markers system.
12. Any applicant who submits a signed marker declaration form, containing fraudulent information, will not be eligible to be appointed in any marker position.
13. Any applicant found to have submitted fraudulent documents or information, will be barred from any future appointment.
14. In the event of any erroneous marker appointment, the WCED reserves the right to effect any necessary correction.
15. Appointed chief markers and internal moderators **MUST attend** marking standardisation meetings **physically**, as per the Department of Basic Education and WCED's requirements and represent the views of educators on the quality of question papers. In addition, appointed chief markers and internal moderators must attend face-to-face orientation sessions as and when determined by the WCED.
16. Appointed senior marking team officials must avail themselves for the remarking of scripts.

17. Novice markers may be requested to attend an orientation session on the weekend prior to the commencement of marking.
18. It is envisaged that the marking process in December 2025 may impede internal school processes. However, the WCED is committed to protect all teaching and learning time. Once appointed and released, markers are compelled to avail themselves for service for the **full duration** of the training and marking process of the November 2025 NSC examinations. These dates will be confirmed in advance to ensure principals can finalise their end-of-year planning processes timeously.
19. Appointed markers will under no circumstances be excused from training or marking dates. **All markers must be available until the end of the marking period** when all answer scripts have been marked and checked.
20. Only the HoD may relax the criteria for the appointment of markers.
21. The following annexures are attached to this minute:
Annexure A – Criteria for marker appointment
Annexure B – Online application instructions
Annexure C – Marker declaration form
Annexure D – Protection of Personal Information Act consent form
Annexure E – List of contact details of relevant Head Office officials
22. Please contact the relevant officials as stated in **Annexure E** should you require any assistance.
23. Principals, district directors, circuit managers and subject advisers are requested to bring the contents of this minute to the attention of all educators so that they are familiar with the application process and the appointment criteria to become eligible for consideration as a marking official for the November 2025 NSC, June 2026 NSC and June 2026 SC examinations. **The Directorate: Assessment Management cannot accept responsibility if educators are not informed of the contents of this minute or if they do not submit all the required documentation.**
24. The WCED relies on your cooperation and support in this important matter.

SIGNED: BJ LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2025-01-28