



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

### CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

Private Bag X110, Pretoria, 0001, South Africa, 123 Schoeman Street, PRETORIA, 0002.

<http://www.education.gov.za>

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Enquiries: Anand Bodasing  
Tel.: (012) 357 3906  
Fax: (086) 505 9811  
E-mail: [Bodasing.a@dhet.gov.za](mailto:Bodasing.a@dhet.gov.za)

TO: FET COLLEGES ADVISORY COMMITTEE (ADCOM)  
UMALUSI  
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES  
EXAMINATION CENTRE MANAGERS  
EXAMINATION ADMINISTRATORS  
SOUTH AFRICAN COLLEGE PRINCIPALS ORGANISATION (SACPO)  
SECTOR EDUCATION & TRAINING AUTHORITIES

## MEMORANDUM 11 OF 2012

### INVITATION TO APPLY FOR APPOINTMENT AS A MARKER FOR THE ENGINEERING STUDIES AUGUST 2012 EXAMINATION: N3 AND N6

1. Applications are invited from suitably qualified persons who have taught the respective subjects at NATED Engineering Studies N3 and N6 for appointment as markers. The applicant must have taught the subject **within the last year** and have a minimum of at least **three years' teaching experience in the subject**.
2. The completed application form for all subjects must be verified by the college head and forwarded to:

The Marking Centre Manager  
Ms TS Masekela  
Ekurhuleni East College  
**Kwa-Thema Campus**  
Sam Ngema Road  
Kwa-Thema

Fax: 011-736 6408  
Tel. 011-730 6600

**The closing date for applications is 23 July 2012.**

Late applications will not be accepted.

3. The application form must be accompanied by certified copies of the ID document and the applicant's highest qualification in the subject applied for. A copy of a certified copy is not acceptable. Failure to comply with this request will render the application invalid.
4. A schedule containing the names of applicants, their persal numbers and the subject/s applied for must accompany the application forms from the institution. Applications must be submitted through the head of the institution.
5. The Head of the Institution is ultimately accountable for ensuring that all information on the application form is correct in every respect.
6. Selection will be done in accordance with regulations as contained in the ELRC Resolution 6 of 1997 and amendments as per Resolution 6 of 2001.
7. The selection committee which recommends appointment of markers comprises:
  - 7.1 Professional official from the Chief Directorate: National Examinations and Assessment [chairperson] and
  - 7.2 Members of the national marking centre committee.
8. Any previous application submitted to the Department is not valid.
9. **Members of examining panels must apply in order to validate their appointment as markers.**
10. Lecturers who have taken the voluntary severance package or are medically boarded will not be eligible.
11. **The submission of an application does not guarantee appointment as a marker.**
12. An appointed marker must ensure that his/her responsibilities at college are completed prior to departing to the marking centre.
13. Markers will not be allowed time off during the marking session to attend to personal business.
14. The marking of all subjects for the August 2012 examination will be undertaken at the **Kwa-Thema Campus** of Ekurhuleni East College.
15. The rate of payment for marking will be in accordance with departmentally approved rates.

**Please bring the contents hereof to the attention of all lecturers concerned and ensure that the attached APPLICATION FORM is duly completed in full.**



**N POTE  
DIRECTOR: EXAMINATIONS AND ASSESSMENT (FET COLLEGES AND ABET)  
DATE: 05 July 2012**

## Instructions to complete application form

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>a. Complete the application form in print.</li> <li>b. If this form is not properly completed, signed and recommended it will be rejected.</li> <li>c. Use a separate form for each instructional offering and level.</li> <li>d. Encircle your choice where applicable.</li> <li>e. Certified copies of your ID and qualifications must be attached to the completed application form.</li> <li>f. No curriculum vitae (CV) is required.</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1. Preference: Encircle your choice.
2. Instructional offerings,

|                                       |
|---------------------------------------|
| <b>Applied Accounting N3; Paper 2</b> |
|---------------------------------------|

3. Wherever blocks are provided: use one character per block, for example:

[illegible]

**Title:** For example: Mr, Dr, Ms

**Population Group:** Encircle your choice: A = Asian, B = Black, C = Colored or W = White

- 4. ID Number:** Please supply your 13 digit identity number

- 5. Postal address of applicant and examination center number, name and address:**

**Postal address:** Please supply your postal address.

**Exam center: number, name and address:** Please supply the number, name and the address of the College you work for.

Please supply all the telephone numbers, cellular and e-mail codes if applicable, please supply the area dialing codes where applicable.

- 6. Qualifications:** Use abbreviated titles of university degrees & diplomas; indicate major Subjects, attach certified copies of certificates and diplomas.  
The minimum requirement is a three-year qualification.

- 7. Teaching experience in instructional offering as applied for:** For example

| Instructional Offering       | Institution             | Years       |
|------------------------------|-------------------------|-------------|
| <b>Applied Accounting N3</b> | <b>Pretoria College</b> | <b>2009</b> |

- 8. Marking Experience of external Examinations:** For example:

|                           |           |
|---------------------------|-----------|
| Instructional Offering    | N - Level |
| <b>Applied Accounting</b> | <b>N3</b> |

- ## 9. Declaration by the Application

The applicant must remember to sign and date the application form.

- ## 10. Declaration by the Head of College

The applicant must hand his/her application in at his/her local college/forum for recommendation: if the application is not properly recommended it will not be taken into consideration.



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## APPLICATION FORM FOR MARKING

### AUGUST 2012 FET COLLEGE NATED ENGINEERING STUDIES EXAMINATION N3 AND N6

|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|---------------------------------------------------------------------------------|--|--|-----------------|--|---------------------------------------------|--|-----------------------------------------------------|--------------------------------------------|---------------------|----------------------------------------------|--|--|--|--|--|--|--|--|--|--|
| <b>Surname:</b>                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Title:</b>                                                                   |  |  | <b>Initials</b> |  |                                             |  | <b>Race and Gender</b>                              | <b>Encircle your race</b><br>B / W / C / I |                     | <b>Encircle your gender</b><br>Male / Female |  |  |  |  |  |  |  |  |  |  |
| <b>ID Number</b>                                                                |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Postal address of applicant</b>                                              |  |  |                 |  |                                             |  | <b>Examination Centre: Number, Name and Address</b> |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  | <b>Number</b>                                       |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  | <b>Name</b>                                         |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  | <b>Address</b>                                      |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Postal code</b>                                                              |  |  |                 |  |                                             |  | <b>Postal code</b>                                  |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Work no:</b>                                                                 |  |  |                 |  |                                             |  | <b>Work no:</b>                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Cell:</b>                                                                    |  |  |                 |  |                                             |  | <b>Fax no:</b>                                      |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Fax no:</b>                                                                  |  |  |                 |  |                                             |  | <b>E-mail</b>                                       |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>E-mail :</b>                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Position and Instructional offering applied for:</b>                         |  |  |                 |  |                                             |  | <b>Encircle your choice:</b>                        |                                            | <b>Official Use</b> |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Chief Marker</b>                                                             |  |  |                 |  |                                             |  | <b>CM</b>                                           |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Marker</b>                                                                   |  |  |                 |  |                                             |  | <b>M</b>                                            |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Internal Moderator</b>                                                       |  |  |                 |  |                                             |  | <b>IM</b>                                           |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Instructional Offering (subject)</b>                                         |  |  |                 |  |                                             |  | <b>N-Level: N3</b>                                  |                                            | <b>N-Level: N6</b>  |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Highest Qualifications in instructional offering applied for:</b>            |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Teaching experience in instructional offering as applied for (in years):</b> |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Instructional Offering (subject)</b>                                         |  |  |                 |  | <b>Institution</b>                          |  |                                                     |                                            |                     | <b>Year</b>                                  |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>External Examinations marking experience:</b>                                |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
| <b>Instructional offering (subject)</b>                                         |  |  |                 |  | <b>Institution where marking took place</b> |  |                                                     |                                            |                     | <b>Year</b>                                  |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |
|                                                                                 |  |  |                 |  |                                             |  |                                                     |                                            |                     |                                              |  |  |  |  |  |  |  |  |  |  |

**Declaration by the Applicant**

I hereby declare that the information supplied on this application form is correct in every detail.

I am fully aware that disciplinary action will be instituted against me should I have supplied false information.

Attached hereto are certified copies of my ID document and highest qualifications (credit certificate) in the subject applied for. **[A copy of a certified copy is not acceptable].**

I acknowledge that should I not be successful in being appointed as a marker, I will not enter into any communication with the Directorate concerned.

I am also aware that the submission of this application does not necessarily guarantee my appointment to the position applied for.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Declaration by the Head of the College**

I hereby declare that, to the best of my knowledge, the information supplied by the applicant is correct.

**Application  
recommended**

☐

**Application  
not recommended**

☐

If not recommended, give reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Name (Printed)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**College Stamp**

**Note: If this form is not properly completed, signed and/or recommended it will be rejected.**