



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

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TO: HEADS OF PROVINCIAL DEPARTMENTS
FET COLLEGES ADVISORY COMMITTEE (ADCOM)
UMALUSI
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
EXAMINATION CENTRE MANAGERS
EXAMINERS AND MODERATORS
SOUTH AFRICAN COLLEGE PRINCIPALS ORGANISATION (SACPO)

EXAMINATION INSTRUCTION NO 23 OF 2008

NATIONAL CERTIFICATE (VOCATIONAL) 2008 MARKING

1. **NATIONAL CERTIFICATE (VOCATIONAL) LEVEL 2 (INTERNAL MARKING)**
 - 1.1 In accordance with the prescripts of Examination Instruction 20 of 2008, the marking of all NC (V) Level 2 answer scripts for the 2008 examination will be done internally at the campuses / colleges.
 - 1.2 The subject lecturer at each campus / college will be tasked to undertake marking of the scripts of the candidates she/he teaches.
 - 1.3 The marking memorandum for each question paper will be finalised and submitted to the examination centres after the paper has been written in order that the marking may commence. The lecturer / marker must then mark the scripts, using the memorandum as a guideline to assess the candidates.
 - 1.4 The subject head / head of the department / senior lecturer of the subject at the campus / college is expected to moderate at least 10% of the marked scripts. This is to ensure that the application of the marking memorandum is fair and just, and that no candidate is prejudiced by the marking process.
 - 1.5 A clear indication that the scripts have been moderated must be visible on the cover page of the answer script. The script must be signed by both the marker and the moderator.
2. **NATIONAL CERTIFICATE (VOCATIONAL) LEVEL 3 (EXTERNAL MARKING)**
 - 2.1 The marking of NC (V) Level 3 scripts will take place at the designated centralized marking centres identified in each province. The answer scripts will be forwarded to the marking centres within 48 hours after being written, in a manner which is most convenient to the campus / college, and which will not compromise the integrity of the examination.
 - 2.2 In accordance with the prescripts of Examination Instruction no 18 of 2008, the Provincial FET unit will appoint markers and send the completed lists to the Department of Education on or before 17 October 2008.

- 2.3 The appointed marker will report at the designated centralized marking centre on Saturday 29 November 2008. The standardization meeting will commence at 09H00 and thereafter markers will break into different subject marking and memorandum discussions.
- 2.4 It is expected that all marking will be completed by 06 December 2008 and that all marked answer scripts submitted to the DoE by 8 December 2008. All reports and mark sheets are expected by the DoE on 12 December 2008 in preparation for capturing and standardization.
- 2.5 All Chief Markers will receive appointment letters and invitations to attend training for standardization of marking / memorandum discussion which will be held at Ekurhuleni West College (Alberton).

EXAM DATES	MEMO DISCUSSION DATES
27 October – 30 October 2008	01 - 02 November 2008
31 October – 06 November 2008	08 - 09 November 2008
07 November – 13 November 2008	15 - 16 November 2008
14 November – 20 November 2008	22 - 23 November 2008
21 November – 24 November 2008	27 - 28 November 2008

- 2.6 All Chief Markers are expected to mark 10 photocopied scripts taken from different campuses. These should be marked prior to the standardization of marking meeting in order to evaluate and decide on the appropriateness of the marking guidelines.

3. MODERATION

- 3.1 The first level of moderation for level 2 will be in the examination centre where the subject head / head of department or senior lecturer will undertake moderation of 10% of the scripts. Every script that is moderated must be signed by the moderator on the cover page of the answer script.
- 3.2 The second level of moderation will take place at Tshwane FET – Centurion Campus by DoE.
- 3.3 A Panel of specially selected experts in the subject would convene to undertake moderation of a 10% sample across the attainment range, up to a maximum of 1000 scripts in big subjects.
- 3.4 Umalusi external moderators will be invited to attend this moderation session.

4. REMUNERATION

- 4.1 All level 3 markers will be paid in accordance with Examination Instruction 19 of 2008, per script marked as well as S & T.
- 4.2 All marking centre personnel will also be paid accordingly.
- 4.3 All claim forms will be managed by the Marking Centre Manager and submitted by 12 December 2008.

Yours sincerely


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CHIEF DIRECTOR: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

DATE: 2008 - 10 - 13