



## **basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

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**TO: HEADS OF DEPARTMENT  
HEADS OF EXAMINATION  
HEADS OF CURRICULUM  
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### **CIRCULAR E 13 OF 2020**

#### **THE MANAGEMENT OF MARKING RELATING TO THE 2020 COMBINED JUNE AND NOVEMBER EXAMINATION.**

##### **1. RECRUITMENT OF MARKERS FOR THE COMBINED 2020 JUNE AND NOVEMBER EXAMINATION**

1.1. The COVID-19 pandemic and the Risk Adjusted Strategy, would impact on the availability of markers across all provinces, given the risks associated with large gatherings and the large number of educators that are over the age of 60 and those with comorbidities. It also needs to be noted that the marking is currently scheduled to take place in January 2021 and the Alert Level of the country and possibly selected regions of the country, at that stage cannot be accurately predicted.

1.2. In cases where marker shortages have been identified after the first round of recruitment, Provincial Education Departments (PEDs) should proceed with a second round of recruitment, which entails the issuing of a second recruitment circular to appeal to teachers that may have missed the first circular or the first deadline to apply. The issuing of a second recruitment circular may also be necessitated by the change in the dates for marking. The marking of the Combined 2020 June and November examination is scheduled to take place between 4 and 22 January 2021.

1.3. To address the marker shortages, PEDs may relax the selection criteria, relating to the following:

- (a) Teachers currently teaching Grade 11, provided that they have taught the subject in Grade 12 in a minimum of two (2) years in the last five (5) years, can be considered for marking. However, in the case of Languages, Paper 2 (Literature), the applicants must have taught the Grade 12 genres being examined in 2020.
- (b) Exceed the allowed 10% quota of novice markers that can be appointed per subject, per paper. A maximum of 15% of novice markers in a subject, per paper could be appointed.
- (c) In exceptional circumstances, where the required number of markers for a subject cannot be achieved, the criteria for the appointment of markers as outlined in the Personnel Administrative Measures (PAM) may be relaxed by the Head of Department, provided it does not compromise the quality of marking.

1.4. PEDs will also be allowed to inspect the list of the 2019 appointed markers in the different subjects and request markers that were appointed in 2019 but did not apply for marking in 2020 to apply to be appointed as a marker in 2020.

1.5. To assist with markers that decline their appointments or do not pitch up at the marking centre, an extended Reserve List that comprises of at least 20% of reserve markers should be in place for each subject paper. Reserve markers must satisfy the PAM criteria or any other additional criteria determined by the Head of Department.

## **2. EDUCATORS WITH CO-MORBIDITIES AND THOSE THAT ARE ABOVE 60 YEARS OF AGE.**

2.1 The Alert Level of the country during the period 1 January to 31 January 2021, will determine how educators with co-morbidities and those above 60 years of age are managed with respect to their appointment as markers.

- 2.2. If the country is at Alert Level 1, during the period stated in paragraph (2.1), educators with co-morbidities and those above 60 years of age, will be eligible to be appointed as markers. However, if the country is at Alert Level 3 or Alert Level 2, the following procedure will be followed:
- (a) Educators with co-morbidities that were at home for the entire period or part of the period, post the re-opening of schools on 8 June 2020, will not be appointed to mark given the risk to their personal safety.
  - (b) Educators that are above 60 years of age, that were at home for the entire period or part of the period, post the re-opening of schools on 8 June 2020, will not be appointed to mark. However, educators above the age of 60 that attended school or assumed their office based responsibilities, post the re-opening of schools on 8 June 2020, may be appointed to mark.
- 2.3. In finalising the marker applications, all educators with co-morbidities and those above 60 years of age, must be considered with all the other applicants, and those that qualify to be appointed as a marker, will be issued with a letter indicating that they qualify for appointment as a marker, senior marker or deputy chief marker, pending the Alert Level of the country, during the marking period.

### **3. MARKING OF ACCOUNTING AND BUSINESS STUDIES**

- 3.1. Candidates registered for the 2020 June examination for Accounting and Business Studies will write a single question paper of three (3) hour duration. Candidates registered for the 2020 November examination in Accounting and Business Studies will write two papers in each of these subjects, that are of two hour duration.
- 3.2. PEDs are therefore required to appoint separate markers for the candidates that write a single paper in Accounting and Business Studies and those that write two papers in Accounting and Business Studies.

### **4. NORM TIMES**

- 4.1. The 2019 National Senior Certificate norm times are applicable for the marking of the Combined 2020 June and November examinations.
- 4.2. However, new norm times have been set for the marking of the two papers in Accounting and Business Studies, as indicated in the table below:

<b>Subject / Paper</b>	<b>Duration</b>	<b>Norm Times</b>
Accounting Paper 1	2 hours	22 min.
Accounting Paper 2	2 hours	22 min.
Business Studies Paper 1	2 hours	25 min.
Business Studies Paper 2	2 hours	25 min.

## **5. ORGANISATION OF MARKING**

- 5.1. PEDs are also reminded of the ratio of 1:5 for Senior markers to Markers and Deputy Chief Markers to Senior Markers, which must be implemented in the Combined 2020 June and November examination.
- 5.2. Any PED that is unable to adhere to this norm due to marker shortages must seek the approval of the Director-General. The request should include the reasons for the deviation and an explanation of the measures that will be implemented by the PED to ensure that the quality assurance process in that subject will not be compromised.
- 5.3. PEDs are also requested to plan the marking start and end dates of subject papers in synchrony with the Marking Standardisation Meeting schedules.
- 5.4. Staggered marking outside the prescribed period of marking i.e. 4 January 2021 to 22 January 2021, can only be implemented subject to the approval of the Director-General.
- 5.5. The Department of Basic Education is in the process of drafting a COVID-19 protocol that will cover the marking arrangements during the marking process. PEDs will be expected to comply strictly with these protocol prescriptions.

6. Should further clarity on any of the aforementioned matters be required, kindly contact Ms P. Ogunbanjo at Tel: (012) 357 3898 or email: [Ogunbanjo.P@dbe.gov.za](mailto:Ogunbanjo.P@dbe.gov.za)
7. Your support and co-operation to ensure the credibility of the marking of the Combined 2020 June and November examination, is appreciated.



MR HM MWELI  
DIRECTOR-GENERAL  
DATE: 02/09/2020