



**CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT**

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**TO: PRINCIPALS OF PUBLIC TVET AND PRIVATE COLLEGES  
ACADEMIC MANAGERS  
REGIONAL MANAGERS AND DIRECTORS  
CAMPUS MANAGERS  
DEPARTMENT OF CORRECTIONAL SERVICES  
UMALUSI  
QCTO  
HODs and SUBJECT LECTURERS  
RECOGNISED LECTURER UNIONS**

**MEMORANDUM TE07 OF 2023: INVITATION TO APPLY TO MARK 2023/4 TVET COLLEGE EXAMINATIONS**

1. Applications are hereby invited from suitably qualified persons for appointment as TVET College examination markers as per the National Policy pertaining to the Conduct, Administration and Management of the Examinations of Colleges Established, Declared or Registered in Terms of the Continuing Education and Training Act, 2006 (ACT No. 16 of 2006) published in Government Gazette No. 45649 on 17 December 2021
2. The applicants:
  - 2.1. must have a three-year post school qualification which must include the subject concerned at second or third year level or must have any other post matric qualification relevant to the subject to be marked. National N6 college Diploma will not be accepted as an only qualification to mark college answer books.
  - 2.2. must have taught the subject to be marked at the relevant level within the last two years (2021 or 2022) and
  - 2.3. have a minimum of at least three full years' teaching experience in the subject to be marked.
3. The potential markers must be employed by their colleges as lecturers (not admin clerks; cleaners; security guards; etc). Only officials whose full time employment job title is *Lecturer* are eligible for appointment to mark.
4. Examiners/setting moderators who want to apply for subjects they are setting/moderating need to attach their current appointment letters as examiners/moderators to validate their appointments. The application must correspond with the subject and level as per the appointment letter as Examiner/Moderator.
5. Lecturers, Head of Departments, Programme Managers and any other officials who DO NOT interact with students in the respective subjects ARE NOT eligible to apply, those who interact with students do qualify to mark.
6. Campus managers, acting Campus Managers and other officials who are in positions of responsibility higher than that of Campus Managers ARE NOT eligible to mark even if they qualify to be appointed to mark.
7. Lecturers who have taken the voluntary severance package or are medically boarded will not be eligible for appointment.
8. Lecturers who are under suspension are not eligible for appointment.

9. Lecturers/officials who are not reporting for duty at campus (centres where tuition is offered) are not eligible for appointment.
10. Lecturers whose service was terminated (dismissed) in any college / public institution or government department are not eligible to be appointed to mark, therefore need NOT apply.
11. Lecturers who are currently enrolled as students for any TVET exam programme that will be marked during the same cycle as the applicant's examination are not eligible for selection as marking officials.
12. Lecturers who are on accouchement leave must not be excluded from applying to mark if they meet all other requirements.
13. Lecturers are urged to apply for subjects where they qualify to mark.
14. In some subjects that has two papers (Paper 1 and Paper 2) qualifying applicants may be moved from one paper to the other in case there are marker shortages on the paper they did not apply for.

## 15. PROCEDURE FOR APPLYING TO MARK

- 15.1. All officials who want to be considered to mark TVET college subjects must submit their personal application details by logging on or copying the link into their internet browser: <https://sites.google.com/view/dhetmarking/home> They can also type: **sites.google.com/view/dhetmarking** into their internet browser.
- 15.2. This online application tool can be accessed on a desktop, tablet or smartphone.
- 15.3. Supporting documents will NOT be uploaded online, instead they will be forwarded together with the pre-populated application form to the immediate supervisor of the applicant.
- 15.4. It is important applicants submit accurate and valid information. DHET will not take responsibility for mistakes where the applicant submits an incorrect email address or loses email address access after submission of the application.
- 15.5. Part Time lecturers must select the campus where they offer part time classes as they complete the application form. Campus Managers and HODs are not permitted to recommend applications for subjects offered elsewhere (not at their campuses).
- 15.6. An applicant must complete a separate online application if he/she intends to apply for more than one subject/paper.
- 15.7. For all three programmes NC (V) L4, Nated Engineering Studies N2-N6 and Nated Business Studies N4-N6 **the online application tool will be open from 09h00 on 27 January 2023 and close at 23h59 on 26 February 2023.**

## 16. SUBMISSION OF APPLICATIONS BY APPLICANTS TO THEIR SUPERVISORS

- 16.1. Within three days after submitting their application details, applicants will receive a pre-populated application form via email from DHET.
- 16.2. Applicants must check whether the information on the application form is an accurate reflection of what has been submitted online.
- 16.3. The pre-populated application form must be printed, signed and submitted together with the supporting documents to the immediate supervisor not later than 28 February 2023.
- 16.4. ALL pre-populated application forms must be returned to the Department via the immediate supervisor at campus. In case an applicant discovers a mistake after receiving the prepopulated application form the application form must be cancelled and a new application must be submitted online with the correct information. The words **"CANCEL"** must be written in bold on the cover page across the application form with a mistake. **Application form with mistakes must still be submitted via the immediate supervisor to DHET for audit purpose.**
- 16.5. Applicants must then sign the application form and attach recently (within the past three months) certified supporting documents such as:
  - 16.5.1. copy of ID document
  - 16.5.2. copy of highest qualification

- 16.5.3. copy of academic record and highlight the subject that qualifies him/her to mark the subject applied for.
- 16.5.4. **latest** record of applicant student's performance in the subject applied to mark. The record must reflect the name of the lecture and the year (semester/Trimester) when subject was offered.
- 16.5.5. copy of registration certificate with the South African Council for Educators (SACE).
- 16.5.6. copy of proof of residence.
- 16.6. Non South African citizens must attach a recently certified copy of passport document and **valid work permit**. The passport and work permit must also be constantly renewed to be valid at the time when marking payment will be made.
- 16.7. A copy of a certified copy is not acceptable.
- 16.8. The signed prepopulated application form together with attachments must be forwarded to the immediate supervisor for endorsement and further processing.
- 16.9. Faxed or emailed application forms will not be processed.

## 17. ROLE OF THE COLLEGE AFTER RECEIPT OF MARKING APPLICATIONS


- 17.1. On 01 March 2023 DHET will email each college a list of applicants (Annexure A – list of applications submitted on the online platform).
- 17.2. The college will reconcile the list (Annexure A) with hard copies received from applicants/lecturers.
- 17.3. Each public college will set up a committee chaired by the Deputy Principal Academic or his/her delegate to evaluate the applications and make recommendations to DHET for appointment to mark.
- 17.4. The Deputy Principal must issue an invite to unions at national level (not at campus or college level) to observe recommendation of markers. The contact details of national office bearers will be issued in due course.
- 17.5. The committee that will do the recommendations for appointment of markers must also include representative(s) from each campus. Colleges can also invite DHET regional official(s) and other college managers who will add value to the process. In the case of Private Colleges, the committee will be chaired by the campus manager.
- 17.6. Public colleges are urged to set up committees as mentioned above to avoid labour disputes.
- 17.7. Recommendation meetings must be held between 06 and 10 March 2023.
- 17.8. After conducting recommendations, the college must send the following package to DHET:
  - 17.8.1. hardcopy application forms
  - 17.8.2. summary of recommendations on the list (Annexure A – list of applications submitted on the online platform).
  - 17.8.3. copy of invitation letters to participants in the recommendation meeting
  - 17.8.4. attendance registers
  - 17.8.5. declaration of confidentiality forms
- 17.9. All applications (including those not recommended) must be sent to DHET
- 17.10. DPA must endorse each application form after the endorsement of the panel
- 17.11. The Department may give further directives and guidance to colleges on the process to be followed when recommending applicants for marking.
- 18. The submission of an application does not guarantee appointment as a marking official.
- 19. Being appointed to mark is an opportunity that elapses when a particular marking session ceases, it is not automatically transferrable to oncoming marking session(s).
- 20. Successful applicants will receive appointment letters via the email address they used during their application process. A list of appointed officials will also be issued to colleges at least 14 days before the commencement of marking. Note that if an applicant

does not receive an appointment letter or does not appear on the list of appointed officials it means the application was unsuccessful.

21. The appointment of successful applicants depends on the number of available scripts to mark and also affording an opportunity to other qualifying lecturers to mark. DHET will therefore not give further explanation why individual applicants have not been appointed.
22. Officials who meet all requirements for appointment but end up not being appointed are automatically placed on a reserve list and will be called to mark when a need arise.

Kindly ensure that this memo is made available to ALL subject lecturers at your centre/institution.

Kind regards



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**Ms. V. Tshetlo**

**Chief Director: National Examinations and Assessment**

**Date: 20 -01 -2023**