

# PUBLIC NOTICE

## NATIONAL CERTIFICATE OF SECONDARY EDUCATION (NCSE) 2009

The Ministry of Education kindly requests the services of suitably qualified persons for the marking exercise for the **National Certificate of Secondary Education (NCSE) Level 1 Examination 2009** in all subject areas:-

- Mathematics
- Physical Education
- Social Studies
- English Language Arts
- Integrated Science
- Technology Education
- Spanish
- Visual and Performing Arts (VAPA)

### **(A) EXAMINER (TABLE LEADER)**

#### **Duties and responsibilities:**

- Conducts standardisation of the marking process and leads a group of 5 - 6 Markers.
- Performs supervisory duties as assigned, including the marking of scripts and recording of marks as required.
- Conducts evaluation of Assistant Examiners (Markers).

#### **Qualifications and experience:**

- At least a Bachelor's Degree in the subject area. A Diploma in Education or other specialisation related to the subject is an asset.
- At least 3 years teaching the subject at the secondary level.
- Must be presently teaching the subject at the Forms 1 through 3 levels.
- Detailed knowledge of the required syllabus in the relevant subject area.
- Must have previous experience moderating/marking examinations.

### **(B) ASSISTANT EXAMINER (MARKER)**

#### **Duties and responsibilities:**

- Marks scripts and records scores as required.

#### **Qualifications and experience:**

- At least a Bachelor's Degree in the subject area or other relevant qualification.
- At least 3 years experience in teaching the subject at the secondary school level.
- Must be presently teaching the subject at the Forms 1 through 3 levels.
- Detailed knowledge of the required syllabus in the relevant subject area.

### **(C) RUNNER**

#### **Duties and responsibilities:**

- Sorts and packages scripts into folders for marking.
- Provides scripts for marking.
- Removes scripts at the completion of marking to ensure a smooth flow of the marking process.

#### **Qualifications and experience:**

- Should have at least completed CSEC or CAPE (i.e. would have reached at least the Form 5 level).

#### **General requirements:**

- Persons must be between the ages of 16 and 21 years.
- Persons are required to lift boxes of weight between 15 to 20 pounds.

#### **Other requirements for engagement of service (All categories)**

- All persons would be required to sign a declaration of confidentiality document.
- All persons must attend an orientation exercise prior to the commencement of the marking exercise.
- Persons must be committed to the task(s) at hand.
- The period for marking of the examination is July 6 - July 17, 2009 (Monday to Friday) from 8:30 a.m. to 4:00 p.m.
- Persons will be expected to make their own arrangements for refreshments including lunch.
- Marking will be done at centres in central Trinidad.

Interested persons can collect application forms from any of the education district offices or secondary school principals. Forms may also be downloaded from the Ministry's website at [www.moe.gov.tt](http://www.moe.gov.tt).

Completed application forms should be returned to:

**The Ministry of Education**  
**Division of Educational Research and Evaluation**  
**18 Abercromby Street (1st Floor), Port of Spain**

The deadline for submission of all applications is

**Friday, June 05, 2009**



**Ministry of Education**  
Government of The Republic of Trinidad & Tobago