

**APPLICATION FORM FOR MARKING SECONDARY NATIONAL EXAMINATIONS, 2015**

**I. Personal Information**

Family name  First name   
Year of Birth  Nationality:  Sex: M  F   
School where you are employed:   
District (of school)   
Telephone number1: 07  Telephone number2: 07

**II. Qualification and Field**

Qualification  Field   
Year of graduation  University/Institute

**III. Education Level and Subject for which you are applying for marking examinations**

Level  Subject

**IV. Participation in the marking exercise of 2014( For those who marked National exams 2014)**

Level  Subject

**V. Experience in marking (Indicate Years)**

Level  Subject marked  Years

**VI. Experience in teaching (With a current qualification)**

Subject  Starting year

**Signature**

**Date...../...../2015**

**NB: Attach the following:**

- ✓ A stamped timetable and approved by the head teacher (This time table must contain the names and telephone number of the head teacher)
- ✓ A copy of degree
- ✓ A copy of Identity card or Passport
- ✓ A copy of marking certificate for those who marked

Application starts on 20<sup>th</sup> May and ends on 12<sup>th</sup> June, 2015. No applications will be received after this date.

Application must be delivered at REB reception.

**ELIGIBILITY TO MARK (O'LEVEL & A'LEVEL) SECONDARY NATIONAL EXAMINATIONS 2015**

**Those who are eligible to mark secondary national examinations must fulfill the following requirements**

- To be a teacher in secondary school
- To have at least two years of experience in teaching of the subject he/she is applying to mark;
- To have at least a Bachelor's degree or its equivalent /Diploma from Colleges of Education in field related to subject that he/she is applying to mark.

**The application dossier for marking secondary national examinations should contain the following elements:**

- An application letter approved by the Head teacher of school, addressed to the Director General of REB, indicating the level and subject which the applicant is applying to mark,
- A well filled application form which is found on **REB head office and REB website**
- A weekly timetable approved by the Head teacher and bearing the stamp of a school. **This timetable must contain the names and the telephone number of the Head teacher.**
- A copy of degree/Diploma or its equivalent
- A copy of Identity card or Passport
- A copy of marking certificate for those who marked

**NB: Application starts on 20<sup>th</sup> May and ends on 12<sup>th</sup> June, 2015. No applications will be received after this date.**

**Application must be delivered at REB reception.**

**Done at Kigali on 15<sup>th</sup> April, 2015**

**GASANA Ismael Janvier**

**Director General**

**REQUIREMENTS FOR BEING A TEAM LEADER IN MARKING SECONDARY NATIONAL EXAMINATIONS**

- To have at least a bachelor's degree in the field related to the subject he/she marks;
- To have at least 4 years of experience in marking the same subject at the same level and well understanding of the content.

**REQUIREMENTS FOR BEING A CHIEF MARKER IN MARKING SECONDARY NATIONAL EXAMINATIONS**

- To have at least a bachelor's degree in the field related to subject he/she marks;
- To have at least 4 years of experience in marking as Team leader in the same subject at the same level.

**NB: A new Team Leader must be appointed after harmonization of marking scheme**

- During the appointment of new team leaders, Chief Examiners, after consulting senior team leaders will make the list of markers who fulfilled the requirements. This list must indicate individual names, Qualification & Field, experience in marking and marks obtained in the exams;
- The new team leader will be confirmed by a committee made by Chief Examiners and REB delegates at marking centre
- To be appointed as a new chief examiner there will be an election done by senior team leaders.
- The elected person will have to be confirmed by delegated REB officials

**Done at Kigali on 15<sup>th</sup> April, 2015**

**GASANA Ismael Janvier**  
**Director General**