



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 20 OF 2012

**TO: DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
HEADS OF AET CENTRES
TEACHER UNIONS / ORGANISATIONS**

DATE: 05 MARCH 2012

**PROVINCIAL CENTRALISED SITE BASED ASSESSMENT (SBA): AET L4
APPLICATION FOR APPOINTMENT AS CHIEF MODERATORS FOR
INFORMATION COMMUNICATION TECHNOLOGY, EARLY CHILDHOOD
DEVELOPMENT AND WHOLESALE & RETAIL
SEPTEMBER /OCTOBER 2012-2013**

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1. INTRODUCTION

The purpose of Provincial moderation is to ensure that all SBA related activities are in order as per NATIONAL/ UMALUSI Directives. All examination based marks for learners go through a stringent quality assurance process before, during and after examinations have been written. Therefore, it is imperative that the Department of Education ensures that Site Based Assessment (SBA) marks follow a similar stringent quality control procedure.

The Directorates: Assessment and Examinations together with Curriculum AET will be embarking on a Provincial Centralised Site Based Assessment (SBA) moderation process to ensure that valid, reliable and quality SBA marks for each learner are registered. AET Curriculum will be responsible for accommodation and meals, while Assessment & Examinations will pay the personnel.

2. LOGISTICAL ARRANGEMENTS

LEARNING AREAS TO BE MODERATED:

The following **Learning Areas will be added** to the Provincial centralised AET SBA moderation processes

	LEARNING AREAS	NO OF LEARNERS
1	Information Communication Technology	1043
2	Early Childhood Development	1350
3	Wholesale & Retail	962

3. APPLICATION PROCESSES FOR THE APPOINTMENT OF SBA MODERATORS

The moderation will be done by a selected group of appointed educators and head office AET L 4 SBA co-ordinators.

The following **categories of applications will be considered:**

- a. **Application from AET L4 centre managers, cluster leaders, AET L4 educators, District AET L4 SBA co-ordinators, Provincial head office AET co-ordinators for appointment as SBA Chief Moderators in the 2012-13 centralised Provincial SBA moderation processes.**

Read the Instructions on the Application Form: Annexure A.

All the information provided in the application form will be **verified** with the **database** in the **Provincial Office** as well as with **EMIS**.

4. WHO QUALIFIES TO APPLY FOR MODERATION?

- AET Centre Principals who moderate portfolios in their centres & teach the Learning Area applied for in AET L4 in 2012 and who have a strong support staff who will manage the centre in his/her absence. Application form to be signed by the District AET SBA co-ordinator.
- Educators who taught AET L3 in 2010 – 2011 and who teach the Learning Area applied for in AET L4 in 2012 and have qualifications in the Learning Area.
- SBA co-ordinators who are involved in the training of AET educators in their Districts and have qualifications in the Learning Area for which they have applied.
- Provincial **head office AET co-ordinators** who are involved in the training of educators and have qualifications in the Learning Area for which they have applied.

5. WHO DOES NOT QUALIFY FOR MODERATION?

- Office-based educators (EDOs, AET DCEs, CES) as they do not train AET educators in the Learning Area.
- Subject Advisors in the GET and FET phase may **not** apply as AET L4 SBA chief moderators. **(because they do not teach the LA at L4)**
- The already appointed Chief Moderators of the existing 16 Learning Areas

6. APPLICATION PROCEDURES:

- Application forms from centre principals, cluster leaders and SBA co-ordinators who qualify and have applied to moderate SBA must be handed in to **CES: Curriculum at District Offices.**
- Head Office AET co-ordinators must hand in applications to the **CES: Internal Assessment.**

7. VERIFICATION OF APPLICATIONS

VERIFICATION AT CENTRE LEVEL:

- Centre Manager and Centre Management Team.

INSTRUCTIONS TO CENTRE PRINCIPALS

- Signature of approval must only be appended if the educator was/is responsible for teaching the Learning Area in 2010 / 2011 and are teaching AET L4 in 2012.
- Do not sign application forms of educators not teaching the Learning Area at AET L4.
- Do not sign application forms of educators who are not teaching in your centre.

8. VERIFICATION AT DISTRICT LEVEL:

Verification, pre-selection and sorting will be done at District Offices by the Verification Committee selected by and headed by the CES: Curriculum.

- a. The members of the **Verification Committee** for **educators** who apply to be **Chief Moderators** will include:
 - CES: Curriculum (Chairperson).
 - DCES: Examinations.
 - AET SBA coordinator.
 - Teacher Union representatives as **observers**.
- b. The members of the **Verification Committee** for **AET SBA co-ordinators** who apply to be **Chief moderators** will include:
 - CES: Curriculum (Chairperson).
 - CES: Governance.
 - DCES: Examinations.
 - AET co-ordinator
 - Teacher Union representatives as **observers**.

All verification committees are to submit to the Provincial Head Office CES: Internal Assessment the following verification documentation:

- Attendance Register.
- Minutes of verification meeting.
- Alphabetical list of all applicants.
- Alphabetical list of rejected applicants.
- Alphabetical list of approved applicants.

9. VERIFICATION AND APPOINTMENT AT PROVINCIAL OFFICE:

ACTUAL SELECTION AND APPOINTMENT PROCESS:

- Provincial (Internal Assessment) SBA co-ordinator and Curriculum (AET) SBA co-ordinator to organise and manage the selection processes.
- Selection panels to consider all application forms from the Districts who offer the LA at L4.
- Unions to **observe** the selection process.

10. REJECTION OF APPLICATIONS:

- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office and Head Office after **the indicated closing date** will not be considered.
- No application forms will be accepted at the Provincial Office which have not come gone through the District Office except for the Provincial Co-ordinators.

11. IMPORTANT DATES:

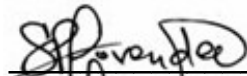
- a. Closing date for application forms at the District office
 - **SBA Chief Moderators : 25 April 2012**
- b. Closing date for application forms at the Provincial office
 - **SBA Chief Moderators : 29 May 2012**
- c. Selection dates
 - **Selection of SBA Chief Moderators: 25 - 26 June 2012.**

List of Chief Moderators ready for distribution to Districts: 7 August 2012

12. CONCLUSION

The moderation of SBA marks is extremely important in the delivery of accurate, standardised and credible results as these marks form part of the final results of the AET L4 learners. All education stakeholders are therefore requested to disseminate this information widely to all those who meet the requirements to apply for these important advertised posts.

Yours in Quality Education



MR S.P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT

APPLICATION FORM: AET L4 SBA CHIEF MODERATOR



Province of the
EASTERN CAPE
EDUCATION

LEARNING AREA APPLIED FOR:

Place
ID Photo
Here

AET L4 2012

**CLOSING DATE:
25 April 2012**

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL/DISTRICT OFFICES AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will be disqualified from moderating in the future.
2. A **separate** application form must be completed for each learning area applied for.
3. Certified copies of academic qualifications **MUST** accompany every application. If the Certificate/Degree does not show the specific major subject, then a copy of the subject advice sheet should accompany the Certificate/Degree.
4. Criteria for appointments: refer to page 3.
5. Attach a **certified copy** of your ID Document to this form and a recent ID Photo of yourself to the top right corner of this form .
6. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments will be accepted.

PERSONAL INFORMATION

PERSAL No		ID No		Date of Birth	1	9	Y	Y	M	M	D	D
Surname				First Names								
Title	Initials			Postal Address								
Cell Number				Postal Code								
Present Post	<input type="checkbox"/> Centre Principal	<input type="checkbox"/> SBA Coordinator	<input type="checkbox"/> Educator	Specify Other:								
AET Exam Centre Number				District Name								
Institution Name												

POPULATION GROUP

To which population group do you belong?

Black Coloured Indian White Other If other, please specify:

BANK PARTICULARS

Name of Bank		Branch Name	
Account Number		Branch Code	
Type of Account	<input type="checkbox"/> Savings Account	<input type="checkbox"/> Current Account	<input type="checkbox"/> Transmission Account

LANGUAGE COMPETENCY

Moderation abilities for content LA	English		Afrikaans	
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QUALIFICATIONS (In the LA applied for on this form)

Qualification for Moderation:

- At least National Certificate /Diploma
- At least 3 years of recent teaching experience in the subject from AET L3 - 4 for the learning area

Learning Area	National Diploma/ Certificate	Year obtained	Obtained at
<i>E.g. Information Communication Technology</i>	<i>IT</i>	<i>2008</i>	<i>NMMU</i>

PARTICULARS OF POST

Have you taught the LA in AET L3?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching the LA in AET 4?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you currently employed by the Eastern Cape Education Dept?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did the Department remunerate you for moderating in 2010?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

TEACHING EXPERIENCE (Relative to the LA applied for on this application)

LA Code	LA Description				Name of Centre	Centre Contact No.
		Year Start (AET L3)	Year End (AET L4)	Total Years		
<i>MLMS4</i>	<i>Mathematical Literacy</i>	<i>2010</i>	<i>2012</i>	<i>3</i>	<i>Masakhane Adult Centre</i>	<i>(040) 604</i>

PERFORMANCE AT OWN CENTRE (Relative to the LA applied for on this application)

Year	LA Code	LA Description	Average %	% Pass Rate	Highest Symbol
2010					
2011					

DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform my district office or the moderation centre manager immediately.
I understand that incomplete information, missing documents or signatures will lead to automatic disqualification of this application.

_____ Signature: Applicant _____ Date _____
 Print Name

DECLARATION BY PRINCIPAL/SBA CO-ORDINATOR/ CES (IN CASE OF CENTRE PRINCIPAL /COORDINATOR)

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 21st September 2012 and must return to school after moderating on the 2nd September 2012. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

SCHOOL

_____ Signature: SBA co-ordinator/CES _____ Date _____ STAMP
 Print Name

RECOMMENDATION BY SBA CO-ORDINATOR / CES: CURRICULUM (Chairperson of Verification Committee)

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as moderators and have completed their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

_____ Signature: SBA Co-ordinator / _____ Date _____ STAMP
 Print Name
 CES: Curriculum

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE: _____ CES: Assessment & Examinations DATE: _____			

EXTRACT FROM GOVERNMENT GAZETTE, 13 JUNE 2009 [No. 31155 Page 9]**Appointment of Markers: Norms and Standards**

In terms of Government Gazette No. 31155 dated 13 June 2009, provision is made for moderation of Site Based Assessment at the tariff of R100 per hour. (See page 9.)

LIST OF ABET LEVEL 4 LEARNING AREAS AND THEIR CODES

	SUBJECT	CODE
1	Information Communication Technology	INCT4
2	Early Childhood Development	ECDV4
3	Wholesale & Retail	WHRT4