ASSESSMENT AND EXAMINATIONS DIRECTORATE

Bundy Park, Private Bag 4571, King William's Town, 5600 REPÚBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za E-mail: nomvuyo.mbeleki@edu.ecprov.gov.za

Ref. No.

13/P

Tel.:

+27 (0)43 604 7708

Enquiries:

Ms N. Mbeleki

Fax:

0866 035 085

ASSESSMENT INSTRUCTION 09 OF 2014

TO:

DEPUTY DIRECTOR-GENERALS

CHIEF DIRECTORS

HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS

CHIEF EDUCATION SPECIALISTS

EDUCATION DEVELOPMENT OFFICERS DEPUTY CHIEF EDUCATION SPECIALISTS

SENIOR EDUCATION SPECIALISTS

PRINCIPALS OF SCHOOLS IN THE GET AND FET BAND

TEACHER UNIONS/ORGANISATIONS

SCHOOL GOVERNING BODIES

DATE:

20 JANUARY 2014

ADVERTISEMENT

APPLICATIONS FOR FOUR CONTRACT EDITORS AND THREE ADAPTORS FOR GRADES 3, 6, 9, 11 AND 12 PREPARATORY EXAMINATIONS FOR THE 2014 -2016 EXAMINATION CYCLE:

- 2014 2016 NATIONAL SENIOR CERTIFICATE: GRADE 12 TRIAL EXAMINATIONS
- 2014 2016 NATIONAL SENIOR CERTIFICATE: GRADE 11 EXAMINATIONS
- 2014 2016 GRADE 9 EXAMINATIONS
- 2013 2016 GRADE 6 TESTS
- 2013 2016 GRADE 3 TESTS

In responding to Learner Attainment Improvement Strategy (LAIS), the Directorate of Assessment and Examinations develops assessment instruments (question papers) for the Grade 12 Preparatory Examination, Grade 11 Final Examination, as well as Grade 9 External Assessment Examination. These assessment instruments (question papers) are in line with the Curriculum and Assessment Policy Statement (CAPS) and other related prescribed policies.

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In ensuring that the Literacy and Numeracy Improvement Strategy, as reflected in Circular 01 of 2013 and Assessment Instruction no. 4/2014, is put into action, the Directorate of Assessment and Examinations will, in addition to the setting of assessment instruments for the above-mentioned grades, set assessment instruments for Grades 3 and 6 learners. These assessment instruments will be written from 2014 onwards.

The Department of Education hereby invites applications for four Provincial contract editors and three adaptors. Fully bilingual (Sesotho/English; Xhosa/English; Afrikaans/English) subject teachers from schools offering Grades 3, 6, 9, 11 and 12, including special schools, who are directly involved in the advertised subjects, with the necessary knowledge, skills and experience in the Curriculum Assessment Policy Statement (CAPS) are invited to apply for these important posts. Being fully computer literate is a necessity for editors as most of the editing will be done using information and communication technology.

REQUIREMENTS FOR THE POST OF CONTRACT EDITOR: GRADES 11 AND 12

NB. PRINCIPALS OF SCHOOLS MUST NOT APPLY

In order to be considered to serve as an editor for Grades 11 and 12, the applicant must have:

- 1. At least a recognised three (3) year post matric qualification which must include the subjects for which applied at third year level.
- Extensive experience as an educator in the particular subject or related field and within the last five (5) years must have experience in teaching both Grades 11 and 12.
- Extensive knowledge and experience of teaching, learning and assessment.
- Knowledge of the FET National Curriculum Statement, Subject Statements and Assessment Guidelines as well as Curriculum and Assessment Policy Statements(CAPS).
- Computer literacy MS-Word and MS-Excel.
- Extensive general knowledge

REQUIREMENTS FOR THE POST OF ADAPTORS FOR GRADES 11 AND 12

In order to be considered to serve as an adaptor for Grade 11 and 12, the applicant must have:

- 1. At least a recognised three (3) year post matric qualification in special education (hearing impaired/blind).
- Knowledge of sign language (for adaptation of question papers for deaf learners)
- 3. Extensive experience as an educator in the particular subject and at least two (2) years' teaching experience within the last five (5) years of Grade 10 and 12.
- 4. Experience in teaching in special schools will be an added advantage.
- Knowledge of the GET National Curriculum Statement, subject statements and assessment guidelines as well as CAPS.
- Computer literacy MS-Word and MS-Excel.

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REQUIREMENTS FOR THE POST OF CONTRACT EDITOR FOR GRADE 9

NB. PRINCIPALS OF SCHOOLS MUST NOT APPLY

In order to be considered to serve as an editor for Grade 9, the applicant must have:

- 1. At least a recognised three (3) year post matric qualification which must include the learning area for which applied at third year level.
- 2. Extensive experience as an educator in the particular subject and at least two (2) years teaching experience within the last five (5) years of Grade 9.
- 3. Knowledge of the GET National Curriculum Statement, subject statements and Assessment Guidelines as well as CAPS.
- Computer literacy MS-Word and MS-Excel.

REQUIREMENTS FOR THE POST OF ADAPTORS FOR GRADE 9

In order to be considered to serve as an adaptor for Grade 9, the applicant must have:

- 1. At least a recognised three (3) year post matric qualification in special education (hearing impaired/blind).
- 2. Knowledge of sign language (for adaptation of question papers for deaf learners)
- 3. Extensive experience as an educator in the particular subject and at least two (2) years' teaching experience within the last five (5) years of Grade 9.
- Experience in teaching in special schools will be an added advantage.
- Knowledge of the GET National Curriculum Statement, subject statements and Assessment Guidelines as well as CAPS.
- Computer literacy MS-Word and MS-Excel.

REQUIREMENTS FOR THE POST OF CONTRACT EDITOR FOR GRADES 3 AND 6

NB. PRINCIPALS OF SCHOOLS MUST NOT APPLY

In order to be considered to serve as an editor for Grade 3 and 6, the applicants must have:

- At least a recognised three (3) year post matric qualification which must include the subject for which applied at third year level.
- 2. Extensive experience as an educator in the particular subject and at least two (2) years teaching experience within the last five (5) years of Grade 3 or 6.
- 3. Knowledge of the GET National Curriculum Statement, subject statements and assessment guidelines.
- Computer literacy MS-Word and MS-Excel.

Among the personal characteristics to be considered in the appointment of editors will be:

- Competence
- · Ability to use a computer

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Conscientiousness, including self-discipline.

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REQUIREMENTS FOR THE POST OF ADAPTORS FOR GRADE 3 AND 6

In order to be considered to serve as an adaptor for Grade 3 and 6, the applicant must have:

- 1. At least a recognised three (3) year post matric qualification in special education (hearing impaired/blind).
- 2. Knowledge of sign language (for adaptation of question papers for deaf learners)
- 3. Extensive experience as an educator in the particular subject and at least two (2) years' teaching experience within the last five (5) years of Grade 3 or 6.
- 4. Experience in teaching in special schools will be an added advantage.
- Knowledge of the GET National Curriculum Statement, subject statements and assessment guidelines as well as CAPS.
- 6. Computer literacy MS-Word and MS-Excel.

ROLES AND RESPONSIBILITIES OF CONTRACT EDITORS AND ADAPTORS

Those appointed as editors for Grades 11 and 12 will be required to:

- Edit assessment instruments and prepare detailed reports electronically for Grade
 Trial and Grade 11 Final examinations.
- 2. Sign a contract for a minimum of three (3) years.
- 3. Sign an agreement of confidentiality.
- Take responsibility for the linguistic and grammatical quality, standard and accuracy of the assessment instrument and marking guideline.
- 5. Hand over edited assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

Those appointed as adaptors in Grades 11 and 12 will be required to:

- Adapt assessment instruments for deaf and blind learners.
- Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard after adaptation.
- 3. Sign a contract for a minimum of three (3) years.
- 4. Sign an agreement of confidentiality.
- 5. Write reports on the adaptation of the assessment instrument.
- Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
- Hand over adapted assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

Those appointed as editors in Grade 9 will be required to:

- Edit assessment instruments and prepare detailed reports electronically for Grade 9 Final examinations.
- Sign a contract for a minimum of three (3) years.
- Sign an agreement of confidentiality.

- Edit assessment instruments and marking guidelines for the Eastern Cape Department of Education on prescribed dates.
- Take responsibility for the linguistic and grammatical quality, standard and accuracy of the assessment instrument inclusive of the marking guideline.
- Hand over edited assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

Those appointed as adaptors in Grade 9 will be required to:

- Adapt assessment instruments for deaf and blind learners.
- Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard after adaptation.
- 3. Sign a contract for a minimum of three (3) years.
- 4. Sign an agreement of confidentiality.
- 5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
- Hand adapted assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

Those appointed as contract editors in Grades 3 and 6 will be required to:

- Edit assessment instruments and prepare detailed reports electronically for Grades 3 and 6 assessment instruments and marking guidelines.
- Sign a contract for a minimum of three (3) years.
- 3. Sign an agreement of confidentiality.
- Hand over ownership of the assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.
- Take responsibility for the linguistic and grammatical quality, standard and accuracy of the assessment instrument and marking guideline.
- Hand over edited assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

Those appointed as adaptors in Grades 3 and 6 will be required to:

- Adapt assessment instruments for deaf and blind learners.
- Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard after adaptation.
- 3. Sign a contract for a minimum of three (3) years.
- 4. Sign an agreement of confidentiality.
- 5. Write reports on the adaptation of the assessment instrument.
- Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
- Hand over adapted assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.



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SUBMISSION OF APPLICATIONS

- Applications must be submitted on the Application Form attached to this 1. Assessment instruction and must be accompanied by all documentation indicated as follows:
 - Annexure A for Grades 11 and 12
 - Annexure B for Grade 9
 - Annexure C for Grade 6
 - Annexure D for Grade 3
- No e-mailed or faxed applications will be considered. 2.
- Applications must be submitted to the District Office, Examinations Section, in a 3. sealed envelope, marked with the name of the applicant, position and grade applied for.
- Closing date at the District Office is Wednesday, 19 February 2014. Late 4. applications will not be considered.
- Districts to submit sealed applications to the Provincial Office by Friday, 5. 21 February 2014.
- No applications will be accepted at the Provincial Office from applicants. 6.
- Short-listed applicants may be required to present themselves at the Provincial 7. Office for an interview.
- All shortlisted applicants who have applied for editing will be required to 8. undertake a <u>competency test</u> after the interview.

CONCLUSION

The Department of Education encourages applications from those who meet the requirements, and more importantly, who can make a meaningful contribution to sustaining and enhancing the quality of teaching, learning and assessment in the Province of the Eastern Cape.

R. TYWAKADI

DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT



INSTRUCTIONS TO COMPLETE APPLICATION FORMS

NB.PRINCIPALS OF SCHOOLS MUST NOT APPLY

Please note:

- Closing Date at district offices, Examinations Section, is Wednesday, 12 February 2014 at 16H00.
- 2. A separate application form is to be completed for each position.
- 3. The following documentation MUST be attached for the application to be considered. Failure to attach all the following documents will lead to the application not being considered.
 - A recent passport-sized photograph of yourself in the block provided on the application form.
 - A recently certified copy of your identity document.
 - A recently certified copy of your salary advice slip.
 - Recently certified copies of your academic qualifications.
 - An abridged Curriculum Vitae (CV) relevant to the application.
 - Letter(s) of recommendation from an appropriate referee.
 (CESCurriculum Management, Subject Planner, Subject Advisor, School Principal or Head of Department).



ANNEXURE A (Grades 11 and 12)
Assessment Instruction 09 of 2014

APPLICATION FORM FOR GRADES 11 and 12 PROVINCIAL EDITOR/ADAPTOR

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I certify that the above information is correct and accurate. Should there be any errors or false declaration in this application, the application will be disqualified.

I am willing to abide by all conditions as stipulated in ASSESSMENTINSTRUCTION 09 of 2014. Date Signature of applicant Declaration and recommendation by the Principal/Subject I. Planner/Subject Advisor/District Director (Print name) certify that the above information is true and correct and recommend the application without any reservation. INSTITUTION'S OFFICIAL STAMP: Date Signature of the Principal/Subject Planner/Subject Advisor/District Director Comments Date Evaluator Name (Please Print) Signature



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ANNEXURE B (Grade 9) Assessment Instruction 09 of 2014

APPLICA	TION FORM FOR GRADE 9 PROVINCIAL EDITOR/ADAPTOR	
	NB.PRINCIPALS OF SCHOOLS MUST NOT APPLY Where Applicable mark Appropriate	Block with a "X"
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Editor		
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Fax Number (w)	Fax Number (h)	
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E-Mail Address		
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Centre number	If Applicable) 4 District	
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Present post	(e.g. Deputy Principal, Teacher, Subject Specialist	
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I certify that the above information is correct and accurate. Should there be any errors or false declaration in this application, the application will be disqualified.

I am willing to abide by all conditions as stipulated in ASSESSMENTING 2014.	STRUCTION 09 of
Signature of applicant Date Declaration and recommendation by the Principal/Subject	
Planner/Subject Advisor/District Director (Print name) certify that the above information is true and correct and recommend the application without any reservation.	INSTITUTION'S
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ANNEXURE C (Grade 6)
Assessment Instruction 09 of 2014

APPLICATION FORM FOR GRADE 6 EDITOR/ADAPTOR	
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Where Applicable mark Appropria	te Block with a "X"
A. Position Indicate the desired appointment (only one position per form)	
Editor Adaptor	
Indicate the language in which you are able to moderate, examine or adapt. English Afrikaans	Both
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Present post (e.g. Deputy Principal, Teacher, Subject Specialist)	
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C. Academi	c Details	_							
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I certify that the above information is correct and accurate. Should there be any errors or false declaration in this application, the application will be disqualified.

I am willing to abide by all conditions as stipulated in ASSESSMENTINSTRUCTION 09 of 2014. Signature of applicant Date I. Declaration and recommendation by the Principal/Subject Planner/Subject Advisor/District Director (Print name) certify that the above information is true and correct and recommend the application without any reservation. INSTITUTION'S OFFICIAL STAMP: Signature of the Principal/Subject Date Planner/Subject Advisor/District Director Comments Official use Only Accept Date Signature Evaluator Name (Please Print)

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ANNEXURE D (Grade 3) Assessment Instruction 09 of 2014

APPLICATION FORM FOR GRADE 3 EDITOR/ADAPTOR	
NB: PRINCIPALS OF SCHOOLS MUST NOT APPLY	
Where Applicable mark Appro A. Position Indicate the desired appointment (only one position per form)	priate Block with a "X"
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B. Personal Details	
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Cellphone Number Fax to e-mail	
E-Mail Address	
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Institution where employed	
Centre number (If Applicable) 4 District	
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Present post (e.g. Deputy Principal, Teacher, Subject Specialist)	

Please Print



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Ikamya eligagambijeyo!

I certify that the above information is correct and accurate. Should there be any errors or false declaration in this application, the application will be disqualified.

I am willing to abide by all conditions as stipulated in ASSESSMENTINSTRUCTION 09 of 2014. Signature of applicant Date I. Declaration and recommendation by the Principal/Subject Planner/ Subject Advisor /District Director (Print name) certify that the above information is true and correct and recommend the application without any reservation. INSTITUTION'S OFFICIAL STAMP: Date Signature of the Principal/Subject Planner/Subject Advisor/District Director Comments Official use Only Accept Evaluator Name (Please Print) Signature Date

building blacks for growth.

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