Province of the EASTERN CAPE
EDUCATION

DIRECTORATE: ASSESSMENT AND EXAMINATIONS
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REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

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ASSESSMENT INSTRUCTION 22 of 2014

TO: DEPUTY DIRECTOR-GENERAL
        CHIEF DIRECTORS
        DIRECTORS AND DISTRICT DIRECTORS
        CHIEF EDUCATION SPECIALISTS
        EDUCATION DEVELOPMENT OFFICERS
        DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
        PRINCIPALS OF ALL AET CENTRES
        TEACHER UNIONS / ORGANISATIONS
   SITE GOVERNING BODIES

DATE: 27 FEBRUARY 2014

APPLICATION FOR APPOINTMENT AS PROVINCIAL SBA SENIOR MODERATORS AND MODERATORS FOR THE PERIOD: SEPTEMBER/OCTOBER 2014 – SEPTEMBER/OCTOBER 2017

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1. BACKGROUND

In 2014 AET L4 learners will once again write the *General Education and Training Examinations* (GETC) in compliance with the Unit Standards & Guidelines. In order for a learner to obtain the GETC, a learner must have marks for Site Based Assessment (SBA) in addition to the marks he/she will obtain in the final external examinations.

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.

Appointed SBA Senior moderators and moderators will embark on a Provincial Centralized Site Based Assessment (SBA) moderation process to ensure that valid, reliable and quality SBA marks for each learner are registered.

building blocks for growth

Ikamva eliqaqambileyo!
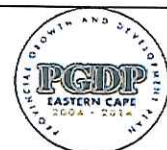
This process is informed by the *General Education and Training Certificate requirements* for each Learning Area and is in line with the **UMALUSI** requirements for valid and reliable SBA marks through verifiable procedures and processes.

2. LIST OF LEARNING AREAS TO BE MODERATED:

The following **Learning Areas** will be moderated during the Provincial Centralised SBA moderation processes:

	LEARNING AREA	CODE
1	IsiXhosa	LCXH4
2	Economic & Management Sciences	EMSC4
3	Early Childhood Development	ECDV4
4	Information Communication Technology	INCT4
5	Wholesale & Retail	WHRT

3. The following **THREE CATEGORIES** of applications will be considered:

a. **Application by AETL Tutors for appointment as SBA Moderators/ Senior Moderators in the 2014 Centralised Provincial SBA moderation process (ANNEXURE A).**
b. **Application by District SBA Coordinators for appointment as SBA Moderators/ Senior Moderators in the 2014 Centralised Provincial SBA moderation process (ANNEXURE B).**
c. **Application by Provincial Curriculum Coordinators for Appointment as SBA Senior Moderators in the 2014 Centralised Provincial SBA moderation process (ANNEXURE C).**

Read the Instructions on Application Forms.

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

WHO QUALIFIES TO APPLY FOR MODERATING?

- Tutors who are currently teaching the Learning Area applied for in AET L4.
- Principals who are currently teaching the Learning Area applied for in AET L4 and who have a strong support staff that will manage the centre in his/her absence. Application form to be signed by the District SBA Coordinator.
- District SBA Coordinators / Provincial Curriculum Coordinators in the AET phase with a teacher qualification in the subject that they are advising on.

WHO DOES NOT QUALIFY FOR MODERATING?

- Office-based educators (EDOs, CES) as they do not teach the AET L4 Learning Areas.
- Subject Advisors in the GET phase may **not** apply to moderate AET L4 SBA portfolios.
- Cluster leaders and SBA Co-Ordinators who are not teaching the Learning Area and do not have qualifications in the Learning Area they co-ordinate.

ADDITIONAL CONDITION OF APPOINTMENT

- Appointed moderators may be compelled to attend the professional development and training programme which may be convened by the Provincial Head Office.

4. VERIFICATION OF APPLICATIONS

AT SCHOOL LEVEL:

- Principal and Site Management Team.

INSTRUCTIONS TO PRINCIPALS

- Signature of approval must only be appended if educator is currently teaching the Learning Area in AET L4.
- Do not sign application forms of educators not teaching the Learning Area in AET L4.
- Do not sign application forms of educators who are not teachers in your school.

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 **Moderators** will include:

- CES: Curriculum (Chairperson).
- CES: Governance.
- DCES: Examinations.
- SBA Coordinators.
- Teacher Union representatives as observers.

b. The members of the **Verification Committee** for **SBA Coordinators** who apply to moderate will include:

- CES: Curriculum (Chairperson).
- CES: Governance.
- DCES: Examinations.
- DCES: AET
- Teacher Union representatives as observers.

c. The members of the **Verification Committee** for **Head Office Coordinators** will include:

- Director: Curriculum AET Programmes (Chairperson).
- CES: AET Curriculum Planning.
- CES: Internal Assessment.
- 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 per category.
- Alphabetical list of rejected applicants per category.
- Alphabetical list of recommended applicants per category.

AT PROVINCIAL OFFICE:
ACTUAL SELECTION AND APPOINTMENT PROCESS:

- AET : Assessment and Examinations Coordinator & AET Curriculum Coordinator to organize and manage the selection processes.
- CES: Assessment and Examinations (internal assessment)
- Selection panels to consider all application forms from the 23 Districts.
- Unions to observe the selection process.
- Verification of selected moderators by Assessment and Examinations and Curriculum officials

NB: All officials are requested to check the Application Forms carefully in order to verify that only competent qualified SBA Moderators are appointed to these critically important positions.

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 did not come through the District Office

IMPORTANT DATES:

a. Closing date for application forms of **SBA moderators/senior moderators** at the District office: **30 May 2014**

b. Closing date for application forms of **SBA moderators/senior moderators** at the Provincial office: **20 June 2014**

c. Selection of **SBA moderators: 03 July 2014**

List of **SBA Moderators ready for distribution to Districts: 08 August 2014**

5. CONCLUSSION:

The moderation of SBA marks is extremely important in the delivery of accurate, standardized and credible results as these marks form part of the final results of 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 posts.

Yours in Quality Education

_____
MR R. TYWAKADI
DEPUTY DIRECTOR - GENERAL

07|03|2014
DATE

ANNEXURE A

Province of the
EASTERN CAPE
EDUCATION
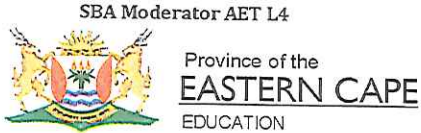
LEARNING AREA APPLIED FOR:

Place
ID Photo
Here

APPLICATION: SBA MODERATOR (EDUCATORS/CENTRE PRINCIPALS)
2014 AET L4
CLOSING DATE:
30 MAY 2014

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE 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 subject 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 4.
5. Attach a **certified copy** of your ID Document to this form.
6. Attach a recent ID Photo of yourself to the top right corner of this form.
7. 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	1	9	Y	Y	M	M	D

Surname		First Names	

Title		Initials		Postal Address	

Tel. No. (W)	

Tel. No. (H)	

Cell Number		Postal Code	

Present Post: ☐ Principal ☐ Supervisor ☐ Cluster Leader ☐ Educator Specify Other:

AET L4 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:

HOSPITALITY

If successful, will you need accommodation during moderation period?	YES		NO	
Gender	M		F	
Meals - Normal	YES		NO	

	YES		NO	
~~Vegetarian (NB: All meals HALAAL)~~				

BANK PARTICULARS

Name of Bank		Branch Name	
Account Number		Branch Code	
Type of Account	☐ Savings Account	☐ Current Account	☐ Transmission Account

LANGUAGE COMPETENCY

Moderation abilities for content subjects	English		Afrikaans	

QUALIFICATIONS (In the Learning Area applied for on this form)

Qualification for Moderation:	1. At least a second year level passes in a tertiary education course in the subject to be moderated. 2. At least 3 years of recent teaching experience in the subject from AET L3 - 4 levels for the Learning Area.			
Learning Area	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
E.g. Mathematics Literacy	*2*	*B. Sc.*	*1990*	*Fort Hare*
TEACHING QUALIFICATIONS (i.e. HDE)				

PARTICULARS OF POST

Have you taught the Learning Areas level 3 - 4?	☐ YES	☐ NO
Are you presently teaching the Learning Areas level 4?	☐ YES	☐ NO
Are you resigning your post in the Education Dept. in/before October 2014?	☐ YES	☐ NO
Are you currently employed by the Eastern Cape Education Dept?	☐ YES	☐ NO
Did the Department remunerate you for moderating in the previous years?	☐ YES	☐ NO

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

Learning Area Code	Learning Area Description	Grade 10 - 12			Name of School	School Contact No.
		Year Start (L. 3)	Year End (L. 4)	Total Years		
10030034	*Mathematical Lliteracy*	*2008*	*2010*	*3*	*Bhisho Adult Centre*	*(040) 604 1234*

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

Year	Learning Area Code	Learning Area Description	Paper	Average %	% Pass Rate	Highest Symbol
2011			1			
			2			
2012			1			
			2			

SBA MODERATION EXPERIENCE

Year	Subject Code	Learning Area Description	Rank (e.g. moderator, senior moderator)

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. I hereby declare that all the information supplied in this application is true and correct.

_____   _____   _____

Print Name   Signature: Applicant   Date

DECLARATION BY PRINCIPAL (IN CASE OF PRINCIPAL)

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 29th September 2014 and must return to school after moderating on the 10th October 2014. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

SCHOOL

STAMP

_____   _____   _____

Print Name   Signature: Principal/   Date

RECOMMENDATION BY SBA COORDINATOR / 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 early as the 29th September 2014 and must return to school after moderating on the 10th October 2014. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

STAMP

_____   _____   _____

Print Name   Signature: SBA   Date
              COORDINATOR /CES

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	

SIGNATURE: _____
             CHAIRPERSON

DATE:_____

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Moderators: Norms and Standards

(1) Moderators are appointed in terms of the Personnel Administration Measures (PAM).
(2) All selection panels should be chaired by the relevant provincial Head of Education or his / her designee, since the provincial education department is finally responsible for the appointment of moderators.
(3) In order to ensure that the information provided by the applicant for the position of moderator is correct, it must be verified by his or her employer. A person applying for the post of moderator must be an educator currently offering the subject for which he or she applies in the AET band.

LIST OF AET L4 LEARNING AREAS AND THEIR CODES

	LEARNING AREA	CODE
1	IsiXhosa	LCXH4
2	Economic & Management Sciences	EMSC4
3	Early Childhood Development	ECDV4
4	Information Communication Technology	INCT4
5	Wholesale & Retail	WHRT
6	Applied Agriculture & Agricultural Technology	AAAT4

SBA Moderator AET L4

Place

ID Photo

Here

Province of the
EASTERN CAPE
EDUCATION

LEARNING AREA APPLIED FOR:

APPLICATION: SBA SENIOR MODERATOR (EDUCATOR/SBA COORDINATOR) 2014 AET L4

CLOSING DATE:
30 MAY 2014

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE 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 subject applied for.
3. Certified copies of academic qualifications **MUST** accompany your 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: Please see the Government Gazette of 17 September 2004 or refer to page 4.
5. Attach a **certified copy** of your ID Document to this form.
6. Attach an ID Photo of yourself to the top right corner of this form.

PERSONAL INFORMATION

PERSAL No.							ID No												Date of Birth	1	9	Y	Y	M	M	D	D

Surname		First Names	
Title		Initials		Postal Address	
Tel. No. (W)			
Tel. No. (H)			
Cell Number		Postal Code	
Present Post	**Educator / SBA Coordinator**		
Learning Area		District Name	

BANK PARTICULARS

Name of Bank		Branch Name	
Account Number		Branch Code	
Type of Account	☐ Savings Account	☐ Current Account	☐ Transmission Account

LEARNING AREA APPLYING FOR

Subject Code					
Learning Area Description					
Other Learning Areas, Papers you applied to moderate in 2013					

QUALIFICATIONS (In the Learning Area you are applying for on this form)

Qualification for Moderating: 1. At least a second year level pass in a tertiary education course in the subject to be moderated
2. At least 3 years of recent teaching/advisory experience in the subject from AET L4
3. Should be the subject taught/advised in AET L 3-4 in the last two years

Learning Area	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
E.g. Mathematical Literacy	2	B. Sc.	1990	Fort Hare
TEACHING QUALIFICATIONS (i.e. HDE)				

EXPERIENCE AS SBA COORDINATOR

Year	Learning Area Code	Learning Area Description
E.g.	10030034	Mathematical Literacy
2011		
2012		

SBA MODERATING EXPERIENCE

Year	Learning Area Code	Learning Area Description	Rank (e.g. Moderator/Senior Moderator)

DECLARATION

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. I hereby declare that all the information supplied in this application is true and correct.

SBA Coordinator/educator: _____

Print Name   Signature: SBA Coordinator/Educator   Date

CES Curriculum: _____

Print Name   Signature: CES   Date

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 29th September 2014 and must return to work on the 10th October 2014. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

STAMP

Print Name   Signature: District Manager   Date

RECOMMENDATION BY 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 early as the 29th September 2014 and must return to school after moderating on the 10th October 2014. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

STAMP

Print Name   Signature: Date

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	

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          CHAIRPERSON

DATE: _____

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PROVINCIAL CENTRALISED SITE BASED ASSESSMENT (SBA): REQUEST FOR APPLICATIONS AS PROVINCIAL SBA SENIOR MODERATORS AND MODERATORS