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ASSESSMENT INSTRUCTION 28 of 2015

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS:
GRADES 10 - 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 19 MAY 2015

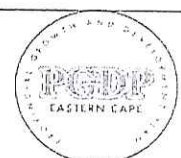
PROVINCIAL CENTRALISED NSC GRADE12 SCHOOL BASED ASSESSMENT (SBA):
REQUEST FOR APPLICATIONS AS PROVINCIAL SBA CHIEF MODERATORS AND
MODERATORS

1. BACKGROUND

In 2015 Grade 12 learners will once again write the *National Senior Certificate* (NSC) in compliance with the Curriculum and Assessment Policy Statement (CAPS). In order for a learner to obtain the NSC, a learner must have marks for School 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 School Based Assessment (SBA) marks follow a similar stringent quality control procedure.

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



This process is informed by the *Curriculum and Assessment Policy Statement (CAPS)* for each subject and is in line with the **UMALUSI** requirements for valid and reliable SBA marks through verifiable procedures and processes.

2. ARRANGEMENTS FOR PROVINCIAL CENTRALISED SBA MODERATION

DATE: 10 - 14 August 2015

VENUE: EDUCATION LEADERSHIP INSTITUTE (ELI)
EAST LONDON / MTHATHA / PORT ELIZABETH

SUBJECTS TO BE MODERATED:

The following 22 subjects will be moderated during the Provincial Centralised SBA moderation processes:

SUBJECT		SUBJECT	
1	Accounting	12	Hospitality Studies
2	Agricultural Management Practice	13	IsiXhosa Home Language
3	Agricultural Sciences	14	Life Sciences
4	Business studies	15	Life Orientation
5	Computer Applied Technologies	16	Mathematical Literacy
6	Economics	17	Mathematics
7	Engineering Graphics and Design	18	Mechanical Technology
8	English FAL	19	Music
9	English HL	20	Physical Sciences
10	Geography	21	SeSotho HL
11	History	22	Tourism

3. APPLICATION PROCESSES TO BE FOLLOWED FOR APPOINTMENT AS SBA MODERATORS

The moderation will be done by the appointed SBA senior moderators and SBA moderators.

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

- a. Application by teachers for appointment as SBA Moderators in the 2015 Centralised Provincial SBA moderation process (ANNEXURE A).
- b. Application by Subject Advisors / District DCES for appointment as SBA Moderators in the 2015 Centralised Provincial SBA moderation process (ANNEXURE B).
- c. Application by Provincial Subject Planners for Appointment as SBA Chief Moderators in the 2015 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?

- Educators who are currently teaching the subject applied for in Grade 12.
- Principals who are currently teaching the subject applied for in Grade 12 and who have a strong support staff that will manage the school in his/her absence. Application form to be signed by the EDO.
- Subject Advisors / DCES in the FET phase with a teacher qualification in the subject that they are advising on.
- Subject Planners at Head office who advice on the subjects.

WHO DOES NOT QUALIFY FOR MODERATING?

- Office-based educators (EDOs, CES) as they do not teach the Grade 12 subjects.
- Subject Advisors in the GET phase may **not** apply to moderate Grade 12 SBA portfolios.
- Cluster leaders and SBA Co-Ordinators who are not teaching the subject and do not have qualifications in the subject 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 School Management Team.

INSTRUCTIONS TO PRINCIPALS

- Signature of approval must only be appended if educator is currently teaching the subject in Grade 12.
- Do not sign application forms of educators not teaching the subject at Grade 12 level.
- 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 **teachers** who apply to be **Moderators** will include:
 - CES: Curriculum (Chairperson).
 - CES: Governance.
 - DCES: Examinations.
 - EDO's.
 - Subject Advisors.
 - Teacher Union representatives as observers.

- b. The members of the **Verification Committee** for **Subject Advisors / DCES** who apply to moderate will include:
 - CES: Curriculum (Chairperson).
 - CES: Governance.
 - DCES: Examinations.
 - EDO
 - Teacher Union representatives as observers.

- c. The members of the **Verification Committee** for **Subject Planners and Head Office DCES** will include:
 - Director: Curriculum FET Programmes (Chairperson).
 - Acting Director: Assessment & Exams.
 - CES: FET 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:

- CES: Exams (internal assessment) and CES: Curriculum (FET Programmes) to organize and manage the selection processes.
- Selection panels to consider all application forms from the 23 Districts.
- SBA Chief moderators to do the selection of SBA moderators.
- Unions to observe the selection process.
- Verification of selected moderators by exams 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 Chief moderators**: 19 June 2015
- b. Appointment of **SBA Chief moderators**: 24 June 2015
- c. Closing date for application forms of **SBA moderators** at the District office: 26 June 2015
- d. Closing date for application forms of **SBA moderators** at the Provincial office: 03 July 2015
- e. Selection of **SBA moderators** : 09 - 10 July 2015

List of SBA Moderators ready for distribution to Districts : 31 July 2015

5. CONCLUSION:

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 Grade 12 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



DR A.S. NUKU
ACTING DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

09/06/2015
DATE



Province of the
EASTERN CAPE
EDUCATION

SUBJECT APPLIED FOR:

Place
ID Photo
Here

**APPLICATION: SBA MODERATOR (TEACHERS)
2015 GRADE 12**

**CLOSING DATE:
26 JUNE 2015**

[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 3.
 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.
- Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments will be accepted.

PERSONAL INFORMATION

PERSONAL No.		ID No		Date of	1	9	
Surname				First Names			
Title	Initials			Postal Address			
Tel. No. (W)							
Tel. No. (H)							
Cell Number				Postal Code			
Present Post	<input type="checkbox"/> Principal	<input type="checkbox"/> Dep. Principal	<input type="checkbox"/> ES	<input type="checkbox"/> Educator	Specify Other:		
Grade 12 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	
- Vegetarian (NB: All meals HALAAL)	YES		NO	

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 subjects	English Home/FAL		Afrikaans Huis	
	English Additional		Afrikaans Addisioneel	

QUALIFICATIONS (In the subject 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 Grade 10 - 12 levels for the subject.			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

PARTICULARS OF POST

Have you taught the subject in grade 10 – 11?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching the Subject in Grade 12?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you take VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you in a governing Body Post?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning your post in the Education Dept. in/before October 2015?	<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 the previous years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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

Subject Code	Subject Description	Grade 10 - 12			Name of School	School Contact No.
		Year Start (Gr. 10)	Year End (Gr. 12)	Total Years		
10030034	<i>Mathematical Literacy</i>	2013	2015	3	<i>Bhisho High School</i>	<i>(040) 604 1234</i>

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

Year	Subject Code	Subject Description	Paper	Average %	% Pass Rate	Highest Symbol
2013			1			
			2			
2014			1			
			2			

SBA MODERATION EXPERIENCE

Year	Subject Code	Subject 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/EDO (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 10th August 2015 and must return to school after moderating on the 14th August 2015. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

Print Name

Signature: Principal/EDO

Date

RECOMMENDATION BY SUBJECT ADVISOR / 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 10th August 2015 and must return to school after moderating on the 14th August 2015. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

Print Name

Signature: Subject Advisor /
CES: Curriculum

Date

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE: _____ SBA CHIEF MODERATOR			
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 FET band.

LIST OF GRADE 12 SUBJECTS AND THEIR CODES

	SUBJECT	CODE			
1	Accounting	03060034	14	Geography	07060064
	Afrikaans Home Language	04010034	15	History	07060094
3	Agricultural Science	01060064	16	Hospitality Studies	11060064
4	Business Studies	03060064	17	Information Technology	10060124
5	Civil Technology	06060034	18	IsiXhosa Home Language	04010304
6	Computer Applications Technology	10060094	19	Life Orientation	07050034
7	Consumer Studies	11060034	20	Life Sciences	10060154
8	Design	02060064	21	Mathematical Literacy	10030034
9	Dramatic Arts	02060094	22	Mathematics	10040064
10	Economics	03060094	23	Music	02060124
11	Engineering Graphics and Design	06060124	24	Physical Sciences	10060184
12	English First Additional Language	04020154	25	Religion Studies	07060124
13	English Home Language	04010124	26	Tourism	11060094
			27	Visual Arts	02060154

QUALIFICATIONS (In the subject 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 Grade 10 - 12
 3. Should be the subject taught/advised in grade 10 – 12 in the last two years

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

EXPERIENCE AS SUBJECT ADVISOR

Year	Subject Code	Subject Description
<i>E.g.</i>	<i>10030034</i>	<i>Mathematical Literacy</i>
2013		
2014		

SBA MODERATING EXPERIENCE

Year	Subject Code	Subject 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.

Subject Advisor: _____
 Print Name Signature: Subject Advisor 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 10th August 2015 and must return to work after moderating on the 14th August 2015. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

 Print Name Signature: District Manager Date

RECOMMENDATION BY CES: CURRICULUM (Chairperson of Verification Committee)

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Print Name

Signature:
CES: Curriculum

Date

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE: _____ <p style="text-align: center;">SBA CHIEF MODERATOR</p>			
DATE: _____			

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 3. Should be the subject taught/advised in grade 10 – 12 in the last two years

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

EXPERIENCE AS DCES / SUBJECT PLANNER

Year	Subject Code	Subject Description
<i>E.g.</i>	<i>10030034</i>	<i>Mathematical Literacy</i>
2013		
2014		

SBA MODERATING EXPERIENCE

Year	Subject Code	Subject 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.

Subject Advisor:

Print Name

Signature: DCES/Subject
Planner

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 09th August 2015 and must return to work on the 14th August 2015. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

Print Name

Signature: Director – FET
Curriculum Planning

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 09th August 2015 and must return to work on the 14th August 2015. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre

Print Name

Signature:
CES: Curriculum

Date

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

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