



Province of the
EASTERN CAPE
EDUCATION

EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE
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ASSESSMENT INSTRUCTION NO 14 OF 2020

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DHET REGIONAL MANAGER
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EC CET PRINCIPALS
EC CET DEPUTY PRINCIPALS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
COMMUNITY LEARNING CENTRE MANAGERS
TEACHER UNIONS/TEACHER ORGANISATIONS
EC CET COUNCIL
EC CET ACADEMIC BOARD**

DATE: 04 MARCH 2020

**APPLICATION FOR APPOINTMENT:
2020 SITE BASED ASSESSMENT (SBA) MODERATORS FOR ADULT EDUCATION
AND TRAINING (AET) LEVEL 4 - GETC**

Application by Adult Education and Training (AET) Level 4 lecturers for appointment as AET L4 Site Based Assessment (SBA) moderators for the 2020.

Read the instructions on the Application Form.

NB: All officials are requested to check the application Form carefully to verify that only qualified and competent lecturers are appointed to these critically important positions.

Application forms to be handed in at DISTRICT HEAD OF EXAMINATIONS OFFICE in relevant Districts. Applicants must submit their application forms to their relevant District Offices.

Verification and sorting will be done at Centre and District levels by the Verification Committees.

1. WHO QUALIFIES TO APPLY AS SBA MODERATOR?

- 1.1 CET lecturers who lectured the Learning Areas they are applying for in AET L4 during the period 2017 - 2019.
- 1.2 **CET lecturers must have at least a recognized three year post matric qualification in the Learning Area or directly related field of study at second or third year level. A transcript / statement of results must be attached, if the Learning Area is not specified on the certificate.**
- 1.3 **CET lecturers who do not have the required qualifications in the relevant Learning Areas, BUT have been lecturing the Learning Areas on a full-time basis, must submit letters of recommendation from their Centre Managers as evidence of lecturing the Learning Areas with the required learner performance.**
- 1.4 Centre Managers who lectured the Learning Areas in AET L4 during the period 2017 to 2019.
- 1.5 **Preference will be given to serving lecturers who are presently lecturing the Learning Areas concerned.**

2. WHO DOES NOT QUALIFY TO MARK?

- 2.1 CET lecturers who never taught the Learning Areas in AET Level 4 during the period 2017 to 2019
- 2.2 CET lecturers who do not have qualifications in the Learning Areas or directly related fields of study at second year University level or at fourth-year teachers' college level.
- 2.3 Non-South African citizens without SACE registration.
- 2.4 **CET lecturers who will be on leave at the time of moderation.**
- 2.5 **CET lecturers on suspension.**
- 2.6 **CET lecturers who have retired or been dismissed.**
- 2.7 Officials employed in the Assessment and Examinations Directorate.
- 2.8. CET lecturers who were involved in the Examinations Irregularities in 2019.
- 2.9 CET lecturers who have failed to attend moderation sessions in their districts.

3. VERIFICATION AT CENTRE LEVEL:

- 3.1 CET Centre Manager to convene a meeting with the applicants and the Centre Management Team.
- 3.2 **All application forms must be checked jointly at this meeting to ensure that they are fully completed and have all the necessary attachments.**
- 3.3 Complete the LIST OF APPLICANTS (**ANNEXURE 2**), that will be signed by each applicant and the centre manager.

- 3.4 The signing of the application form is legally binding, and it certifies the accuracy and ownership of the information provided by all signatories.
- 3.5 CET Centre Managers must present the list of applicants to the whole team before signing it.
- 3.6 CET Centre Managers' application forms must be signed by AET coordinators at the district offices.
- 3.7 Any false information supplied on this document will result in the disqualification of all the participants in the verification meeting from taking part in examination related activities for two years.**

4. INSTRUCTIONS TO CENTRE MANAGERS

- 4.8. Approval must only be given by signing the form, if the lecturer was / is responsible for lecturing the Learning Area at Level 4 during the period 2017 to 2019.
- 4.9. Do not sign application forms of lecturers who are **not lecturing at your centre and those affected by paragraph 2 above.**
- 4.10. NB: CET Centre Managers must ensure that the information provided on application forms is accurate and verifiable.
- 4.11. CET Centre Managers to attach letters of recommendation for lecturers who do not have the required qualifications in the relevant Learning Areas, BUT have been lecturing them on full time basis, motivating for the competence of the lecturers in those Learning Areas.**

5. VERIFICATION AT DISTRICT LEVEL:

- 5.8. The members of the **Verification Committee** to consider the application forms for AET L4 Moderators will include:
- 5.8.1. CES: Curriculum (Chairperson)
 - 5.8.2. CES: IDS&G
 - 5.8.3. DCES: Assessment & Examinations
 - 5.8.4. Circuit Managers
 - 5.8.5. AET coordinator
 - 5.8.6. Teacher Union representatives as observers.
- 5.9. **The committee must ensure that all criteria are met, and information provided is verified.**
- 5.10. **Reasons must be written in the space provided on the application form in the event of the application not being recommended.**
- 5.11. **The committee must ensure that letters of recommendation for lecturers who do not have the required qualifications in the relevant Learning Areas, BUT have been lecturing them on full time basis are attached.**
- 5.12. **All application forms must be signed by the Chairperson after verification.**

5.13.NB: The committee must ensure that all criteria are met, and information provided is verified. Reasons must be written in the space provided on the application form in the event of the application being rejected.

6. VERIFICATION AT PROVINCIAL LEVEL:

6.8. The membership of the Provincial Committee that recommends AET L4 markers to the Superintendent General: Education, for appointment is as follows:

- 6.8.1. Examinations and Assessment official as Chairperson
- 6.8.2. ECCET Deputy Principal-Academic, Deputy Principal-Corporate & Regional Officials
- 6.8.3. HRA representative
- 6.8.4. Teacher Union representatives as observers

7. CONDITIONS FOR APPOINTMENT

- 7.8. Appointed moderators will receive appointment letters which must be produced on arrival at the moderation venue, signed by the CET Centre Manager of his / her centre.
- 7.9. Appointed moderators must attend a compulsory training / discussion session before the commencement of the moderation session.
- 7.10. Appointed moderators who have relatives who will be writing the AET L4 Examination in 2020 must declare this by signing the form attached to the application form – (ANNEXURE 3).
- 7.11. Appointed lecturers must have SACE certificate.
- 7.12. Foreign qualifications must have DHET and SAQA evaluation certificates.
- 7.13. Foreign nationals must have a Passport and a valid work permit.

The Department reserves the right to disqualify any appointment if there is evidence that the applicant has misrepresented him / herself by providing fraudulent or incorrect information, in both work and academic record.

8. CRITERIA FOR REJECTION OF APPLICATIONS:

- 8.8. Incomplete or illegible applications will not be considered.
- 8.9. Application forms that are not signed by Centre Managers will not be considered and will be regarded as incomplete.
- 8.10. Application forms received at the District Office after the due date will not be considered.
- 8.11. No application forms will be accepted at the Provincial Office. All application forms must be submitted through the District Exams Office and be verified at District level.

9. IMPORTANT DATES:

Closing date for receiving application forms at the District Offices	Friday, 03 APRIL 2020
Closing date for receiving application forms at the Head Office	Tuesday, 17 APRIL 2020

Kindly note that all information on application forms will be **verified** against the **database** in the **DHET Regional office, as well as ECET College**. Applicants are therefore reminded that provision of inaccurate and fraudulent information on the application form constitutes grounds for immediate disqualification and disciplinary action.

The co-operation of all education stakeholders in this important process is both anticipated and appreciated.



MR R. TYWAKADI
DEPUTY DIRECTOR GENERAL: CMD

11/03/2020

DATE

For Office use: Captured By: _____

ANNEXURE 1

ASSESSMENT INSTRUCTION 12 OF 2020

Signature _____

Date _____

LEARNING AREA: _____

Insert
ID Foto
Here



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

LEARNING AREA CODE: _____

APPLICATION FORM: 2020 - AET L4 SBA MODERATOR

CLOSING DATE: 03 APRIL 2020 (District Office)

CLOSING DATE: 17 APRIL 2020 (Head Office)

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN ZWELITSHA AFTER THE CLOSING DATE - NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to have given fraudulent information will be disqualified from moderating.
2. A **separate** application form must be completed for each Learning Area applied for.
3. Certified copies of matric and academic qualifications **MUST** accompany every application. If the Certificate / Degree does not show the specific major subject, then a copy of the **transcript** must accompany the Certificate / Degree. This applies to ACE qualifications also.
4. A recommendation from Centre Manager and AET Coordinator must be attached if the applicant does not have the qualifications in the Learning Area applying for but has been lecturing it.
5. Criteria for appointments: Please see the Government Gazette No 39684 of 12 February 2016, pages D 143 -145.
6. Attach a **certified copy** of your ID Document to this form.
7. Attach a recent ID Photo of yourself to the top right corner of this form.
8. Attach a certified copy of SACE certificate.
9. **Contents of the Assessment Instruction are all fully applicable into this form and must be read together with this application form.**
10. Only lecturers from the Department of Higher Education, Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

A. PERSONAL INFORMATION

PERSA L No.													ID No													Date of Birth	1	9	Y	Y	M	M	D	D
Surname													First Names																					
Title													Initials																					
Tel. No. (W)													Postal Address																					
Tel. No. (H)																																		
Cell Number															Postal Code																			
Present Post	<input type="checkbox"/> Centre Manager												<input type="checkbox"/> Lecturer																					
AET L4 Exam Centre Number													District & CMC Names																					
Institution/Centre Name																																		

POPULATION GROUP

To which population group do you belong?

- Black
 Coloured
 Indian
 White
 Other
 If other, please

C. HOSPITALITY

If successful, will you need accommodation during moderation period?	YES	Y	NO	No
Gender	Male	M	Female	F
Meals - Normal	YES	Y	NO	No
Vegetarian (NB: All meals HALAAL)	YES	Y	NO	No

D. LANGUAGE COMPETENCY

Moderation language preference for all Learning Areas

English

Afrikaans

E. QUALIFICATIONS (In the Learning Area applied for on this form)**Qualification for Moderation:**

1. At least a second-year pass at a tertiary level in the Learning Area to be moderated.
2. At least 3 years of recent lecturing experience in the Learning Area in AET L4 i.e. 2017 - 2019.

Learning Area	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Maths & Maths Sciences</i>	2	<i>B.Sc</i>	2010	<i>NMU</i>
LECTURING QUALIFICATIONS (i.e. HDE)				

F. MARKING/MODERATION EXPERIENCE

Year	Learning Area Code	Learning Area Description	Marking/Moderation	Rank (Marker, Moderator)
2017				
2018				
2019				

G. PARTICULARS OF POST

Have you lectured the Learning Area applied for, in AET L4 between 2017 - 2019	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently lecturing the Learning Area applied for, in AET L4?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you take the VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning from your post in the Education Department on or before December 2020?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you currently employed by the Eastern Cape Education Department	<input type="checkbox"/> YES	<input type="checkbox"/> NO

H. LECTURING EXPERIENCE (Relative to the Learning Area applied for on this application)

Learning Area Code	Learning Area Description	Grade 12			Name of Centre	Centre Contact No.
		Year Start	Year End	Total Years		
ARTC4	<i>Arts and Culture I4</i>	2017	2019/20	2	<i>St Albans Prison</i>	<i>(041) 7622121</i>
		2018				
		2019				

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

Year	Learning Area Code	Learning Area Description	No of learners who wrote the Learning Area	Number of learners who passed	Learning Area Pass %
2017					
2018					
2019					

DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform the 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 CENTRE MANAGER

To my knowledge the above-mentioned information is true and correct. I accept that the above person may leave the institution, if appointed, as early as 01 October 2020 and must return to school if moderation is completed. Lecturers appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

Print Name/Initials

Signature: Centre Manager

Date

CENTRE

STAMP

**RECOMMENDATION BY VERIFICATION COMMITTEE
(Chairperson of Verification Committee)**

(Reasons for not recommending)

Recommended/Not Recommended
(Scratch the one not applicable)

.....
.....

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant is currently lecturing AET L4 for the Learning Area applied for and fully complied with the SBA moderation requirements.

Chairperson of verification committee :

Print Name

Signature:

Contact Number

Date

DISTRICT OFFICE

STAMP

VERIFICATION & RECOMMENDATION BY PROVINCIAL PANEL: Recommended [] : Not Recommended []		PROVINCIAL SELECTION PANEL Indicate with a tick ✓		
If Not Recommended: Committee to state reason(s) why applicant is not recommended				
		SUCCESSFUL	RESERVE	UNSUCCESSFUL
_____ Surname/Initials (Print) (Chairperson of the Provincial Panel)		_____ Signature (Chairperson of the Provincial Panel)		_____ Date

EXTRACT FROM GOVERNMENT GAZETTE, 12 FEBRUARY 2016 [No. 39684 Pages D 143-145]

CRITERIA FOR THE APPOINTMENT OF EDUCATORS FOR EXAMINATION-RELATED WORK (MARKERS)

Moderators are appointed in terms of the Personnel Administration Measures (PAM), which states among others, the following:

- (1) A recognised three-year post school qualification which must include the Learning Area concerned at second or third year level or other appropriate post grade 12 qualifications.
- (2) Appropriate lecturing experience, including lecturing experience at the appropriate level (AET L4), in the Learning Area concerned.
- (3) Preference should be given to serving lecturers who are presently lecturing the Learning Area concerned.
- (4) The selection of SBA Moderators should be carried out by a panel comprising of Relevant departmental officials; HRA representative; Teacher unions (as observers).



LIST OF APPLICANTS AS SBA MODERATORS – 2020 AET L4

NAME OF DISTRICT AND CMC: _____

NAME OF CENTRE: _____

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	LEARNING AREA	APPLICANT'S SIGNATURE	SUPERVISOR/CENTRE MANAGER SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NB. IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE INCORRECT, ALL LECTURERS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

CENTRE STAMP

Centre Manager Full Name (Print) _____ Centre Manager Signature _____ Date _____

CENTRE VERIFICATION

1. CENTRE VERIFICATION TEAM

Centre Manager – Chairperson

ALL LECTURERS APPLYING TO MODERATE 2020 AET L4

2. CENTRE VERIFICATION PROCEDURE

- All members of the Verification Team must be present.
- All applicants must be present.
- Minutes of the meeting should be attached and submitted to the District Office.
- The Centre Manager should table the lecturers' application forms before the Verification Committee.

3 The Committee must verify if each applicant qualifies to apply to be a moderator of AET Level 4 and if he/she has lectured AET L4 during the period 2017 to 2019.

- When a lecturer's application has been approved, the lecturer must sign next to his/her name.
- The Supervisor must append his/her signature next to the name of the lecturer, he/she supervises.
- The List of Applicants must be presented to the whole staff.

3.2.1 The Centre Manager signs the List of Applicants, after the staff has accepted that the applicants lectured AET L4 during the period 2017 to 2019. First time applicants must have lectured the Learning Area for at least two years.

- The Centre Manager must submit the list to the District Office, and the district official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.