



ASSESSMENT INSTRUCTION 52 OF 2010

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF SCHOOLS WITH GET AND FET BAND
TEACHER UNIONS / ORGANISATIONS

DATE: 29 OCTOBER 2010

**APPLICATIONS FOR EXAMINERS AND INTERNAL MODERATORS:
2011-2013 NATIONAL SENIOR CERTIFICATE (NSC) & GRADE 9 (GET) EXAMINATIONS**

As part of an initiative to set standards in the Province of the Eastern Cape and in line with the Learner Attainment Improvement Strategy (LAIS), the Directorate of Assessment and Examinations sets Assessment Instruments for Grade 12 Trial Examination, Grade 11 Final Examination as well as Grade 9 External Assessment. These assessment instruments are in line with the National Curriculum Statement and the Subject Assessment Guidelines.

The Department of Education invites applications for Examiners and Internal Moderators for NSC subjects listed in Annexure A and Grade 9 Learning Areas as listed in Annexure B attached to this Assessment Instruction.

Subject teachers from schools offering Grades 9, 11 and 12, including special schools, subject planners and subject advisors with the necessary knowledge, skills and experience in the National Curriculum Statement are invited to apply for these posts.

REQUIREMENTS FOR THE POST OF EXAMINERS AND MODERATORS FOR GRADES 11 & 12:

N. B. ONLY SCHOOL BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS POSTS

In order to be considered to serve as examiners and moderators for Grades 11 & 12, the applicants 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;
2. 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 & 12;
3. Experience as a Grade 12 NSC marker;

4. Experience as a Grade 12 NSC senior marker, deputy chief examiner or chief marker will be an added advantage.
5. Extensive knowledge and experience of teaching, learning and assessment in the subject applied for.
6. Knowledge of the FET National Curriculum Statement, subject statements and Assessment Guidelines.
7. Computer literacy – Ms Word and MS Excel.
8. Only school based educators will be considered as examiners.
9. Subject Planners/Subject Advisors who meet the requirements may only apply for positions as Moderators.

REQUIREMENTS FOR THE POST OF EXAMINERS AND MODERATORS FOR GRADE 9:

N. B. ONLY SCHOOL BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS POSTS

In order to be considered to serve as examiners and moderators for Grade 9, the applicants must have:

1. At least a recognised three (3) year post matric qualification which must include the Learning Areas for which applied at third year level;
2. Extensive experience as an educator in the particular Learning Area and at least two (2) years teaching experience within the last five (5) years of Grade 9;
3. Extensive knowledge and experience of teaching, learning and assessment in the Learning Area applied for.
4. Knowledge of the GET National Curriculum Statement, subject statements and Assessment Guidelines.
5. Computer literacy – Ms Word and MS Excel.
6. Only school based educators will be considered as examiners.
7. Learning Area Planners and Subject Advisors who meet the requirements may apply for positions as Moderators.

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

- Aptitude
- Ability
- Conscientiousness including competence and self-discipline.

ROLES AND RESPONSIBILITIES OF EXAMINERS AND MODERATORS

Those appointed as Examiners for Grades 11 & 12 will be required to:

1. Set assessment instruments and prepare marking guide lines, translation and adaptation for Grade 12 Trial and Grade 11 Final examinations.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Hand ownership of the assessment instruments and marking memoranda to the EC Department of Education.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.

Those appointed as Moderators in Grades 11 & 12 will be required to:

1. Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Write reports on the moderation of the assessment instrument.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.

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

1. Set assessment instruments and prepare marking guide lines, translation and adaptation for Grade 9 Final examinations.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Hand ownership of the assessment instruments and marking memoranda to the EC Department of Education.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.

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

1. Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Write reports on the moderation of the assessment instrument.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.

ENQUIRIES

All enquiries may be directed to MR. V A JOSEPH at telephone no. 043 604 7803/10 or email varkeychan.joseph@edu.ecprov.gov.za.

SUBMISSION OF APPLICATIONS

1. Applications must be submitted on the Application Form attached to this Assessment Instruction (**Annexure D for Grades 11 & 12 and Annexure E for Grade 9**) and must be accompanied by all documentation indicated.
2. No emailed or faxed applications will be considered.
3. Applications must be submitted to the District Office, Examinations Section, in a sealed envelope, marked with the Name of the applicant, Grade and Subject/Learning Area applied for.
4. Closing date at the District Office is Friday, 19 November 2010. **Late applications will not be considered.**
5. Districts to submit sealed applications to the Provincial office by Wednesday, 24 November 2010.
6. No applications will be accepted at the Provincial office from applicants.
7. Short-listed applicants may be required to present themselves at the Provincial Office for an interview.

CONCLUSION

The Department of Education is committed to provide equal opportunities and practices affirmative action employment. 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.

S. P. GOVENDER
CHIEF DIRECTOR CURRICULUM MANAGEMENT

**LIST OF GRADE 11 & 12
EXAMINERS AND MODERATORS REQUIRED**

	SUBJECTS	PAPER	POSITION
1	Accounting	-	Moderator
2	Accounting	-	Examiner
3	Afrikaans 1 st Add Language	1	Moderator
4	Afrikaans 1 st Add Language	1	Examiner
5	Afrikaans 1 st Add Language	2	Examiner
6	Afrikaans 1 st Add Language	2	Moderator
7	Afrikaans 1 st Add Language	3	Examiner
8	Afrikaans 1 st Add Language	3	Moderator
9	Afrikaans 2 nd Add Language	1	Examiner
10	Afrikaans 2 nd Add Language	1	Moderator
11	Afrikaans 2 nd Add Language	2	Examiner
12	Afrikaans 2 nd Add Language	2	Moderator
13	Afrikaans Home Lang	1	Examiner
14	Afrikaans Home Lang	1	Moderator
15	Afrikaans Home Lang	2	Examiner
16	Afrikaans Home Lang	2	Moderator
17	Afrikaans Home Lang	3	Examiner
18	Afrikaans Home Lang	3	Moderator
19	Agricultural Management Practices	-	Examiner
20	Agricultural Management Practices	-	Moderator
21	Agricultural Science	1	Examiner
22	Agricultural Science	1 & 2	Moderator
23	Agricultural Science	2	Examiner
25	Agricultural Technology	-	Examiner
26	Agricultural Technology	-	Moderator
27	Business Studies	-	Moderator
28	Business Studies	-	Examiner
29	Civil Technology	-	Examiner
30	Civil Technology		Moderator
31	Computer Applications Technology	1	Examiner
32	Computer Applications Technology	1 & 2	Moderator
33	Computer Applications Technology	2	Examiner
35	Consumer Studies	-	Examiner
36	Consumer Studies	-	Moderator
37	Dance Studies	-	Examiner
38	Dance Studies	-	Moderator
39	Design Theory	-	Examiner
40	Design Theory	-	Moderator
43	Dramatic Art	-	Examiner
44	Dramatic Art	-	Moderator
45	Economics	-	Examiner
46	Economics	-	Moderator
47	Electrical Technology	-	Examiner
48	Electrical Technology	-	Moderator

	SUBJECTS	PAPER	POSITION
49	Engineering Graphics & Design	1	Examiner
50	Engineering Graphics & Design	1 & 2	Moderator
51	Engineering Graphics & Design	2	Examiner
53	English 1 st Add Language	1	Examiner
54	English 1 st Add Language	1	Moderator
55	English 1 st Add Language	2	Examiner
56	English 1 st Add Language	2	Moderator
57	English 1 st Add Language	3	Examiner
58	English 1 st Add Language	3	Moderator
59	English Home Language	1	Examiner
60	English Home Language	1	Moderator
61	English Home Language	2	Examiner
62	English Home Language	2	Moderator
63	English Home Language	3	Examiner
64	English Home Language	3	Moderator
65	Geography	1	Examiner
66	Geography	1 & 2	Moderator
67	Geography	2	Examiner
69	History	1	Examiner
70	History	1 & 2	Moderator
71	History	2	Examiner
73	Hospitality Studies	-	Examiner
74	Hospitality Studies	-	Moderator
75	Information Technology	1	Examiner
76	Information Technology	1 & 2	Moderator
77	Information Technology	2	Examiner
79	IsiXhosa Home Language	1	Examiner
80	IsiXhosa Home Language	1	Moderator
81	IsiXhosa Home Language	2	Examiner
82	IsiXhosa Home Language	2	Moderator
83	IsiXhosa Home Language	3	Examiner
84	IsiXhosa Home Language	3	Moderator
85	IsiXhosa 1 st Add Language	1	Examiner
86	IsiXhosa 1 st Add Language	1	Moderator
87	IsiXhosa 1 st Add Language	2	Examiner
88	IsiXhosa 1 st Add Language	2	Moderator
89	IsiXhosa 1 st Add Language	3	Examiner
90	IsiXhosa 1 st Add Language	3	Moderator
91	IsiXhosa 2 nd Add Lang	1	Examiner
92	IsiXhosa 2 nd Add Lang	1	Moderator
93	IsiXhosa 2 nd Add Lang	2	Examiner
94	IsiXhosa 2 nd Add Lang	2	Moderator
95	Life Sciences	1	Examiner
96	Life Sciences	1& 2	Moderator
97	Life Sciences	2	Examiner
99	Mathematics	1	Examiner
100	Mathematics	1&2&3	Moderator

	SUBJECTS	PAPER	POSITION
101	Mathematics	2	Examiner
103	Mathematics	3	Examiner
105	Mathematics Literacy	1	Examiner
106	Mathematics Literacy	1 & 2	Moderator
107	Mathematics Literacy	2	Examiner
109	Mechanical Technology	-	Examiner
110	Mechanical Technology	-	Moderator
111	Music	1	Examiner
112	Music	1 & 2	Moderator
113	Music	2	Examiner
115	Physical Science	1	Examiner
116	Physical Science	1 & 2	Moderator
117	Physical Science	2	Examiner
119	Religion Studies	1	Examiner
120	Religion Studies	1 & 2	Moderator
121	Religion Studies	2	Examiner
123	Sesotho Home Language	1	Examiner
124	Sesotho Home Language	1	Moderator
125	Sesotho Home Language	2	Examiner
126	Sesotho Home Language	2	Moderator
127	Sesotho Home Language	3	Examiner
128	Sesotho Home Language	3	Moderator
129	Tourism	-	Examiner
130	Tourism	-	Moderator
131	Visual Arts Theory	-	Examiner
132	Visual Arts Theory	-	Moderator

ANNEXURE B
Assessment instruction 52 of 2010

**LIST OF GRADE 9
EXAMINERS AND MODERATORS REQUIRED**

	LEARNING AREAS	POSITION
1	Afrikaans First Add Language	Moderator
2	Afrikaans First Add Language	Examiner
3	Afrikaans Home Language	Moderator
4	Afrikaans Home Language	Examiner
5	Arts and Culture	Moderator
6	Arts and Culture	Examiner
7	Economics and Management Sciences	Moderator
8	Economics and Management Sciences	Examiner
9	English First Add Language	Moderator
10	English First Add Language	Examiner
11	English Home Language	Moderator
12	English Home Language	Examiner
13	IsiXhosa Home Language	Moderator
14	IsiXhosa Home Language	Examiner
15	Life Orientation	Moderator
16	Life Orientation	Examiner
17	Mathematics	Moderator
18	Mathematics	Examiner
19	Natural Sciences	Moderator
20	Natural Sciences	Examiner
21	Sesotho Home Language	Moderator
22	Sesotho Home Language	Examiner
23	Social Sciences	Moderator
24	Social Sciences	Examiner
25	Technology	Moderator
26	Technology	Examiner

INSTRUCTIONS TO COMPLETE APPLICATION FORM

Please note:

N. B. ONLY SCHOOL BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS POSTS

1. **Closing Date at District Office, Examinations Section is Friday, 19 November 2010 at 16H00**
2. **A separate application form is to be completed for each position and for each subject.**
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 certified copy of your **identity document.**
 - A certified copy of your **salary advice slip.**
 - Certified copies of your **academic qualifications.**
 - An abridged Curriculum Vitae (CV) relevant to the application.
 - Letter(s) of **recommendation** from an appropriate referee. (CES Curriculum, Subject/ Learning Area Planner, Subject/ Learning Area Advisor, School Principal, or Head of Department).



APPLICATION FORM FOR GRADES 11 & 12 EXAMINER AND INTERNAL MODERATOR

Where Applicable mark Appropriate Block with a "X"

A. Personal Details

Surname											Affix ID-photo here. Write Persal no., Surname & Initials on reverse		
Title	Dr	Mr.	Mrs.	Ms	Initials								
First Name													
Identity Number						PERSAL Number							
Tax Number													
Postal Address <small>Please Print</small>											Code		
Physical Address <small>Please Print</small>											Code		
Telephone Number (w)						Telephone Number (h)							
Fax Number (w)						Fax Number (h)							
Cellular Number						Fax to e-mail							
E-Mail Address													
Institution where employed													
Centre number (If Applicable)	4						District						
Present post											(e.g. Principal, Deputy Principal, Teacher, Subject Specialist, Lecturer)		

B. Position Indicate the desired appointment (only one position per form)

Internal Moderator | Examiner

Subject Paper

1	2	3
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If applying for a language, indicate the level of the language. Home language First additional language Second additional language

Indicate the language in which you are able to moderate, examine or adapt/tape. English Afrikaans Both

C. Academic Details

B. Degree Hons M. Degree D. Degree

University

Major subjects		Course Level	
1		Course Level	
2		Course Level	
3		Course Level	

Professional/Technical Diploma			
Major Teaching Subjects	1		Teaching Experience
	2		Teaching Experience
	3		Teaching Experience
	4		Teaching Experience

D. Experience

Teaching Experience in years in the subject, for which you wish to be a moderator / examiner.

Grade 10 Grade 11 Grade 12

Marking experience in external, public examinations at Senior Certificate/NSC level (Last five years only)

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
		HG	SG		2006
		HG	SG		2007
		NSC			2008
		NSC			2009
		NSC			2010

Examination experience in external, public examinations at Senior Certificate/NSC level (Last four years and 2010 only)

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
					2006
					2007
					2008
					2009
					2010

E. NCS Training Programmes

List the NCS training programmes you attended.

Date	Place	Level 10; 11; 12	Subjects and or Learning Area	Certification Y/N

Computer Training

Ms word		Ms excel		Advanced Training	
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Include certified copies of your certificates with the application

F. Banking details

Name of Account Holder											
Bank											
Branch											
Branch code											
Account number											
Type of Account (Mark with a "X")	Saving	<input type="checkbox"/>	Current	<input type="checkbox"/>	Transmission	<input type="checkbox"/>					

G. Motor Vehicle Details (if Applicable)

Make					Model					
Registration No					Engine Capacity					cc

H. Declaration by the applicant

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 ASSESSMENT INSTRUCTION 52 of 2010

----- Signature of applicant ----- Date -----

I. Declaration and recommendation by the Principal/Subject Planner/Subject Advisor/District Director

I _____ (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 Planner/Subject
Advisor/District Director Date

Comments

Official use Only

Accept <input type="checkbox"/>	Reject <input type="checkbox"/>	-----		-----	-----
		Evaluator Name (Please Print)		Signature	Date

ANNEXURE E
Assessment Instruction 52 of 2010



Province of the
EASTERN CAPE
EDUCATION

APPLICATION FORM FOR GRADE 9 EXAMINER AND INTERNAL MODERATOR

Where Applicable mark Appropriate Block with a "X"

A. Personal Details

Surname											Affix ID-photo here. Write Persal no., Surname & Initials on reverse	
Title	Please Print Dr <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Initials <input type="text"/> <input type="text"/> <input type="text"/>											
First Name	Please Print											
Identity Number	<input type="text"/>					PERSAL Number	<input type="text"/>					
Tax Number	<input type="text"/>											
Postal Address	Please Print										Code	<input type="text"/>
Physical Address	Please Print										Code	<input type="text"/>
Telephone Number (w)	<input type="text"/>					Telephone Number (h)	<input type="text"/>					
Fax Number (w)	<input type="text"/>					Fax Number (h)	<input type="text"/>					
Cellular Number	<input type="text"/>					Fax to e-mail	<input type="text"/>					
E-Mail Address	Please Print (lower case)											
Institution where employed	Please Print											
Centre number (If Applicable)	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	District	<input type="text"/>				
Present post	Please Print					(e.g. Principal, Deputy Principal, Teacher, Subject Specialist, Lecturer)						

B. Position

Indicate the desired appointment (only one position per form)

Internal Moderator | Examiner

Subject											Paper	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
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If applying for a language, indicate the level of the language. Home language First additional language Second additional language

Indicate the language in which you are able to moderate, examine or adapt. English Afrikaans Both

C. Academic Details

B. Degree Hons M. Degree D. Degree

University	<input type="text"/>									
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Major subjects		Course Level	
1		Course Level	
2		Course Level	
3		Course Level	

Professional/Technical Diploma			
Major Teaching Subjects	1		Teaching Experience
	2		Teaching Experience
	3		Teaching Experience
	4		Teaching Experience

D. Experience

Teaching Experience in years in the Learning Area, you wish to be a moderator / examiner.

Grade 07 Grade 08 Grade 09

E. NCS Training Programmes

List the NCS training programmes you attended.

Date	Place	Level 07; 08; 09	Subjects and or Learning Area	Certification Y/N

Computer Training

Ms word		Ms excel		Advanced Training	
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Include certified copies of your certificates with the application

F. Banking details

Name of Account Holder

Bank

Branch

Branch code

Account number

Type of Account (Mark with a "X") Saving Current Transmission

G. Motor Vehicle Details (if Applicable)

Make Model

Registration No Engine Capacity cc

H. Declaration by the applicant

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 ASSESSMENT INSTRUCTION 52 of 2010

Signature of applicant

Date

I. Declaration and recommendation by the Principal/Subject Planner/Subject Advisor/District Director

I _____ (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 Planner/Subject
Advisor/District Director

Date

Comments

Official use Only

Accept Reject

Evaluator Name (Please Print)

Signature

Date