



DIRECTORATE: CURRICULUM FET PROGRAMMES
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ASSESSMENT INSTRUCTION 34 of 2011

TO: DEPUTY DIRECTOR-GENERAL
CHIEF FINANCIAL OFFICER
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: 01 JUNE 2011

PROVINCIAL CENTRALISED SCHOOL BASED ASSESSMENT (SBA):
REQUEST FOR APPLICATIONS AS CENTRE MANAGERS, DEPUTY CENTRE MANAGERS,
CHIEF MODERATORS AND MODERATORS

1. BACKGROUND

In 2011 Grade 12 learners will once again write the *National Senior Certificate* (NSC) in compliance with the National Curriculum Statement (NCS). Learners will offer 4 compulsory subjects (Home Language [HL], First Additional Language [FAL], Life Orientation, Mathematics or Mathematical Literacy) together with 3 selected subjects.

In order for a learner to obtain the NSC, a learner must achieve 40% in three subjects, one of which is an official language at Home Language level, and 30% in three subjects, provided that a complete portfolio of evidence in the school-based assessment component is submitted in the subject failed [*Amendment of the National Education Policy Act, 1996 (Act no. 27 of 1996), Government Gazette, 30th April 2007*].

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.

The Chief Directorate: Curriculum Management will be embarking 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 *Subject Assessment Guidelines of 2008* and is in line with the UMALUSI requirements for valid and reliable SBA marks through verifiable procedures and processes. Reference is also made to Assessment Instruction 03 of 2011 and Assessment Instruction 20 of 2011.

ASSESSMENT INSTRUCTION 34 OF 2011
EASTERN CAPE PROVINCIAL ASSESSMENT INSTRUCTION



Ikamva eliquqambileyo!

2. ARRANGEMENTS

DATE: 24 – 28 October 2011

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

SUBJECTS TO BE MODERATED:

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

	SUBJECT		SUBJECT
1	English FAL	9	Computer Applied Technologies
2	IsiXhosa Home Language	10	Hospitality Studies
3	Mathematics	11	Agricultural Sciences
4	Mathematical Literacy	12	Music
5	Physical Sciences	13	Mechanical Technology
6	Life Sciences	14	Geography
7	Life Orientation	15	History
8	Economics		

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

The moderation will be done by a selected group of appointed teachers, subject advisors and head office subject planners.

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

- a. Application by teachers for appointment as an SBA Moderator in the 2011 Centralised Provincial SBA moderation process (ANNEXURE A).
- b. Application by Subject Advisors / district DCES for Appointment as an SBA Moderator in the 2011 Centralised Provincial SBA moderation process (ANNEXURE B).
- c. Applications by provincial head office Subject Planners and district DCES as SBA Chief Moderators (ANNEXURE C).
- d. Applications by provincial head office DCES (FET and Assessment and Examinations Directorates) and district FET DCES as Deputy Centre Managers and Centre Managers (ANNEXURES D & E).

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 taught Grade 10 - 11 in 2009 and 2010 and who teach the subject applied for in Grade 12 in 2011.
- Principals who taught Grade 10 - 11 in 2009 - 2010 and who teach the subject applied for in Grade 12 in 2011 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 second year qualification in the subject that he/she is advising on.
- 2010 Examiners and Moderators (attach Appointment letter).

- Cluster leaders who taught Grade 10 - 11 in 2009 – 2010 and who teach the subject applied for in Grade 12 in 2011 and have qualifications in the subject for which they are Cluster leaders.
- SBA Co-Ordinators who taught Grade 10 - 11 in 2009 – 2010 and who teach the subject applied for in Grade 12 in 2011 and have qualifications in the subject for which they are Cluster leaders.
- Provincial FET Subject Planners.

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.

WHO QUALIFIES TO APPLY AS DEPUTY CENTRE AND CENTRE MANAGERS?

- District FET DCES who have not applied to become SBA moderators.
- Head Office DCES from the Directorates Curriculum FET Programmes and Assessment & Examinations who have not applied to be Chief Moderators.

WHO DOES NOT QUALIFY TO APPLY AS A DEPUTY CENTRE AND CENTRE MANAGER?

- School Principals.
- EDOs.
- DCES and CES from other Directorates at District and Head Office levels.

ADDITIONAL CONDITION OF APPOINTMENT

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

APPLICATION PROCEDURES:

- Application forms from both teachers, Subject Advisors and DCES who qualify and have applied to moderate SBA and/or become deputy centre and centre managers, must hand in applications to **CES: Curriculum at District Offices.**
- Head Office Subject Planners and DCES from the Directorates FET Curriculum and Assessment & Examinations must hand in all categories of applications to the **CES: FET Curriculum Planning.**

4. VERIFICATION OF APPLICATIONS

AT SCHOOL LEVEL:

- Principal and School Management Team.

INSTRUCTIONS TO PRINCIPALS

- Signature of approval must only be appended if educator was/is responsible for teaching the subject in Grade 10 - 11 in 2009 / 2010 and are teaching Grade 12 in 2011.
- Do not sign application forms of educators not teaching the subject at Grade 12 level and have not taught the subject in Grade 10 and 11.

- 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.

- 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.
- 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.
- The members of the **Verification Committee** for **DCES** who apply to become deputy centre and centre managers will include.
 - District Director: (Chairperson).
 - CES: Governance.
 - Teacher Union representatives as observers.
- The members of the **Verification Committee** for **Subject Planners and Head Office DCES** will include:
 - Director: Curriculum FET Programmes (Chairperson).
 - 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 approved applicants per category.

AT PROVINCIAL OFFICE:**ACTUAL SELECTION AND APPOINTMENT PROCESS:**

- Exams (internal assessment) and Curriculum (FET Programmes) officials to organize and manage the selection process.
- Selection panels to consider all application forms from the 23 Districts.
- 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 and Centre Managers / Deputy Centre Managers 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:

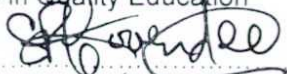
- a. Closing date for application forms at the District office
 - **SBA Chief Moderators : 24 June 2011**
 - **SBA Moderators : 19 July 2011**
 - **Moderation Centre Managers : 12 August 2011**
- b. Closing date for application forms at the Provincial office
 - **SBA Chief Moderators : 30 June 2011**
 - **SBA Moderators : 29 July 2011**
 - **Moderation Centre Managers : 17 August 2011**
- c. Selection dates
 - **Selection of SBA Chief Moderators : 27 - 29 July 2011**
 - **Selection of SBA Moderators : 03 - 04 August 2011**
 - **Selection of Moderation Centre Managers : 05 – 07 September 2011**

List of Moderators ready for distribution to Districts : 19 August 2011

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



MR SP GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT



Province of the
EASTERN CAPE
EDUCATION

SUBJECT APPLIED FOR:

Place
ID Photo
Here

**APPLICATION: SBA MODERATOR (TEACHERS)
GRADE 12 2011**



**CLOSING DATE:
19 July 2011**



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

INSTRUCTIONS TO COMPLETE THIS FORM

- Any person found to be giving fraudulent information will be disqualified from moderating in the future.
- A **separate** application form must be completed for each subject applied for.
- 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.
- Criteria for appointments: refer to page 4.
- Attach a **certified copy** of your ID Document to this form.
- 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

PERSAL No											ID No											Date of	1	9										
Surname											First Names																							
Title						Initials						Postal Address																						
Tel. No. (W)																																		
Tel. No. (H)																																		
Cell Number																																		
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 pass 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 December 2011?	<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 2009?	<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>	2008	2010	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
2009			1			
			2			
2010			1			
			2			

SBA MODERATION EXPERIENCE			
Year	Subject Code	Subject Description	Rank (e.g. moderator, senior moderator)
2009			

DECLARATION BY APPLICANT		
<p>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.</p>		
_____	_____	_____
Print Name	Signature: Applicant	Date
DECLARATION BY PRINCIPAL/EDO (IN CASE OF PRINCIPAL)		
<p>To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 23rd October 2010 and must return to school after moderating on the 31st October 2011. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.</p>		
_____	_____	_____
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 23rd October 2011 and must return to school after moderating on the 31st October 2011. 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: _____ SUBJECT PLANNER			
DATE: _____			

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

Appointment of Markers: Norms and Standards

- (1) Markers 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 markers.
- (3) In order to ensure that the information provided by the applicant for the position of marker is correct, it must be verified by his or her employer. A person applying for the post of marker 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	14	15	16	17	18	19	20	21	22	23	24	25	26	27																																																			
1 Accounting	03060034	Geography	07060064	2	Afrikaans Home Language	04010034	History	07060094	3	Agricultural Science	01060064	Hospitality Studies	11060064	4	Business Studies	03060064	Information Technology	10060124	5	Civil Technology	06060034	IsiXhosa Home Language	04010304	6	Computer Applications Technology	10060094	Life Orientation	07050034	7	Consumer Studies	11060034	Life Sciences	10060154	8	Design	02060064	Mathematical Literacy	10030034	9	Dramatic Arts	02060094	Mathematics	10040064	10	Economics	03060094	Music	02060124	11	Engineering Graphics and Design	06060124	Physical Sciences	10060184	12	English First Additional Language	04020154	Religion Studies	07060124	13	English Home Language	04010124	Tourism	11060094		Visual Arts	02060154

SUBJECT ADVISOR/DCES GRADE 12



Province of the
EASTERN CAPE
EDUCATION

SUBJECT APPLIED FOR:

Place
ID Photo
Here

**APPLICATION: SBA MODERATOR (SUBJECT ADVISOR/ DCES)
GRADE 12: 2011**



**CLOSING DATE:
19 JULY 2011**



[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											
Surname												First Names																									
Title	Initials														Postal Address																						
Tel. No. (W)												Postal Code																									
Tel. No. (H)																																					
Cell Number																																					
Present Post	Subject Advisor / DCES																																				
Subject												District Name																									

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																							

SUBJECT APPLYING FOR

Subject Code																				
Subject Description																				
Other Subjects, Papers you applied to moderate in 2011																				

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>
2009		
2010		

SBA MODERATING EXPERIENCE

Year	Subject Code	Subject Description	Rank (e.g. Moderator/Senior Moderator)
2009			

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 23rd October 2011 and must return to work on the 31st October 2011. 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)

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 23rd October 2011 and must return to school after moderating on the 31st October 2011. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

Print Name

Signature

Date

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

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

Appointment of Markers: Norms and Standards

- (1) Markers 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 markers.
- (3) In order to ensure that the information provided by the applicant for the position of marker is correct, it must be verified by his or her employer. A person applying for the post of marker 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			
			14	Geography	07060064
1	Accounting	03060034	15	History	07060094
2	Afrikaans Home Language	04010034	16	Hospitality Studies	11060064
3	Agricultural Science	01060064	17	Information Technology	10060124
4	Business Studies	03060064	18	IsiXhosa Home Language	04010304
5	Civil Technology	06060034	19	Life Orientation	07050034
6	Computer Applications Technology	10060094	20	Life Sciences	10060154
7	Consumer Studies	11060034	21	Mathematical Literacy	10030034
8	Design	02060064	22	Mathematics	10040064
9	Dramatic Arts	02060094	23	Music	02060124
10	Economics	03060094	24	Physical Sciences	10060184
11	Engineering Graphics and Design	06060124	25	Religion Studies	07060124
12	English First Additional Language	04020154	26	Tourism	11060094
13	English Home Language	04010124	27	Visual Arts	02060154

DCES / SUBJECT PLANNER



Province of the
EASTERN CAPE
EDUCATION

SUBJECT APPLIED FOR:

Place
ID Photo
Here

**SBA CHIEF MODERATOR APPLICATION: DCES/SUBJECT PLANNER
GRADE 12: 2011**

**CLOSING DATE:
24 JUNE 2011**

[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							
Surname				First Names									
Title	Initials		Postal Address										
Tel. No. (W)				Postal Code									
Tel. No. (H)													
Cell Number													
Present Post	DCES / SUBJECT PLANNER												
Subject				District Name									

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

SUBJECT APPLYING FOR

Subject Code					
Subject Description					
Other Subjects, Papers you applied to moderate in 2011					

RECOMMENDATION BY DIRECTOR: 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 23rd October 2011 and must return to school after moderating on the 31st October 2011. Educators 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: DIRECTOR			
DATE: _____			

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]**Appointment of Markers: Norms and Standards**

- (1) Markers 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 markers.
- (3) In order to ensure that the information provided by the applicant for the position of marker is correct, it must be verified by his or her employer. A person applying for the post of marker 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			
			14	Geography	07060064
1	Accounting	03060034	15	History	07060094
2	Afrikaans Home Language	04010034	16	Hospitality Studies	11060064
3	Agricultural Science	01060064	17	Information Technology	10060124
4	Business Studies	03060064	18	IsiXhosa Home Language	04010304
5	Civil Technology	06060034	19	Life Orientation	07050034
6	Computer Applications Technology	10060094	20	Life Sciences	10060154
7	Consumer Studies	11060034	21	Mathematical Literacy	10030034
8	Design	02060064	22	Mathematics	10040064
9	Dramatic Arts	02060094	23	Music	02060124
10	Economics	03060094	24	Physical Sciences	10060184
11	Engineering Graphics and Design	06060124	25	Religion Studies	07060124
12	English First Additional Language	04020154	26	Tourism	11060094
13	English Home Language	04010124	27	Visual Arts	02060154

DCES / SUBJECT PLANNER

ANNEXURE D



Province of the
EASTERN CAPE
EDUCATION

CENTRE APPLIED FOR:

Place
ID Photo
Here

**CENTRE MANAGER APPLICATION: DCES / SUBJECT PLANNER
GRADE 12: 2011**

**CLOSING DATE:
12 AUGUST 2011**

[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 applying as centre manager in the future.
2. A **separate** application form must be completed for each position applied for.
3. Attach a **certified copy** of your ID Document to this form.
4. 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			
Surname				First Names					
Title	Initials				Postal Address				
Tel. No. (W)									
Tel. No. (H)									
Cell Number								Postal Code	
Present Post	CES / DCES / SUBJECT PLANNER								
Subject				District Name					

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		

CENTRE APPLYING FOR (please tick)

<input type="checkbox"/> PORT ELIZABETH	<input type="checkbox"/> EAST LONDON
---	--------------------------------------

EXPERIENCE AS CENTRE MANAGER		
Year	Centre description	Rank (e.g. centre manager, deputy centre manager)
2009		
2010		

DECLARATION

Should there be any change in my employment status, I will inform my district office or the Director 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.

CES/DCES/Subject Planner:

Print Name

Signature: CES / DCES / Subject Planner

Date

Director: _____

Print Name

Signature: Director

Date

RECOMMENDATION BY DIRECTOR (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 20th October 2011 and must return to office after moderation centres close on the 01 November 2011. CES/DCES/Subject Planners appointed as centre managers are to complete their work at their institution before reporting to the moderation centre.

Print Name

Signature: Director

Date

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

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

Appointment of Markers: Norms and Standards

- (1) Markers 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 markers.
- (3) In order to ensure that the information provided by the applicant for the position of marker is correct, it must be verified by his or her employer. A person applying for the post of marker 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			
			14	Geography	07060064
1	Accounting	03060034	15	History	07060094
2	Afrikaans Home Language	04010034	16	Hospitality Studies	11060064
3	Agricultural Science	01060064	17	Information Technology	10060124
4	Business Studies	03060064	18	IsiXhosa Home Language	04010304
5	Civil Technology	06060034	19	Life Orientation	07050034
6	Computer Applications Technology	10060094	20	Life Sciences	10060154
7	Consumer Studies	11060034	21	Mathematical Literacy	10030034
8	Design	02060064	22	Mathematics	10040064
9	Dramatic Arts	02060094	23	Music	02060124
10	Economics	03060094	24	Physical Sciences	10060184
11	Engineering Graphics and Design	06060124	25	Religion Studies	07060124
12	English First Additional Language	04020154	26	Tourism	11060094
13	English Home Language	04010124	27	Visual Arts	02060154

ANNEXURE E

CES / DCES / SUBJECT PLANNER



Province of the
EASTERN CAPE
EDUCATION

CENTRE APPLIED FOR:

Place
ID Photo
Here

**DEPUTY CENTRE MANAGER APPLICATION: DCES / SUBJECT PLANNER
GRADE 12: 2011**

**CLOSING DATE:
12 AUGUST 2011**

[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 applying as deputy centre manager in the future.
2. A **separate** application form must be completed for each position applied for.
3. Attach a **certified copy** of your ID Document to this form.
4. Attach an ID Photo of yourself to the top right corner of this form.

PERSONAL INFORMATION

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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									

CENTRE APPLYING FOR (please tick)

PORT ELIZABETH	EAST LONDON
----------------	-------------

Year	Centre description	Rank (e.g. centre manager, deputy centre manager)
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CES/DCES/Subject
Planner:

Print Name

Signature: CES / DCES /
Subject Planner

Date

Director:

Print Name

Signature: Director

Date

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Print Name

Signature: Director

Date

ASSESSMENT INSTRUCTION 34 OF 2011
EASTERN CAPE PROVINCIAL ASSESSMENT INSTRUCTION

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

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

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