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ASSESSMENT INSTRUCTION 42 OF 2011

**TO: DEPUTY DIRECTOR-GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
ABET CENTRE PRINCIPALS
TEACHER UNIONS / ORGANISATIONS
ABET CENTRE GOVERNING BODIES**

DATE: 05 JULY 2011

**PROVINCIAL CENTRALISED SCHOOL BASED ASSESSMENT (SBA): ABET L4
REQUEST FOR APPLICATIONS AS CHIEF MODERATORS FOR SEPTEMBER 2011 -
SEPTEMBER 2012**

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1. INTRODUCTION

The purpose of the Provincial moderation is to ensure that the implementation of SBA is compliant with NATIONAL/ UMALUSI directives. All examination based marks for learners undergo 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 Directorates: Assessment and Examinations and ABET: Curriculum programmes 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 generated. ABET: Curriculum Programmes will be responsible for accommodation and meals, and Assessment & Examinations shall be funding the payment of the personnel involved in the moderation activity.

2. LOGISTICAL ARRANGEMENTS

The centralized moderation shall be held in the following manner:

DATE: 15 – 20 September 2011

VENUES: EDUCATION LEADERSHIP INSTITUTE (ELI) and CHINTSA

LEARNING AREAS TO BE MODERATED:

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

LEARNING AREAS	
1	Languages (English, Afrikaans, IsiXhosa & SeSotho)
2	Human & Social Sciences
3	Mathematics & Mathematical Sciences & Mathematical Literacy
4	Applied Agriculture & Agricultural Technology
5	Natural Sciences & Ancillary Health Care
6	Life Orientation & Arts & Culture
7	Economic & Management Sciences & Small, Medium & Micro Enterprise
8	Travel & Tourism & Technology

3. APPLICATION PROCESSES TO BE FOLLOWED FOR THE APPOINTMENT OF SBA MODERATORS

The moderation will be done by a selected group of appointed educators, SBA coordinators and head office ABET co-ordinators.

The following **categories of applications will be considered:**

Application by Cluster Leaders and District SBA Coordinators for appointment as SBA Chief Moderators in the 2011 Centralised Provincial SBA moderation process.

The Application Form is attached as: Annexure A.

The information provided in application forms will be **verified** against the **database** of the **Provincial Office** as well as of **EMIS**.

WHO QUALIFIES TO APPLY FOR MODERATING?

- Centre Principals who are moderating portfolios in their centres who also teach the subject applied for in ABET L3 or L4 in 2011 and who also have a strong support staff that will manage the centre in his/her absence. Application form to be signed by the District SBA coordinator.
- 2010 Chief Examiners and Marking Moderators (attach Appointment letter).
- Cluster leaders who taught ABET L3 in 2009 – 2010 and who teach the subject applied for in ABET L4 in 2011 and have qualifications in the subject for which they are Cluster Leaders.
- SBA Co-ordinators who are involved in the training of ABET educators in their Districts and have qualifications in the subject for which they applied for.

WHO DOES NOT QUALIFY TO BE A MODERATOR?

- Office-Based educators (EDOs, ABET DCEs, CES) as they are not involved in the training of ABET educators in the subjects.
- Subject Advisors in the GET phase who are not involved in any ABET educators support programmes.

APPLICATION PROCEDURES:

- **Application forms from Centre Principals, Cluster Leaders and SBA Coordinators who qualify and have applied to moderate SBA must hand in applications to CES: Curriculum at District Offices.**

4. VERIFICATION OF APPLICATIONS

AT CENTRE LEVEL:

- Centre Manager and Centre Management Team.

INSTRUCTIONS TO CENTRE PRINCIPALS

- Signature of approval must only be appended if cluster leader was/is responsible for teaching the learning area in 2009 / 2010 and are teaching ABET L4 in 2011.
- Do not sign application forms of cluster leaders not teaching the learning area at ABET L4 and have not taught the subject in ABET L3.
- Do not sign application forms of cluster leader who are not teachers in your centre.

AT DISTRICT LEVEL:

Verification, for suitability and sorting shall be done at District Offices by the District Verification Committee.

Composition of District Verification Committee

- a. The members of the **Verification Committee** for **educators** who apply to be **Chief Moderators** will include:
 - CES: ABET Curriculum Programmes(Chairperson)
 - DCES: Examinations
 - ABET SBA coordinator
 - Teacher Union representatives as **observers**
- b. The members of the **Verification Committee** for **ABET SBA coordinators** who apply to be **Chief moderators** will include:
 - CES: Curriculum (Chairperson)
 - DCES: Examinations
 - ABET coordinator
 - 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.
- Alphabetical list of rejected applicants.
- Alphabetical list of approved applicants.

AT PROVINCIAL OFFICE:

SELECTION AND APPOINTMENT PROCESS:

- Exams (internal assessment) coordinator and Curriculum (ABET) coordinator to organize and manage the selection process.
- Selection panels to consider all application forms from the 23 Districts.
- Unions to **observe** the selection process.
- Verification of selected moderators by exams and curriculum officials

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 except for the Provincial Coordinators
- All applicants who were previously found guilty of any irregularities

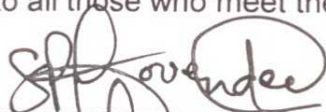
IMPORTANT DATES:

- a. Closing date for application forms at the District office
 - **SBA Chief Moderators : 27 July 2011**
- b. Closing date for submission of application forms at the Provincial office
 - **SBA Chief Moderators : 16 August 2011**
- c. Selection dates
 - **Selection of SBA Chief Moderators : 24 - 26 August 2011**

List of Chief Moderators ready for distribution to Districts: 31 August 2011

5. CONCLUSION:

The moderation of SBA marks is extremely important for the delivery of accurate, standardized and credible results in this section. These marks form part of the final results of ABET L4 learners. All education stakeholders are therefore requested to disseminate this information widely to all those who meet the requirements to apply for these important posts.



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MR SP GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT

ANNEXURE A

SBA Chief Moderator ABET L4



Province of the
EASTERN CAPE
EDUCATION

LEARNING AREA APPLIED FOR:

Place
ID Photo
Here

APPLICATION: SBA CHIEF MODERATOR (ABET CENTRE PRINCIPALS, ABET CLUSTER LEADERS AND ABET SBA COORDINATORS)

ABET L4 2011



CLOSING DATE:
27 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 have provided fraudulent information will be disqualified from the moderation process immediately.
2. A **separate** application form must be completed for each subject applied for.
3. Certified copies of academic qualifications **MUST** accompany every application. If the Certificate/Degree does not show the specific major subject, then a copy of the subject advice sheet should accompany the Certificate/Degree.
4. Criteria for appointments: refer to page 4.
5. Attach a **certified copy** of your ID Document to this form.
6. Attach a recent ID Photo of yourself to the top right corner of this form.
7. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments will be accepted.

PERSONAL INFORMATION

PERSAL No.		ID No		Date of Birth	1	9													
Surname				First Names															
Title	Initials			Postal Address															
Cell Number				Postal Code															
Present Post	<input type="checkbox"/> Centre Principal			<input type="checkbox"/> SBA Coordinator			<input type="checkbox"/> Cluster Leader			Specify Other:									
Grade 12 Exam Centre Number																			District Name

POPULATION GROUP

To which population group do you belong?

Black
 Coloured
 Indian
 White
 Other
 If other, please specify:

ANNEXURE A

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

QUALIFICATIONS (In the subject applied for on this form)			
1. At least a diploma in ABET or ABET certificate plus teacher qualification 2. At least 3 years of recent teaching experience in the subject from ABET L3 - 4 for the learning area			
Qualification for	Subject	Teacher Diploma/ ABET Diploma Name	Year obtained
	<i>E.g. Mathematical Literacy</i>	<i>PTD</i>	<i>1990</i>
			Obtained at
			<i>Rubusana</i>

PARTICULARS OF POST	
Have you taught the subject in ABET L3?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you presently teaching the Subject in ABET 4?	<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

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 (ABET L3)	Year End (ABET L4)	Total Years		
<i>MLMS4</i>	<i>Mathematical Literacy</i>	<i>2008</i>	<i>2010</i>	<i>3</i>	<i>Masakhane Adult Centre</i>	<i>(040) 604 1234</i>

PERFORMANCE AT OWN CENTRE (Relative to the Subject applied for on this application)					
Year	Subject Code	Subject Description	Average %	% Pass Rate	Highest Symbol
2009					
2010					

ANNEXURE A

SBA MODERATION EXPERIENCE			
Year	Subject Code	Subject Description	Rank (e.g. moderator, senior moderator)
2009			
2010			

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.</p> <p>I understand that incomplete information, missing documents or signatures will lead to automatic disqualification of this application.</p>		
_____	_____	_____
Print Name	Signature: Applicant	Date

DECLARATION BY PRINCIPAL/SBA COORDINATOR/ CES (IN CASE OF CENTRE PRINCIPAL /COORDINATOR)			
<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 15th September 2010 and must return to school after moderating on the 20th September 2011. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.</p>			
_____	_____	_____	_____
Print Name	Signature SBA coordinator/CES	Date	DISTRICT OFFICE

RECOMMENDATION BY SBA COORDINATOR / CES: CURRICULUM (Chairperson of Verification Committee)			
<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 the 15 September 2011 and must return to school after moderating on the 20 September 2011. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.</p>			
_____	_____	_____	_____
Print Name	Signature: SBA Coordinator / CES: Curriculum	Date	DISTRICT OFFICE STAMP

DISTRICT SELECTION PANEL			DISTRICT SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
Successful	Unsuccessful	Reserve list	

ANNEXURE A

SIGNATURE: _____ <p style="text-align: center;">CES: Curriculum</p> 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.

	SUBJECT	CODE
1	Applied Agric & Agric Technology	AAAT4
2	Ancillary Health Care	ANHC4
3	Arts & Culture	ARTC4
4	Economic & Management Sciences	EMSC4

ANNEXURE A

5	Human & Social Sciences	HSSC4
6	Languages	LLC4
7	Life Orientation	LIFO4
8	Mathematical Literacy	MLMS4
9	Mathematics & Mathematical Sciences	MMSC4
10	Natural Science	NATS4
11	Small, Medium & Micro Enterprise	SMME4
12	Technology	TECH4
13	Travel & Tourism	TRVT4

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EASTERN CAPE PROVINCIAL ASSESSMENT INSTRUCTION