



Province of the  
**EASTERN CAPE**  
EDUCATION

**Directorate: Curriculum FET Programmes**  
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## ASSESSMENT INSTRUCTION 28 of 2009

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

**DATE: 12 MAY 2009**

### REQUEST FOR APPLICATIONS AS PROVINCIAL SBA MODERATORS

#### 1. BACKGROUND

In 2009 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, 30<sup>th</sup> 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 Centralised 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 12 of 2009.

## 2. ARRANGEMENTS

**DATE:** 21 – 25 October 2009

**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 moderation process:

	<b>SUBJECT</b>		<b>SUBJECT</b>
1	English FAL	8	Computer Applied Technology
2	IsiXhosa Home Language	9	Tourism
3	Mathematical Literacy	10	Agricultural Sciences
4	Physical Sciences	11	Music
5	Life Sciences	12	Engineering Graphics and Design
6	Life Orientation	13	Geography
7	Economics	14	History

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

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

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

- a. **Application by teachers for Appointment as a SBA Moderator in the 2009 Centralised Provincial SBA moderation process.**
- b. **Application by Subject Advisor for Appointment as a SBA Moderator in the 2009 Centralised Provincial SBA moderation process.**

**Read the Instructions on Application Forms.**

All the information given on application forms will be **verified** with the **database** in the **Provincial Office** as well as with **EMIS**.

### WHO QUALIFIES TO APPLY AS A MODERATOR?

- Educators who taught Grade 10 - 11 in 2007 and 2008 and who teach the subject applied for in Grade 12 in 2009.
- Principals who taught Grade 10 - 11 in 2007 - 2008 and who teach the subject applied for in Grade 12 in 2009 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 in the FET phase with a second year qualification in the subject that he/she is advising on.
- 2009 Examiners and Moderators (attach Appointment letter).
- Cluster leaders who taught Grade 10 - 11 in 2007 – 2008 and who teach the subject applied for in Grade 12 in 2009 and have qualifications in the subject for which they are Cluster leaders.
- SBA Co-Ordinators who taught Grade 10 - 11 in 2007 – 2008 and who teach the subject applied for in Grade 12 in 2009 and have qualifications in the subject for which they are Cluster leaders.

subject applied for in Grade 12 in 2009 and have qualifications in the subject for which they are Cluster leaders.

#### **WHO DOES NOT QUALIFY TO APPLY AS A MODERATOR?**

- Office-based educators (EDOs, CES, DCES, etc.) as they do not teach 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 that they co-ordinate

#### **ADDITIONAL CRITERIA FOR APPOINTMENT AS A MODERATOR.**

- Appointed moderators must attend any professional development and training programme aimed at developing or improving skills in moderating SBA.

**Application forms, from both teachers and Subject Advisors who qualify and have applied to moderate SBA, must be handed to the CES: Curriculum at District Offices.**

#### **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 2007 / 2008 and are teaching Grade 12 in 2009.
- Do not sign application forms of educators not teaching the subject at Grade 12 level and who have not taught the subject in Grade 10 and 11.
- Do not sign application forms of educators who are not teachers at 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 **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** who apply to mark will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- EDO

- Teacher Union representatives as observers

**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 after **02 June 2009** will not be considered.
- No application forms will be accepted at the Provincial Office which did not come through the District Office

**IMPORTANT DATES:**

- Closing date for application forms at the District: **02 June 2009**
- Closing date for application forms at the Provincial Office: **5th June 2009**
- Selection of Moderators: **10 – 12th June 2009**
- List of Moderators ready for distribution to Districts: **31st August 2009**



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**S. P. GOVENDER**  
**CHIEF DIRECTOR: CURRICULUM MANAGEMENT**