



## ASSESSMENT INSTRUCTION 31 of 2008

**TO: DEPUTY DIRECTOR-GENERAL  
CHIEF DIRECTORS  
DIRECTORS  
DISTRICT DIRECTORS  
CHIEF EXECUTIVE OFFICERS: FET COLLEGES  
CHIEF EDUCATION SPECIALISTS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
FIRST EDUCATION SPECIALISTS (EXAMINATIONS DISTRICTS)  
EDUCATION DEVELOPMENT OFFICERS  
SUBJECT ADVISORS  
PRINCIPALS: SCHOOLS WITH GRADE 12  
TEACHER ORGANISATIONS**

**DATE: 11 AUGUST 2008**

<b>REQUEST FOR APPLICATIONS AS PROVINCIAL CASS MODERATORS</b>
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### **1. BACKGROUND**

2008 sees the first cohort of Grade 12 learners writing 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 CASS marks follow a similar stringent quality control procedure.

**The Chief Directorate: Curriculum Management will be embarking on a Provincial Centralized Continuous Assessment (CASS) moderation process to ensure that valid, reliable and quality CASS 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 CASS marks through verifiable procedures and processes.

## 2. ARRANGEMENTS

**DATE:** 23<sup>rd</sup> (8h00) - 26<sup>th</sup> OCTOBER (14h00) 2008

**VENUE:** EDUCATION LEADERSHIP INSTITUTE (ELI)  
EAST LONDON

### SUBJECTS TO BE MODERATED:

The following **14 subjects** will be moderated during the Centralised Provincial CASS processes:

1. English First Additional Language	8. Geography
2. isiXhosa Home Language	9. Life Sciences
3. Life Orientation	10. Agricultural Sciences
4. Physical Sciences	11. Engineering Graphics and Design (EGD)
5. Music	12. Business Studies
6. Computer Applied Technology (CAT)	13. Consumer Studies
7. History	14. Mathematics

## 3. APPLICATION PROCESSES TO BE FOLLOWED TO BE CONSIDERED FOR APPOINTMENT AS CASS 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 CASS Moderator in the 2008 Centralised Provincial CASS moderation process.**
- b. **Application by Subject Advisor for Appointment as a CASS Moderator in the 2008 Centralised Provincial CASS moderation process.**

### 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 2006 and 2007 and who teach the subject applied for in Grade 12 in 2008.
- Principals who taught Grade 10 - 11 in 2006 - 2007 and who teach the subject applied for in Grade 12 in 2008 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.
- 2008 Examiners and Moderators (attach Appointment letter).
- Cluster leaders who taught Grade 10 - 11 in 2006 – 2007 and who teach the subject applied for in Grade 12 in 2008 and have qualifications in the subject for which they are Cluster leaders.
- CASS Co-Ordinators who taught Grade 10 - 11 in 2006 – 2007 and who teach the subject applied for in Grade 12 in 2008 and have qualifications in the subject for which they are Cluster leaders.

## **WHO DOES NOT QUALIFY FOR MODERATING?**

- Office-based educators (EDOs, CES, DCES, etc.) as they do not teach the Grade 12 subjects
- Subject Advisors in the GET phase may **not** apply to moderate Grade 12 CASS portfolios
- Cluster leaders and CASS Co-Ordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate

## **ADDITIONAL CRITERIA FOR APPOINTMENT**

- Appointed moderators are compelled to attend any professional development and training programmes

**Application forms from both teachers and Subject Advisors who qualify and have applied to moderate CASS must hand in applications to 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 2006 / 2007 and are teaching Grade 12 in 2008.
- 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 **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 CASS 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 **8<sup>th</sup> September 2008** will not be considered.
- No application forms will be accepted at the Provincial Office which did not come through the District Office

**IMPORTANT SUBMISSION DATES:**

- ❖ Closing date for application forms at the **District: 8<sup>th</sup> September 2008.**
- ❖ Closing date for application forms at the **Provincial Office: 12<sup>th</sup> September 2008.**
- ❖ **Selection of Moderators: 14<sup>th</sup> – 16<sup>th</sup> September 2008**
- ❖ **List of Moderators** ready for distribution to Districts: **19<sup>th</sup> September 2008**

Yours in quality education

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**MR SP GOVENDER**  
**CHIEF DIRECTOR: CURRICULUM MANAGEMENT**



SUBJECT APPLIED FOR:  -----
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Place ID Photo Here
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## APPLICATION: CASS MODERATOR GRADE 12 2008



**CLOSING DATE:  
8<sup>th</sup> SEPTEMBER 2008**



[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 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. An EDO may not apply for moderation.
8. 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	Y	Y	M	M	D	D
Surname											First Names												
Title				Initials			Postal Address																
Tel. No. (W)																							
Tel. No. (H)																							
Cell Number						Postal Code																	
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?	<b>YES</b>		<b>NO</b>	
Gender	<b>M</b>		<b>F</b>	
Meals - Normal	<b>YES</b>		<b>NO</b>	
- Vegetarian (NB: All meals HALAAL)	<b>YES</b>		<b>NO</b>	

### 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

<b>Moderation abilities for content subjects</b>	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>	<i>2</i>	<i>B. Sc.</i>	<i>1990</i>	<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 2008?	<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 2007?	<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		
<i>10030034</i>	<i>Mathematical Literacy</i>	<i>2006</i>	<i>2008</i>	<i>3</i>	<i>Bhisho High School</i>	<i>(040) 604 1234</i>

<b>PERFORMANCE AT OWN CENTRE (Relative to the Subject applied for on this application)</b>						
Year	Subject Code	Subject Description	Paper	Average %	% Pass Rate	Highest Symbol
2006			1			
			2			
2007			1			
			2			

<b>MODERATION EXPERIENCE</b>			
Year	Subject Code	Subject Description	Rank (e.g. moderator, senior moderator)
2007			

<b>DECLARATION BY APPLICANT</b>		
<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

<b>DECLARATION BY PRINCIPAL/EDO (IN CASE OF PRINCIPAL)</b>			
<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 20<sup>th</sup> October and must return to school after moderating on the 27<sup>th</sup> October 2008. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.</p>			
_____	_____	_____	SCHOOL
Print Name	Signature: Principal/EDO	Date	STAMP

<b>RECOMMENDATION BY SUBJECT ADVISOR / CES: CURRICULUM (Chairperson of Verification Committee)</b>			
<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 20<sup>th</sup> October 2008. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.</p>			
_____	_____	_____	DISTRICT OFFICE
Print Name	Signature: Subject Advisor / CES: Curriculum	Date	STAMP

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

**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**

**PROVINCIAL CASS MODERATION 2008  
GRADE 12 SUBJECT CODES**

	<b>SUBJECT</b>	<b>SUBJECT NUMBER</b>
1.	English First Additional Language	04020154
2.	IsiXhosa Home Language	04010304
3.	Agricultural Science	01060064
4.	Business Studies	03060064
5.	Computer Applications Technology	10060094
6.	Consumer Studies	11060034
7.	Engineering Graphics and Design	06060124
8.	Geography	07060064
9.	History	07060094
10.	Life Orientation	07050034
11.	Life Sciences	10060154
12.	Mathematics	10040064
13.	Music	02060124
14.	Physical Sciences	10060184







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