



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

Assessment and Examinations Directorate * P. O Box 4571 King William's Town * 5600 *
REPUBLIC OF SOUTH AFRICA * REFERENCE: 13/P
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ASSESSMENT INSTRUCTION 33 of 2008

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS (DISTRICTS)
SUBJECT ADVISORS
PRINCIPALS OF SCHOOLS WITH FET BAND
TEACHER ORGANISATIONS

DATE: 08 SEPTEMBER 2008

<p align="center">2009 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS. APPLICATIONS FOR EXAMINERS, CHIEF EXAMINERS AND INTERNAL MODERATORS</p>

The Province of the Eastern Cape, as part of the Learner Attainment Improvement Strategy (LAIS) has sent out June exemplar question papers and common Trial examination papers in Grade 12. A final examination in Grade 11 has also been set. These are in line with the National Curriculum Statement and the Subject Assessment Guidelines and are part of an initiative to set standards for the National Senior Certificate being presented for the first time in 2008. Question papers for March 2009 will also be set and used in all schools that are identified as being below the required standards in individual subjects.

The Department of Education invites applications for vacant posts of Examiners, Chief Examiners and internal Moderators for various NSC subjects as listed in Annexure A and attached to this Assessment Instruction.

Subject teachers from all High schools including special schools, subject advisors, curriculum developers, and National examiners and moderators with the necessary knowledge, skills and experience in the National Curriculum Statement for FET schools are invited to apply.

REQUIREMENTS:

In order to be considered to serve on these panels, the applicants must have:

- At least a recognised three (3) year post matric qualification which must include the subjects for which applied at third year level;
- Extensive experience as an educator in the particular subject or related area and at least two (2) years teaching experience within the last five (5) years at FET level;
- Experience as a marker;
- Experience as a senior marker or deputy examiner will be an added advantage.
- Extensive knowledge and experience of teaching, learning and assessment at the senior secondary school level;

- Knowledge of the FET National Curriculum Statement, subject statements and Assessment Guidelines; and
- Computer literacy – Ms Word and MS Excel.

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

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

Those appointed as Examiners will be required to:

- Work in a panel to set the question papers and prepare marking guide lines for the March, June and Trial and Grade 11 examinations.
- **Travel to King William's Town** over the weekends and holidays in order to execute the functions.
- Sign a contract for a minimum of two (2) years.
- Sign an agreement of confidentiality.
- Hand ownership of the question papers and marking memoranda to the EC Department of Education.

Those appointed as Moderators will be required to:

- Provide an objective and critical review of the question papers in terms of coverage of the syllabus and the overall standard.
- **To travel to King William's Town** over the weekends and holidays in order to execute the functions.
- Sign a contract for a minimum of two (2) years.
- Sign an agreement of confidentiality.

The successful applicants will be expected to take control of the Provincial marking of National Senior Certificate examinations at the end of the year.

All enquiries may be directed to MR. V A JOSEPH at telephone no. 043 604 7809/10

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

Applications must be submitted on the Application Form attached to this Assessment Instruction (**Annexure C**), and must be accompanied by all documentation indicated.

N.B. Closing date: Applications to reach Assessment and Examinations Building in Buffalo Road, Schornville, King William's Town by 26 September 2008 at 16h00.



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

09:09:2008
DATE

ANNEXURE A

LIST OF

CHIEF EXAMINERS, EXAMINERS AND MODERATORS REQUIRED

	SUBJECT	DESIGNATION	PAPER
1	Music	Chief Examiner	1
2	Geography	Examiner	2
3	Information Technology	Chief Examiner	1
4	Information Technology	Chief Examiner	2
5	Information Technology	2 x Examiner	1
6	Information Technology	2 x Examiner	2
7	Information Technology	Moderator	1 & 2
8	Business Studies	Examiner	1
9	IsiXhosa FAL	Examiner	1
10	IsiXhosa FAL	2 x Examiner	2
11	IsiXhosa FAL	2 x Examiner	3
12	Afrikaans HL	Examiner	1
13	Afrikaans HL	Examiner	2
14	Afrikaans HL	2 x Examiner	3
15	Mathematical Literacy	Examiner	1
16	Agricultural Technology	Chief Examiner	1
17	Agricultural Technology	2 x Examiner	1
18	Agricultural Technology	Moderator	1
19	Agricultural Management Practice	Chief Examiner	1
20	Agricultural Management Practice	2 x Examiner	1
21	Agricultural Management Practice	Moderator	1
22	English HL	Examiner	2
23	Visual Arts	Moderator	1

INSTRUCTIONS TO COMPLETE APPLICATION FORM

Please note:

1. **Closing Date: 26 September 2008 at 16H00**
2. **A separate application form is to be completed for each position and for each subject.**
3. **Examiners, Chief Examiners and Moderators are already appointed in the panel must not apply.**
4. Applications should be submitted as follows:

The Director
Assessment and Examinations
Bundy Park
Buffalo Road
Schornville
King William's Town
ATTENTION: MR. V A JOSEPH

5. The following documentation **MUST** be attached to the application 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 page 2
 - A certified copy of your **identity document.**
 - A certified copy of your **salary advice slip.**
 - A certified copy of your **motor vehicle registration certificate and drivers licence.**
 - Certified copies of your **academic qualifications.**
 - A certified copy of your **OBE/FET Phase qualifications or certificates.**
 - An abridged Curriculum Vitae (CV) relevant to the application.
 - **Letter(s) of recommendation** from an appropriate referee. (CES Curriculum, Subject Specialist, Examination Moderator, School Principal, Dean or Head of Department).
6. Please enclose copies of internal examination papers, together with memoranda, set at FET level under NCS, certified by the School Principal or an appropriate Senior Official.

ANNEXURE C



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

APPLICATION FORM FOR INTERNAL MODERATOR, CHIEF EXAMINER OR EXAMINER

Where Applicable mark Appropriate Block with a "X"

A. Personal Details

Surname				Affix ID-photo here. <i>Please print name and surname in full on the back of the photo.</i>
Title	<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Initials	<input type="text"/>	
First Name				
Identity Number	<input type="text"/>	PERSAL Number	<input type="text"/>	
Tax Number	<input type="text"/>			
Postal Address <small>Please Print</small>				Code <input type="text"/>
Physical Address <small>Please Print</small>				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	<input type="text"/>			
Institution where employed	<input type="text"/>			
Centre number (if Applicable)	4 <input type="text"/>	District	<input type="text"/>	
Present post	<input type="text"/>			

B. Position

Indicate the desired appointment (only one position per form)

Internal Moderator Chief Examiner Examiner LSEN

Subject Paper 1 2 3

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

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 you wish to be a/n moderator / examiner.

Grade 10 Grade 11 Grade 12 Post School

Marking experience in external, public examinations at Senior Certificate level (Last five years only, incl May 2008)

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
		HG	SG		2003
		HG	SG		2004
		HG	SG		2005
		HG	SG		2006
		HG	SG		2007
		HG	SG	May	2008

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

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
					2003
					2004
					2005
					2006
					2007

Experience in LSEN Schools (Last five years only)

Name of School	Position Held	Subjects Offered	Year(s)
			2003
			2004
			2005
			2008
			2007

E. NCS Training Programmes

Number of years taught at Grade 10 FET level Number of years taught at Grade 11 FET level

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 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 33 of 2008

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

I. Declaration and recommendation by the Principal/EDO/District Director/Rector

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/EDO/DD/Rector Date

Comments

Official use Only

Accept Reject

Evaluator Name (Please Print) Signature Date