



**DIRECTORATE: CURRICULUM FET PROGRAMMES**

Steve Vukile Tshwete Complex • Zone 6 • Zwelitsha • Eastern Cape

Private Bag X0032 • Bisho • 5605 • REPUBLIC OF SOUTH AFRICA

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Ref. No. 13/P

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Enquiries: Ms V Westphal

Fax: (040) 608 4394

**ASSESSMENT INSTRUCTION 33 OF 2012**

**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 ALL SCHOOLS OFFERING GRADE 12  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 15 MAY 2012**

**APPOINTMENT OF GRADE 12 PROVINCIAL CENTRALISED SCHOOL  
BASED ASSESSMENT (SBA) MODERATORS 2012**

**1. BACKGROUND**

In 2012 Grade 12 learners will 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 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 Instructions 24 and 32 of 2012.

## **2. ARRANGEMENTS**

**DATE:** 25<sup>th</sup> – 28<sup>th</sup> October 2012

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

### **SUBJECTS TO BE MODERATED:**

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

	<b>SUBJECT</b>		<b>SUBJECT</b>
1	English FAL	9	Computer Applied Technologies
2	IsiXhosa Home Language	10	Tourism
3	Mathematics	11	Agricultural Sciences
4	Mathematical Literacy	12	Music
5	Physical Sciences	13	Engineering Graphics and Design
6	Life Sciences	14	Geography
7	Life Orientation	15	History
8	Accounting		

## **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 **THREE CATEGORIES** of applications will be considered:

- Application by **teachers** for appointment as an **SBA Moderator** in the 2012 Centralised Provincial SBA moderation process attached as Annexure A
- Application by **Subject Advisors** for appointment as an **SBA Moderator** in the 2012 Centralised Provincial SBA moderation process attached as Annexure B.
- Application by **teachers, FET subject advisors and FET DCESs (districts)** for appointment as **senior moderators** in the 2012 Centralised Provincial SBA moderation process attached as Annexure C.



- d. Application by **teachers, subject advisors, DCEs (districts) and Provincial Subject Planners** for appointment as **Chief Moderators** in the 2012 Centralised Provincial SBA moderation process attached as Annexure D.

Read the Instructions on Application Forms **CAREFULLY**.

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

#### **4. WHO QUALIFIES TO APPLY FOR MODERATING?**

- a. Educators who taught Grade 10 – 11 in 2010 and 2011 and who teach the subject applied for in **Grade 12 in 2012**.
- b. Subject Advisors in the FET phase with a second year qualification in the subject that he/she is advising on.
- c. District FET DCEs and Provincial FET Subject planners.
- d. 2011/12 Examiners and Moderators (attach Appointment letter).
- e. Cluster leaders who taught Grade 10 - 11 in 2010 – 2011 and who teach the subject applied for in Grade 12 in 2012 and have qualifications in the subject for which they are Cluster leaders.
- f. SBA Co-Ordinators who taught Grade 10 – 11 in 2010 – 2011 and who teach the subject applied for in Grade 12 in 2012 and have qualifications in the subject for which they are Cluster leaders.
- g. FET District DCEs and Provincial Subject Planners who actively advise on the subject applied for in Grade 12 in 2012 and who have at least a two year qualification in the subject.

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

- a. District Office-based educators (EDOs, CES.) as they do not advise on Grade 12 subjects
- b. District and Provincial Assessment & Examinations officials as they do not advise on Grade 12 subjects
- c. DCEs and Subject Advisors in the GET phase may **not** apply to moderate Grade 12 SBA portfolios
- d. Schools principals
- e. Cluster leaders and SBA Co-Ordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate

#### **6. ADDITIONAL CRITERIA FOR APPOINTMENT**

- a. Appointed moderators are compelled to attend any professional development and training programme



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

## 7. VERIFICATION OF APPLICATIONS

### 7.1. 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 2012/11 and are teaching Grade 12 in 2012.
- 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.

### 7.2. 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
- EDOs
- Subject Advisors
- Teacher Union representatives as observers

The members of the Verification Committee for Subject Advisors who apply to moderate 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.



## 8. REJECTION OF APPLICATIONS:

- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after **30 June 2012** will not be considered.
- No application forms will be accepted at the Provincial Office which did not come through the District Office

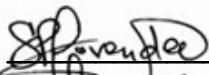
## 9. IMPORTANT DATES:

- ❖ Closing date for application forms at the **District: 30 June 2012**
- ❖ Closing date for application forms at the **Provincial Office: 20 July 2012**
- ❖ **Selection of Moderators:**
- ❖ **List of Moderators** ready for distribution to Districts: **31 August 2012**

## 10. CONCLUSION

The importance of the Provincial Grade 12 SBA Moderation process cannot be over emphasised. It is important that eligible, qualified and dedicated moderators are appointed for the provincial SBA moderation to carry out the process with seriousness and commitment.

Yours in Quality Education



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**S. R. GOVENDER**  
**ACTING DEPUTY DIRECTOR-GENERAL: IOM**



Province of the  
**EASTERN CAPE**  
EDUCATION

Place  
ID Photo  
Here

**CLOSING DATE:**  
**30 June 2012**

## 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 3.
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/CES 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.

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"/> HOD				<input type="checkbox"/> Educator				Specify Other:															
Grade 12 Exam Centre Number									District Name																					
Institution Name																														

To which population group do you belong?

☐ Black    ☐ Coloured    ☐ Indian    ☐ White    ☐ Other    If other, please specify:

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>	<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? ☐ YES ☐ NO

Are you presently teaching the Subject in Grade 12? ☐ YES ☐ NO

Did you take VSP? ☐ YES ☐ NO

Are you in a governing Body Post? ☐ YES ☐ NO

Are you resigning your post in the Education Dept. in/before December 2012? ☐ YES ☐ NO

Are you currently employed by the Eastern Cape Education Dept? ☐ YES ☐ NO

Do you regularly attend the cluster moderation? ☐ YES ☐ 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		

## PERFORMANCE AT OWN CENTRE (Relative to the Subject applied for on this application)

Year	Subject Code	Subject Description	Paper	Average %	% Pass Rate	Highest Symbol
2010			1			
			2			
2011			1			
			2			



### MODERATION EXPERIENCE

Year	Subject Code	Subject Description	Rank (e.g. moderator, senior moderator)
2010			
2011			

### DECLARATION BY APPLICANT

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.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature: Applicant

\_\_\_\_\_

Date

### DECLARATION BY PRINCIPAL/EDO (IN CASE OF PRINCIPAL)

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 24<sup>th</sup> October 2012 and must return to school after moderating on the 29<sup>th</sup> October 2012. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

SCHOOL

STAMP

\_\_\_\_\_

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 24<sup>th</sup> October 2012 and must return to school after moderating on the 29<sup>th</sup> October 2012. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

STAMP

\_\_\_\_\_

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	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





Province of the  
**EASTERN CAPE**  
EDUCATION

SUBJECT APPLIED FOR:

Place  
ID Photo  
Here

**SBA MODERATOR: SUBJECT ADVISOR APPLICATION**  
**GRADE 12: 2012**

**CLOSING DATE:**  
**30 June 2012**

**[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 3.
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	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	<b>Subject Advisor</b>																																			
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 2012	



**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>	<i>1990</i>	<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>
2010		
2011		

**MODERATING EXPERIENCE**

Year	Subject Code	Subject Description	Rank (e.g. Moderator/Senior Moderator)
2010			
2011			

**DECLARATION BY THE APPLICANT**

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

**DECLARATION BY THE CES**

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 24<sup>th</sup> October 2012 and must return to work on the 29<sup>th</sup> October 2012. Subject Advisors appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

\_\_\_\_\_ DISTRICT OFFICE  
 Print Name Signature: CES Date STAMP



**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 23<sup>rd</sup> October 2012 and must return to work after moderating on the 29<sup>th</sup> October 2012. Subject Advisors appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

Print Name

Signature:  
CES: Curriculum

Date

STAMP

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

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

- (4) Markers are appointed in terms of the Personnel Administration Measures (PAM).
- (5) 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.
- (6) 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			
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6	Computer Applications Technology	10060094	20	Life Sciences	10060154
7	Consumer Studies	11060034	21	Mathematical Literacy	10030034
8	Design	02060064	22	Mathematics	10040064
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10	Economics	03060094	24	Physical Sciences	10060184
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13	English Home Language	04010124	27	Visual Arts	02060154





Province of the  
**EASTERN CAPE**  
EDUCATION

SUBJECT APPLIED FOR:

Place  
ID Photo  
Here

**SBA MODERATOR: SENIOR MODERATOR APPLICATION**  
**GRADE 12: 2012**

**CLOSING DATE:**  
**30 June 2012**

**[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 3.
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	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						(IF TEACHER, INDICATE SCHOOL NAME)																								
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 2012	



**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>	<i>1990</i>	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

**EXPERIENCE AS TEACHER / SUBJECT ADVISOR / DCES / SUBJECT PLANNER**

Year	Subject Code	Subject Description
<i>E.g.</i>	<i>10030034</i>	<i>Mathematical Literacy</i>
2010		
2011		

**MODERATING EXPERIENCE**

Year	Subject Code	Subject Description	Rank (e.g. Moderator/Senior Moderator)
2010			
2011			

**DECLARATION BY THE APPLICANT**

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.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature: (APPLICANT)

\_\_\_\_\_

Date

**DECLARATION BY THE CES/PRINCIPAL/EDO**

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 23<sup>rd</sup> October 2012 and must return to work on the 29<sup>th</sup> October 2012. Successful applicants appointed as senior moderators are to complete their work at their institutions before reporting to the moderation centre.

DISTRICT OFFICE

STAMP

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature: CES /  
PRINCIPAL/EDO

\_\_\_\_\_

Date



**RECOMMENDATION BY CES: CURRICULUM (Chairperson of Verification Committee)**

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DISTRICT OFFICE

STAMP

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: CHAIRPERSON

DATE: \_\_\_\_\_

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

- (7) Markers are appointed in terms of the Personnel Administration Measures (PAM).
- (8) 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.
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Place  
ID Photo  
Here

**CLOSING DATE:**  
**30 June 2012**

## INSTRUCTIONS TO COMPLETE THIS FORM

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Surname										First Names																			
Title					Initials						Postal Address																		
Tel. No. (W)																													
Tel. No. (H)																													
Cell Number																													
Present Post					(IF TEACHER, INDICATE SCHOOL NAME)																								
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 2012						



**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>	<i>1990</i>	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

**EXPERIENCE AS TEACHER / SUBJECT ADVISOR / DCES / SUBJECT PLANNER**

Year	Subject Code	Subject Description
<i>E.g.</i>	<i>10030034</i>	<i>Mathematical Literacy</i>
2010		
2011		

**MODERATING EXPERIENCE**

Year	Subject Code	Subject Description	Rank (e.g. Moderator/Senior Moderator)
2010			
2011			

**DECLARATION BY THE APPLICANT**

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.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature: (APPLICANT)

\_\_\_\_\_

Date

**DECLARATION BY THE PRINCIPAL/EDO/CES**

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 23<sup>rd</sup> October 2012 and must return to work on the 29<sup>th</sup> October 2012. Successful applicants appointed as chief moderators are to complete their work at their institutions before reporting to the moderation centre.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature: CES /  
PRINCIPAL/EDO

\_\_\_\_\_

Date

DISTRICT OFFICE

STAMP



**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 their institution, if appointed, as early as the 23<sup>rd</sup> October 2012 and must return to work after moderating on the 29<sup>th</sup> October 2012. Applicants appointed as chief moderators are to complete their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

Print Name

Signature:  
CES: Curriculum

Date

STAMP

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

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

(10) Markers are appointed in terms of the Personnel Administration Measures (PAM).

(11) 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.

(12) 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

