



DIRECTORATE: CURRICULUM FET PROGRAMMES

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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, 30th 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: 25th – 28th 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:

	SUBJECT		SUBJECT
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:

- a. Application by **teachers** for appointment as an **SBA Moderator** in the 2012 Centralised Provincial SBA moderation process attached as Annexure A
- b. Application by **Subject Advisors** for appointment as an **SBA Moderator** in the 2012 Centralised Provincial SBA moderation process attached as Annexure B.
- c. 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

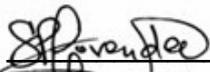
9. IMPORTANT DATES:

- ❖ 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



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



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>	2	<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 24th October 2012 and must return to school after moderating on the 29th 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 24th October 2012 and must return to school after moderating on the 29th 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



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 23rd October 2012 and must return to work after moderating on the 29th 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>_____</p> <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.

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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
9	Dramatic Arts	02060094	23	Music	02060124
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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 23rd October 2012 and must return to work on the 29th October 2012. Successful applicants appointed as senior moderators are to complete their work at their institutions before reporting to the moderation centre.

DISTRICT OFFICE

Print Name

Signature: CES /
PRINCIPAL/EDO

Date

STAMP



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	
<p>_____</p> <p>SIGNATURE: CHAIRPERSON</p> <p>DATE: _____</p>			

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).
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LIST OF GRADE 12 SUBJECTS AND THEIR CODES

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Afrikaans Home Language	04010034	Hospitality Studies	11060064	Information Technology
Agricultural Science	01060064	IsiXhosa Home Language	04010304	Life Orientation
Business Studies	03060064	Life Sciences	10060154	Mathematical Literacy
Civil Technology	06060034	Mathematics	10040064	Music
Computer Applications Technology	10060094	Physical Sciences	10060184	Religion Studies
Consumer Studies	11060034	Tourism	11060094	Visual Arts
Design	02060064		02060154	
Dramatic Arts	02060094			
Economics	03060094			
Engineering Graphics and Design	06060124			
English First Additional Language	04020154			
English Home Language	04010124			



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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)
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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 23rd October 2012 and must return to work on the 29th 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 23rd October 2012 and must return to work after moderating on the 29th 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

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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.
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