



ASSESSMENT AND EXAMINATIONS DIRECTORATE

Bundy Park, Private Bag 4571, King William's Town, 5600
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za
E-mail: nomvuyo.mbeleki@edu.ecprov.gov.za

Ref. No. 13/P Tel.: +27 (0)43 604 7708
Enquiries: Ms N. Mbeleki Fax: 0866 035 085

ASSESSMENT INSTRUCTION 31 OF 2013

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF SCHOOLS WITH GET AND FET BAND
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 26 MAY 2013

RE-ADVERTISEMENT

APPLICATIONS FOR EXAMINERS AND INTERNAL MODERATORS:

- 2014 – 2016 NATIONAL SENIOR CERTIFICATE: GRADE 12 TRIAL EXAMINATIONS
- 2014 – 2016 NATIONAL SENIOR CERTIFICATE: GRADE 11 EXAMINATIONS
- 2014 – 2016 GRADE 9 EXAMINATIONS
- 2013 – 2016 GRADE 6 TESTS
- 2013 – 2016 GRADE 3 TESTS

The successful applicants for NSC subjects will also serve as Chief Markers and Marking Moderators during marking period.

In responding to Learner Attainment Improvement Strategy (LAIS), the Directorate of Assessment and Examinations develops assessment instruments (question papers) for the Grade 12 Trial Examination, Grade 11 Final Examination as well as a Grade 9 External Assessment. These assessment instruments (question papers) are in line with the Curriculum and Assessment Policy Statement (CAPS) and other related prescribed policies.

In ensuring that the Literacy and Numeracy Improvement Strategy, as reflected in Circular 01 of 2013, is put into action, the Directorate of Assessment and Examinations will, in addition to the setting of assessment instruments for the above-mentioned grades, set assessment instruments for Grades 3 and 6 learners. These assessment instruments will be written from 2013 onwards.

The poor response to Assessment Instruction 22 of 2013 that was inviting applications for Provincial examiners and internal moderators necessitated the re-advertisement of the posts.

The Department of Education hereby invites applications for Provincial examiners and internal moderators. Subject teachers from schools offering Grades 3, 6, 9, 11 and 12, including special schools, who are directly involved in the advertised subject, with the necessary knowledge, skills and experience in the National Curriculum Statement, CAPS as well as the marking experience are invited to apply for these important posts. Subject Advisors and Subject Planners may apply as internal moderators as only subject teachers will be considered for examiners posts due to their direct involvement in the subject.

The following annexures contain subjects that are being advertised:

- NSC subjects are listed in Annexure A
- Grade 9 subjects are listed in Annexure B
- Grade 6 subjects are listed in Annexure C
- Grade 3 subjects as listed in Annexure D.

REQUIREMENTS FOR THE POST OF EXAMINER AND INTERNAL MODERATOR FOR GRADES 11 AND 12:

***N.B. ONLY SCHOOL-BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT
PRINCIPALS OF SCHOOLS MUST NOT APPLY***

In order to be considered to serve as an examiner or moderator for Grades 11 and 12, the applicant must have:

1. At least a recognised three (3) year post matric qualification which must include the subjects for which applied at third year level.
2. Extensive experience as an educator in the particular subject or related field and within the last five (5) years must have experience in teaching both Grades 11 and 12.
3. Experience as NSC Provincial/ District examiner or internal moderator
4. Experience as a Grade 12 NSC chief marker, deputy chief marker, senior marker or marking moderator will be an added advantage.
5. Experience as a Grade 12 NSC marker.
6. Extensive knowledge and experience of teaching, learning and assessment in the subject applied for.

7. Knowledge of the FET National Curriculum Statement, subject statements and Assessment Guidelines as well as Curriculum and Assessment Policy Statements (CAPS).
8. Computer literacy – MS-Word and MS-Excel.
9. Only school-based educators will be considered as examiners.
10. Subject Planners/Subject Advisors who meet the requirements may only apply for positions as moderators.

REQUIREMENTS FOR THE POST OF EXAMINER AND MODERATOR FOR GRADE 9:

N.B. ONLY SCHOOL-BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT PRINCIPALS OF SCHOOLS MUST NOT APPLY

In order to be considered to serve as an examiner or moderator for Grade 9, the applicant must have:

1. At least a recognised three (3) year post matric qualification which must include the Learning Area for which applied at third year level.
2. Extensive experience as an educator in the particular subject and at least two (2) years Teaching experience within the last five (5) years of Grade 9.
3. Extensive knowledge and experience of teaching, learning and assessment in the subject applied for.
4. Knowledge of the GET National Curriculum Statement, subject statements and Assessment Guidelines as well as CAPS.
5. Computer literacy – MS-Word and MS-Excel.
6. Only school-based educators will be considered as examiners.
7. Learning Area Planners and Subject Advisors who meet the requirements may apply for positions as Moderators.

REQUIREMENTS FOR THE POST OF EXAMINER AND MODERATOR FOR GRADES 3 AND 6:

N.B. ONLY SCHOOL-BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT PRINCIPALS OF SCHOOLS MUST NOT APPLY

In order to be considered to serve as an examiner or moderator for Grade 3 or 6, the applicants must have:

1. At least a recognised three (3) year post matric qualification which must include the subject for which applied at third year level.
2. Extensive experience as an educator in the particular subject and at least two (2) years Teaching experience within the last five (5) years of Grade 3 or 6.
3. Extensive knowledge and experience of teaching, learning and assessment in the subject applied for.

4. Knowledge of the GET National Curriculum Statement, subject statements and Assessment Guidelines.
5. Computer literacy – MS-Word and MS-Excel.
6. Only school based educators will be considered as examiners.
7. Subject Planners and Subject Advisors who meet the requirements may apply for positions as Moderators.

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

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

ROLES AND RESPONSIBILITIES OF EXAMINERS AND MODERATORS

Those appointed as examiners for Grades 11 and 12 will be required to:

1. Set assessment instruments and prepare marking guidelines, translation and adaptation for Grade 12 Trial and Grade 11 Final examinations.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Hand ownership of the assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
6. In the case of Languages, the prospective applicants should be willing to set either Paper 1, 2 or 3 (please indicate the order of preference FOR ALL THREE PAPERS on the application form for all language question papers).
7. Serve as a Chief Marker during NSC marking period.

Those appointed as moderators in Grades 11 and 12 will be required to:

1. Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Write reports on the moderation of the assessment instrument.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
6. Serve as a Marking Moderator during marking period.
7. Write qualitative marking reports that will be used for standardisation process.

Those appointed as Examiners in Grade 9 will be required to:

1. Set assessment instruments and prepare marking guidelines, translation and adaptation for Grade 9 Final examinations.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.

4. Hand ownership of the assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.

Those appointed as Moderators in Grade 9 will be required to:

1. Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Write reports on the moderation of the assessment instrument.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.

Those appointed as Examiners in Grades 3 and 6 will be required to:

1. Set assessment instruments and prepare marking guidelines, translation and adaptation for Grade 3 or 6 June and Final tests.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Hand ownership of the assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.

Those appointed as Moderators in Grades 3 and 6 will be required to:

1. Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Write reports on the moderation of the assessment instrument.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.

SUBMISSION OF APPLICATIONS

1. Applications must be submitted on the Application Form attached to this Assessment Instruction and must be accompanied by all documentation indicated as follows:
 - **Annexure E for Grades 11 and 12**
 - **Annexure F for Grade 9**
 - **Annexure G for Grade 6**
 - **Annexure H for Grade 3**
2. No e-mailed or faxed applications will be considered.
3. Applications must be submitted to the District Office, Examinations Section, in a sealed envelope, marked with the name of the applicant, grade and subject applied for.

4. Closing date at the District Office is Thursday, 20 June 2013. **Late applications will not be considered.**
5. Districts to submit sealed applications to the Provincial Office by Monday, 24 June 2013.
6. No applications will be accepted at the Provincial Office from applicants.
7. Short-listed applicants may be required to present themselves at the Provincial Office for an interview.

N.B: DO NOT RE-APPLY IF APPLICATION WAS DONE IN RESPECT OF ASSESSMENT INSTRUCTION 22 OF 2013.

CONCLUSION

The Department of Education encourages applications from those who meet the requirements, and more importantly, who can make a meaningful contribution to sustaining and enhancing the quality of teaching, learning and assessment in the Province of the Eastern Cape.



**MR S.P. GOVENDER
ACTING DEPUTY DIRECTOR GENERAL:
TEACHING AND LEARNING SERVICES**

**LIST OF GRADE 11 and 12
EXAMINERS AND MODERATORS REQUIRED**

	SUBJECTS	PAPER	POSITION
1	Accounting	-	Moderator
2	Accounting	-	Examiner
3	Afrikaans 1 st Add Language	1	Moderator
4	Afrikaans 1 st Add Language	1	Examiner
5	Afrikaans 1 st Add Language	2	Examiner
6	Afrikaans 1 st Add Language	2	Moderator
7	Afrikaans 1 st Add Language	3	Examiner
8	Afrikaans 1 st Add Language	3	Moderator
9	Afrikaans 2 nd Add Language	1	Examiner
10	Afrikaans 2 nd Add Language	1	Moderator
11	Afrikaans 2 nd Add Language	2	Examiner
12	Afrikaans 2 nd Add Language	2	Moderator
13	Afrikaans Home Lang	1	Examiner
14	Afrikaans Home Lang	1	Moderator
15	Afrikaans Home Lang	2	Examiner
16	Afrikaans Home Lang	2	Moderator
17	Afrikaans Home Lang	3	Examiner
18	Afrikaans Home Lang	3	Moderator
19	Agricultural Management Practices	-	Examiner
20	Agricultural Management Practices	-	Moderator
21	Agricultural Sciences	1	Examiner
22	Agricultural Sciences	1	Moderator
23	Agricultural Sciences	2	Examiner
24	Agricultural Sciences	2	Moderator
25	Agricultural Technology	-	Examiner
26	Agricultural Technology	-	Moderator
27	Business Studies	-	Moderator
28	Business Studies	-	Examiner
29	Civil Technology	-	Examiner
30	Civil Technology		Moderator
31	Computer Applications Technology	1	Examiner
32	Computer Applications Technology	1	Moderator
33	Computer Applications Technology	2	Examiner
34	Computer Applications Technology	2	Moderator
35	Consumer Studies	-	Examiner
36	Consumer Studies	-	Moderator
37	Dance Studies	-	Examiner
38	Dance Studies	-	Moderator
39	Design Theory	-	Examiner
40	Design Theory	-	Moderator
41	Dramatic Art	-	Examiner
42	Dramatic Arts	-	Moderator
43	Economics	1	Examiner

	SUBJECTS	PAPER	POSITION
44	Economics	1	Moderator
45	Economics	2	Examiner
46	Economics	2	Moderator
47	Electrical Technology	-	Examiner
48	Electrical Technology	-	Moderator
49	Engineering Graphics and Design	1	Examiner
50	Engineering Graphics and Design	1	Moderator
51	Engineering Graphics and Design	2	Examiner
53	Engineering Graphics and Design	2	Moderator
54	English 1 st Add Language	1	Examiner
55	English 1 st Add Language	1	Moderator
56	English 1 st Add Language	2	Examiner
57	English 1 st Add Language	2	Moderator
58	English 1 st Add Language	3	Examiner
59	English 1 st Add Language	3	Moderator
60	English Home Language	1	Examiner
61	English Home Language	1	Moderator
62	English Home Language	2	Examiner
63	English Home Language	2	Moderator
64	English Home Language	3	Examiner
65	English Home Language	3	Moderator
66	Geography	1	Examiner
67	Geography	1	Moderator
68	Geography	2	Examiner
69	Geography	2	Moderator
70	History	1	Examiner
71	History	1	Moderator
73	History	2	Examiner
74	History	2	Moderator
75	Hospitality Studies	-	Examiner
76	Hospitality Studies	-	Moderator
77	Information Technology	1	Examiner
78	Information Technology	1	Moderator
79	Information Technology	2	Examiner
80	Information Technology	2	Moderator
81	IsiXhosa Home Language	1	Examiner
82	IsiXhosa Home Language	1	Moderator
83	IsiXhosa Home Language	2	Examiner
84	IsiXhosa Home Language	2	Moderator
85	IsiXhosa Home Language	3	Examiner
86	IsiXhosa Home Language	3	Moderator
87	IsiXhosa 1 st Add Language	1	Examiner
88	IsiXhosa 1 st Add Language	1	Moderator
89	IsiXhosa 1 st Add Language	2	Examiner
90	IsiXhosa 1 st Add Language	2	Moderator
91	IsiXhosa 1 st Add Language	3	Examiner

	SUBJECTS	PAPER	POSITION
92	IsiXhosa 1 st Add Language	3	Moderator
93	IsiXhosa 2 nd Add Lang	1	Examiner
94	IsiXhosa 2 nd Add Lang	1	Moderator
95	IsiXhosa 2 nd Add Lang	2	Examiner
96	IsiXhosa 2 nd Add Lang	2	Moderator
98	Life Sciences	1	Examiner
99	Life Sciences	1	Moderator
100	Life Sciences	2	Examiner
101	Life Sciences	2	Moderator
102	Mathematics	1	Examiner
103	Mathematics	1	Moderator
104	Mathematics	2	Examiner
106	Mathematics	2	Moderator
106	Mathematics Literacy	1	Examiner
107	Mathematics Literacy	1	Moderator
108	Mathematics Literacy	2	Examiner
109	Mathematics Literacy	2	Moderator
110	Mechanical Technology	-	Examiner
111	Mechanical Technology	-	Moderator
112	Music	1	Examiner
113	Music	1	Moderator
114	Music	2	Examiner
115	Music	2	Moderator
116	Physical Sciences	1	Examiner
117	Physical Sciences	1	Moderator
118	Physical Sciences	2	Examiner
119	Physical Sciences	2	Moderator
120	Religion Studies	1	Examiner
121	Religion Studies	1 and 2	Moderator
123	Religion Studies	2	Examiner
124	Sesotho Home Language	1	Examiner
125	Sesotho Home Language	1	Moderator
126	Sesotho Home Language	2	Examiner
127	Sesotho Home Language	2	Moderator
128	Sesotho Home Language	3	Examiner
129	Sesotho Home Language	3	Moderator
130	Tourism	-	Examiner
131	Tourism	-	Moderator
132	Visual Arts Theory	-	Examiner
133	Visual Arts Theory	-	Moderator

**LIST OF GRADE 9
EXAMINERS AND MODERATORS REQUIRED**

	SUBJECT	POSITION
1	Afrikaans First Add Language	Moderator
2	Afrikaans First Add Language	Examiner
3	Afrikaans Home Language	Moderator
4	Afrikaans Home Language	Examiner
5	Arts and Culture	Moderator
6	Arts and Culture	Examiner
7	Economics and Management Sciences	Moderator
8	Economics and Management Sciences	Examiner
9	English First Add Language	Moderator
10	English First Add Language	Examiner
11	English Home Language	Moderator
12	English Home Language	Examiner
13	IsiXhosa Home Language	Moderator
14	IsiXhosa Home Language	Examiner
15	Life Orientation	Moderator
16	Life Orientation	Examiner
17	Mathematics	Moderator
18	Mathematics	Examiner
19	Natural Sciences	Moderator
20	Natural Sciences	Examiner
21	Sesotho Home Language	Moderator
22	Sesotho Home Language	Examiner
23	Social Sciences	Moderator
24	Social Sciences	Examiner
25	Technology	Moderator
26	Technology	Examiner

**LIST OF GRADE 6
EXAMINERS AND MODERATORS REQUIRED**

SUBJECT		POSITION
1	Afrikaans Home Language	Examiner
2	Afrikaans Home Language	Moderator
3	Afrikaans First Additional Language	Examiner
4	Afrikaans First Additional Language	Moderator
5	English Home Language	Examiner
6	English Home Language	Moderator
7	English First Additional Language	Examiner
8	English First Additional Language	Moderator
9	IsiXhosa Home Language	Examiner
10	IsiXhosa Home Language	Moderator
11	SeSotho Home Language	Examiner
12	SeSotho Home Language	Moderator
13	Mathematics	Examiner
14	Mathematics	Moderator

**LIST OF GRADE 3
EXAMINERS AND MODERATORS REQUIRED**

	SUBJECT	POSITION
1.	Afrikaans Home Language	Examiner
2.	Afrikaans Home Language	Moderator
3.	Afrikaans First Additional Language	Examiner
4.	Afrikaans First Additional Language	Moderator
5.	English Home Language	Examiner
6.	English Home Language	Moderator
7.	IsiXhosa Home Language	Examiner
8.	IsiXhosa Home Language	Moderator
9.	IsiXhosa First Additional Language	Examiner
10.	IsiXhosa First Additional Language	Moderator
11.	SeSotho Home Language	Examiner
12.	SeSotho Home Language	Moderator
13.	SeSotho First Additional Language	Examiner
14.	SeSotho First Additional Language	Moderator
15.	Mathematics	Examiner
16.	Mathematics	Moderator

INSTRUCTIONS TO COMPLETE APPLICATION FORM

**N.B. ONLY SCHOOL-BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT
PRINCIPALS OF SCHOOLS MUST NOT APPLY**

Please note:

1. Closing Date at District Office, Examinations Section, is Thursday, 20 June 2013 at 16H00
2. A separate application form is to be completed for each position and for each subject.
3. The following documentation MUST be attached 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 the application form
 - A certified copy of your **identity document**.
 - A certified copy of your **salary advice slip**.
 - Certified copies of your **academic qualifications**.
 - An abridged Curriculum Vitae (CV) relevant to the application.
 - Letter(s) of **recommendation** from an appropriate referee. (CES Curriculum Management, Subject Planner, Subject Advisor, School Principal or Head of Department).



APPLICATION FORM FOR GRADES 11 and 12 PROVINCIAL INTERNAL EXAMINER AND MODERATOR

NB: DO NOT RE-APPLY IF APPLICATION WAS DONE IN RESPECT OF ASSESSMENT INSTRUCTION 22 OF 2013

Where Applicable mark Appropriate Block with a "X"

A. Position Indicate the desired appointment (only ONE position per form)

Internal Moderator	<input type="checkbox"/>	Examiner	<input type="checkbox"/>				
Subject							
	Paper	1	2	3			
If applying for a <u>language</u> , 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	<input type="checkbox"/>	Afrikaans	<input type="checkbox"/>	Both	<input type="checkbox"/>

B. Personal Details

Surname						Affix ID-photo here. Write Persal no., Surname and Initials on reverse
	Please Print					
Title	Dr	Mr.	Mrs.	Ms	Initials	
First Name						
	Please Print					

Identity Number	<input type="text"/>	PERSAL Number	<input type="text"/>
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Tax Number	<input type="text"/>
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Postal Address				Code	<input type="text"/>
	Please Print				
Physical Address				Code	<input type="text"/>
	Please Print				
Telephone Number (w)	Telephone Number (h)			<input type="text"/>	<input type="text"/>
Fax Number (w)	Fax Number (h)			<input type="text"/>	<input type="text"/>
Cellular Number	Alternative contact no.			<input type="text"/>	<input type="text"/>
E-Mail Address	<input type="text"/>				
	Please Print (lower case)				



Institution where employed		Please Print	
Centre number (If Applicable)	4	District	
Please Print		Please Print	
Present post	(e.g. Deputy Principal, Teacher, Subject Specialist)		
Please Print		Please Print	
HOSPITALITY			
If successful, will you require accommodation during marking period.	YES	NO	
Gender	M	F	
Special Dietary Requirements	YES	NO	
Specify Special Dietary Requirement (Halaal, Vegetarian etc.)			

C. Academic Details

B. Degree	Hons.	M. Degree	D. Degree
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University	
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Major subjects	Course Level
1	Course Level
2	Course Level
3	Course Level

Professional/Technical Diploma	Teaching Experience
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 moderator/examiner.

Grade 10 Grade 11 Grade 12



PERFORMANCE AT OWN SCHOOL (Relative to the subject applied for on this application)					
Year	Subject Description	Subject Average %	Subject Pass Rate %	Subject Level	School pass rate
2010					
2011					
2012					

Examination experience in external, public examinations at Senior Certificate/NSC level (Last four years and 2013 only)

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
					2009
					2010
					2011
					2012
					2013

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

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
		NSC			2008
		NSC			2009
		NSC			2010
		NSC			2011
		NSC			2012

E. NCS and CAPS Training Programmes

List the NCS and CAPS training programmes you attended.

Date	Place	Grades 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	<input type="checkbox"/>	Current	<input type="checkbox"/>	Transmission	<input type="checkbox"/>					

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 31 of 2013.

Signature of applicant

Date



I. Declaration and recommendation by the Principal/Subject Planner/Subject Advisor/District Director

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/Subject Planner/Subject Advisor/District Director Date

Comments

Official use Only			
Accept	<input type="checkbox"/>	Reject	<input type="checkbox"/>
_____ Evaluators Name (Please Print)		_____ Signature	_____ Date





APPLICATION FORM FOR GRADE 9 PROVINCIAL EXAMINER AND MODERATOR

N.B. ONLY SCHOOL-BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT
PRINCIPALS OF SCHOOLS MUST NOT APPLY

Where Applicable mark Appropriate Block with a "X"

A. Position Indicate the desired appointment (only one position per form)

Internal Moderator | Examiner

Subject Paper

1	2	3
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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. English Afrikaans Both

B. Personal Details

Surname	<input type="text"/>	Affix ID-photo here. Write Persal no., Surname and Initials on reverse							
	<small>Please Print</small>								
Title	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px;">Dr</td> <td style="width: 20px;">Mr.</td> <td style="width: 20px;">Mrs.</td> <td style="width: 20px;">Ms</td> <td style="width: 20px;">Initials</td> <td style="width: 20px;"><input type="text"/></td> <td style="width: 20px;"><input type="text"/></td> <td style="width: 20px;"><input type="text"/></td> </tr> </table>		Dr	Mr.	Mrs.	Ms	Initials	<input type="text"/>	<input type="text"/>
Dr	Mr.	Mrs.	Ms	Initials	<input type="text"/>	<input type="text"/>	<input type="text"/>		
First Name	<input type="text"/>								
	<small>Please Print</small>								

Identity Number PERSAL Number

Tax Number

Postal Address	<input type="text"/>	Code	<input type="text"/>
	<small>Please Print</small>		
Physical Address	<input type="text"/>	Code	<input type="text"/>
	<small>Please Print</small>		

Telephone Number (w) Telephone Number (h)

Fax Number (w) Fax Number (h)

Cellular Number Fax to e-mail

E-Mail Address



Please Print (lower case)

Institution where employed

Please Print

Centre number (If Applicable) 4

Please Print

District

Present post (e.g. Deputy Principal, Teacher, Subject Specialist)

Please Print

C. Academic Details

B. Degree Hons M. Degree D. Degree

University

Major subjects	Course Level
1	Course Level
2	Course Level
3	Course Level

Professional/Technical Diploma	Teaching Experience
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 moderator/examiner.

Grade 07 Grade 08 Grade 09



E. NCS Training Programmes

List the NCS and CAPS training programmes you attended.

Date	Place	Grades 07; 08; 09	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 31 of 2013

Signature of applicant

Date

I. Declaration and recommendation by the Principal/Subject Planner/Subject Advisor/District Director

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/Subject Planner/Subject
Advisor/District Director

Date

Comments

--

Official use Only

Accept Reject

Evaluator Name (Please Print)

Signature

Date





APPLICATION FORM FOR GRADE 6 EXAMINER AND INTERNAL MODERATOR
PRINCIPALS OF SCHOOLS MUST NOT APPLY

NB: DO NOT RE- APPLY IF APPLICATION WAS DONE IN RESPECT OF ASSESSMENT INSTRUCTION 22 OF 2013

Where Applicable mark Appropriate Block with a "X"

A. Position Indicate the desired appointment (only one position per form)

Internal Moderator | Examiner

Subject Paper

1	2	3
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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. English Afrikaans Both

B. Personal Details

Surname <input type="text"/>	Affix ID-photo here. Write Persal no., Surname and Initials on reverse			
Please Print				
Title <table border="1"><tr><td>Dr</td><td>Mr.</td><td>Mrs.</td><td>Ms</td></tr></table> Initials <input type="text"/>		Dr	Mr.	Mrs.
Dr	Mr.	Mrs.	Ms	
First Name <input type="text"/>				
Please Print				

Identity Number PERSAL Number

Tax Number

Postal Address <input type="text"/>	Code <input type="text"/>
Please Print	
Physical Address <input type="text"/>	Code <input type="text"/>
Please Print	

Telephone Number (w) Telephone Number (h)

Fax Number (w) Fax Number (h)

Cellular Number Fax to e-mail



E-Mail Address	
----------------	--

Please Print (lower case)

Institution where employed	
----------------------------	--

Please Print

Centre number (If Applicable)	4						
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Please Print

District	
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Present post		(e.g. Deputy Principal, Teacher, Subject Specialist)
--------------	--	--

Please Print

C. Academic Details

B. Degree Hons M. Degree D. Degree

University	
------------	--

Major subjects	Course Level
1	Course Level
2	Course Level
3	Course Level

Professional/Technical Diploma	Teaching Experience
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 moderator/examiner.

Grade 04 Grade 05 Grade 06



E. NCS and CAPS Training Programmes

List the NCS and CAPS training programmes you attended.

Date	Place	Grades 07; 08; 09	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



APPLICATION FORM FOR GRADE 3 EXAMINER AND INTERNAL MODERATOR

NB: DO NOT RE-APPLY IF APPLICATION WAS DONE IN RESPECT OF ASSESSMENT INSTRUCTION 22 OF 2013

Where Applicable mark Appropriate Block with a "X"

A. Position Indicate the desired appointment (only one position per form)

Internal Moderator | Examiner

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. English Afrikaans Both

B. Personal Details

Surname Please Print

Title

Dr	Mr.	Mrs.	Ms
----	-----	------	----

 Initials

--	--	--

First Name Please Print

Affix ID-photo here.

Write Persal no., Surname and Initials on reverse

Identity Number

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 PERSAL Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Tax Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postal Address
Please Print

Code

--	--	--	--

Physical Address
Please Print

Code

--	--	--	--

Telephone Number (w)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Telephone Number (h)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fax Number (w)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Fax Number (h)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cellular Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Fax to e-mail

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

E-Mail Address



Please Print (lower case)

Institution where employed	
----------------------------	--

Please Print

Centre number (If Applicable)	4						
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Please Print

District	
----------	--

Present post		(e.g. Deputy Principal, Teacher, Subject Specialist)
--------------	--	--

Please Print

C. Academic Details

B. Degree Hons M. Degree D. Degree

University	
------------	--

Major subjects	Course Level
1	Course Level
2	Course Level
3	Course Level

Professional/Technical Diploma	Major Teaching Subjects	Teaching Experience
	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 moderator/examiner.

Grade 01 Grade 02 Grade 03

E. NCS and CAPS Training Programmes

List the NCS and CAPS training programmes you attended.

Date	Place	Grades 07; 08; 09	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Type of Account (Mark with a "X")	Saving <input type="checkbox"/> Current <input type="checkbox"/> Transmission <input type="checkbox"/>

G. Motor Vehicle Details (if Applicable)

Make		Model	
Registration No		Engine Capacity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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.

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Signature of applicant

Date



I. Declaration and recommendation by the Principal/Subject Planner/Subject Advisor/District Director

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/Subject Planner/Subject Advisor/District Director Date

Comments

Official use Only

Accept Reject -----
Evaluator Name (Please Print) Signature Date

