

DIRECTORATE: ASSESSMENT AND EXAMINATIONS
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REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

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ASSESSMENT INSTRUCTION 32 of 2013

TO:

DEPUTY DIRECTORS-GENERAL

CHIEF FINANCIAL OFFICER

CHIEF DIRECTORS

HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS

CHIEF EDUCATION SPECIALISTS (CESs)

EDUCATION DEVELOPMENT OFFICERS (EDOs)

DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS (DCESs)

PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS OFFERING

GRADE 12

TEACHER UNIONS / ORGANISATIONS

SCHOOL GOVERNING BODIES

DATE:

28 MAY 2013

APPOINTMENT OF GRADE 12 PROVINCIAL CENTRALISED SCHOOL BASED ASSESSMENT (SBA):MODERATORS 2013

1. BACKGROUND

In 2013 Grade 12 learners will once again write the *National Senior Certificate* (NSC) in compliance with the National Curriculum Statement (NCS). In order for a learner to obtain the NSC, a learner must have marks for School Based Assessment (SBA) in addition to the marks he/she will obtain in the final external examinations.

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.

Appointed SBA moderators will embark on a Provincial Centralized School Based Assessment (SBA) moderation process to ensure that valid, reliable and quality SBA marks for each learner are registered.

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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.

2. ARRANGEMENTS FOR PROVINCIAL CENTRALISED SBA MODERATION 2.1 DATE, VENUE AND PLACE

DATE:

23 - 27 October 2013

VENUE:

EDUCATION LEADERSHIP INSTITUTE (ELI)

EAST LONDON / MTHATHA / PORT ELIZABETH

SUBJECTS TO BE MODERATED:

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

	SUBJECT		SUBJECT
1	English FAL	09	Computer Applications Technologies
2	IsiXhosa Home Language	10	Consumer Studies
3	Mathematics	11	Agricultural Sciences
4	Mathematical Literacy	12	Music
5	Physical Sciences	13	Civil Technology
6	Life Sciences	14	Geography
7	Life Orientation	15	History
8	Accounting	16	Business studies

3. APPLICATION PROCESSES TO BE FOLLOWED FOR APPOINTMENT AS SBA MODERATORS

3.1 APPLICATION FORMS

The moderation will be done by the appointed group of teachers and Subject Advisors.

The following FOUR CATEGORIES of applications will be considered:

- a. Application by teachers for appointment as SBA Moderators in the 2013 Centralised Provincial SBA moderation process (ANNEXURE A).
- b. Application by Subject Advisors / District DCES for appointment as SBA Moderators in the 2013 Centralised Provincial SBA moderation process (ANNEXURE B).
- c. Application by Subject Advisors / District DCES for Appointment as SBA Chief Moderators and SBA Moderators in the 2013 Centralised Provincial SBA moderation process (ANNEXURE C).
- d. Application by Provincial Subject Planners for Appointment as SBA Chief Moderators in the 2013 Centralised Provincial SBA moderation process (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**.

3.2 WHO QUALIFIES TO APPLY FOR MODERATING?

- Educators who are currently teaching the subject applied for in Grade 12.
- Principals who are currently teaching the subject applied for in Grade 12 and who have a strong support staff that will manage the school in his/her absence. Application form to be signed by the EDO.
- Subject Advisors / DCES in the FET phase with a teacher qualification in the subject that they are advising on.
- Provincial FET Subject Planners.

3.3 WHO DOES NOT QUALIFY FOR MODERATING?

- Office-based educators (EDOs, CES) as they neither teach the Grade 12 subjects nor employed to advise on the subjects.
- Subject Advisors in the GET phase may not apply to moderate Grade 12 SBA portfolios.
- Cluster leaders and SBA Co-Ordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.

3.4 ADDITIONAL CONDITION OF APPOINTMENT

 Appointed moderators are compelled to attend the professional development and training programme convened by the Provincial Head Office.

4. VERIFICATION OF APPLICATIONS

4.1 AT SCHOOL LEVEL:

Principal and School Management Team.

INSTRUCTIONS TO PRINCIPALS

- Signature of approval must only be appended if educator is currently teaching the subject in Grade 12.
- Do not sign application forms of educators not teaching the subject at Grade 12 level.
- Do not sign application forms of educators who are not teachers in your school.

4.2 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.

- a. The members of the <u>Verification Committee</u> for <u>teachers</u> who apply to be <u>Moderators</u> will include:
- CES: Curriculum (Chairperson).
- · CES: Governance.
- DCES: Examinations.
- EDO's.
- Subject Advisors.
- Teacher Union representatives as observers.

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- b. The members of the <u>Verification Committee</u> for <u>Subject Advisors/DCES</u> who apply to moderate will include:
- CES: Curriculum (Chairperson).
- CES: Governance.
- DCES: Examinations.
- EDO
- Teacher Union representatives as observers.
- c. The members of the <u>Verification Committee</u> for <u>Subject Planners and Head Office DCES</u> will include:
- CES: Internal Assessment.
- CES: FET Curriculum Planning.
- CES: Curriculum (District Office)
- Teacher Union representatives as observers.

All verification Committees are to submit to the Provincial Head Office CES: Internal Assessment the following verification documentation:

- Attendance Register.
- Minutes of verification meeting.
- Alphabetical list of all applicants per category.
- Alphabetical list of rejected applicants per category.
- Alphabetical list of recommended applicants per category.

4.3 AT PROVINCIAL OFFICE:

4.3.1 ACTUAL SELECTION AND APPOINTMENT PROCESS:

- CES: Exams (internal assessment) and CES: Curriculum (FET Programmes) to organize and manage the selection processes.
- Selection panels to consider all application forms from the 23 Districts.
- Chief moderators to do the selection of SBA Senior moderators.
- Unions to observe the selection process.
- Verification of selected moderators by exams and curriculum officials

NB: All officials are requested to check the Application Forms carefully in order to verify that only competent and qualified SBA Moderators are appointed to these critically important positions.

4.3.2 REJECTION OF APPLICATIONS:

- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office and Head Office after the indicated closing date will not be considered.
- No application forms will be accepted at the Provincial Office which did not come through the District Office

5. IMPORTANT DATES:

DATE	ACTIVITY
21 June 2013	Closing date for application forms at the District office
01 July 2013	Closing date for application forms at the Provincial office
12 July 2013	Selection of SBA Chief Moderators
19 July 2013	Selection of SBA Moderators
02 August 2013	List of SBA Moderators ready for distribution to Districts

6. 2013 SBA MANAGEMENT PLAN FOR INTERNAL ASSESSMENT

The 2013 SBA management plan for Internal Assessment is attached as ANNEXURE E

7. CONCLUSSION:

The moderation of SBA marks is extremely important in the delivery of accurate, standardized and credible results as these marks form part of the final results of Grade 12 learners. All education stakeholders are therefore requested to disseminate this information widely to all those who meet the requirements to apply for these important posts.

Yours in Quality Education

MR S.P. GOVENDER

(A) DDG: TEACHING AND LEARNING SERVICES



SUBJECT APPLIED FOR:

Place ID Photo Here

APPLICATION: SBA MODERATOR (TEACHERS) GRADE 12 2013



CLOSING DATE: 21 JUNE 2013



	21 JUNE 2013 [NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]													
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	Gender MA F													

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BANK PARTICULARS

Meals - Normal

- Vegetarian (NB: All meals HALAAL)

☐ Savings Account

Name of Bank

Account Number

Type of Account

YES

YES

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☐ Current Account

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☐ Transmission

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Appointment of Moderators: Norms and Standards

(1) Moderators 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 moderators.

(3) In order to ensure that the information provided by the applicant for the position of moderator is correct, it must be verified by his or her employer. A person applying for the post of moderator must be an educator currently offering the subject for which he or she applies in the FET band.

War son	SUBJECT		SUBJECT
1	English FAL	09	Computer Applications Technologies
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4	Mathematical Literacy	12	Music
5	Physical Sciences	13	Civil Technology
6	Life Sciences	14	Geography
7	Life Orientation	15	History
8	Accounting	16	Business studies

SUBJECT ADVISOR/DCES GRADE 12



SUBJECT APPLIED FOR:

Place ID Photo Here

APPLICATION: SBA MODERATOR (SUBJECT ADVISOR/ DISTRICT DCES) GRADE 12: 2013

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CLOSING DATE: 21 JUNE 2013



[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 4.
- 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.

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SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE:SBA CHIE	F MODERATOR	s.	
DATE:			

Appointment of Moderators: Norms and Standards

1. Moderators 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 moderators.

In order to ensure that the information provided by the applicant for the position of moderator is correct, it must be verified by his or her employer. A person applying for the post of moderator must be an educator currently offering the subject for which he or she applies in the FET band.

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8	Accounting	16	Business studies

SUBJECT ADVISOR/DCES GRADE 12



SUBJECT APPLIED FOR:

Place

ID Photo

APPLICATION: SBA CHIEF MODERATOR (SUBJECT ADVISOR/ DISTRICT DCES)

GRADE 12: 2013



CLOSING DATE: 21 JUNE 2013



[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.
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EXPERIENCE AS SUBJECT ADVISOR

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2012						
	-	SBA MODER	RATING EXPERIE			
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Year	Year Subject Subject Description				Rank (e.g. Moderator/Senior Moderator)	
		DE	CLARATION			
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.						
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CES Curriculum: Print Name Signature: CES			200 2			
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3 **					DISTRICT CERTS	
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RECO	MMENDAT	TON BY CES: CURRIC	ULUM (Chairpers	son of Verific	ation Committee)	
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PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	THE COMMITTEE
SIGNATURE:CES: IN	TERNAL ASSESSMENT		

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6	Life Sciences	14	
7	Life Orientation		Geography
8	Accounting	15	History
_	Accounting	16	Business studies



SUBJECT APPLIED FOR:

Place

ID Photo

Here

SBA CHIEF MODERATOR APPLICATION: SUBJECT PLANNER

GRADE 12: 2013



CLOSING DATE: 21 JNUE 2013

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE AFTER THE CLOSING DATE - NO FAXES ACCEPTABLE]

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PERSONAL INFORMATION													
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Name	e of Bank					Branch Name							
Account	t Number					Branch Co	ode						
Type of	Account	☐ Sa	vings Acc	ount	☐ Cu	rrent Account		Пт	ransmis	esion A			
				SUBJEC		YING FOR			1011011110	131011 /10			
Subject Code				CODULO	IAFFL	TING FOR							
	ubject Des	cription											
		<i>9</i> 1			***								
Other Subj applied to	moderate	ers you in 2013											
QUALIFICA	TIONS	(In the	subject	you are applyi	na for or	this form)							
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													
			Degree/	Diploma Name	Year	obtained	Obt	ained at	t				
E.g. Mathematic	os	-		2	B. Sc.		1990		Fon	t Hare			
TEACHING QU	TEACHING QUALIFICATIONS (i.e. HDE)												

		EXPERIENCE AS DC	ES / SUBJECT PLANNER				
Year	Year Subject Code Subject Description						
E.g.	E.g. 10030034 Mathematical Literacy						
2011							
2012							
		SBA MODERA	TING EXPERIENCE				
Year	Subject Code	***************************************	Description	Rank (e.g. Moderator/Senior Moderator)			
		DECL	ARATION				
application. I	i understand tr	lat incomplete information, missing that all the information supplied in t	rm my district office, Provincial HO o documents or signatures will lead to his application is true and correct. Signature: DCES/Subject Planner	automatic disqualification of this Date			
		Print Name	Signature: CES	— Date			
			*				
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 rd October 2013 and must return to work on the 28 th October 2013. DCES / Subject Planners appointed as moderators are to complete their work at their institution before reporting to the moderation centre. Print Name Signature: Director Date							
			Date				
RECOM	RECOMMENDATION BY DIRECTOR: CURRICULUM (Chairners on 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 2013 and must return to school after moderating on the 28th October 2013. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

			DISTRICT OFFICE
	 	-	STALE
Print Name	Signature: CES: Curriculum	Date	

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	PROVINCIA	L SELECTION PAN	PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED	
SUCCESS	SFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE:	CES: INTE	RNAL ASSESSMENT	_	
DATE:				

Appointment of Moderators: Norms and Standards

- 1. Moderators 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 moderators.
- 3. In order to ensure that the information provided by the applicant for the position of moderator is correct, it must be verified by his or her employer. A person applying for the post of moderator must be an educator currently offering the subject for which he or she applies in the FET band.

	SUBJECT		SUBJECT
1	English FAL	09	Computer Applications Technologies
2	IsiXhosa Home Language	10	Consumer Studies
3	Mathematics	11	Agricultural Sciences
4	Mathematical Literacy	12	Music
5	Physical Sciences	13	Civil Technology
6	Life Sciences	14	Geography
7	Life Orientation	15	History
8	Accounting	16	Business studies

SBA MANAGEMENT PLAN - 2013

BELOW PLEASE FIND THE PROVINCIAL *SBA MANAGEMENT PLAN* TOGETHER WITH ALL RELEVANT DATES AND RESPONSIBLE PERSONS.

2013 SBA MANAGEMENT PLAN: GRADES 10 - 12

	ACTIVITY	OUTPUT	DATE	RESPONSIBILITY
1	Verification of <u>Term 1 & 2</u> SBA implementation by Districts and schools.	Completed verification tools	09 February - 13 June 2013	DCES: Internal Assessment - FET
2	Issuing out of the Assessment Instruction with application forms for NSC Grade 12 Centralised SBA Provincial Moderation	Assessment Instruction with application forms for NSC Grade 12 Centralised SBA Provincial Moderation	15 May 2013	CES: Internal Assessment
3	Verification of <u>Term 1</u> SBA Cluster / District Moderation	Completed verification tools	09 – 26 April 2013	DCES: Internal Assessment - FET
4	Compilation of verification report_on <u>Term 1</u> SBA moderation.	Compiled verification report on Term 1 SBA moderation.	29 April- 02 May 2013	DCES: Internal Assessment - FET
5	Verification of FET Provincial Term 1 Grade 12 SBA Moderation	Verification report	07 – 15 May 2013	DCES: Internal Assessment - FET
6	Compilation of verification report on FET Provincial Term 1 Grade 12 SBA moderation.	Compiled verification report on FET Provincial Term_1 Grade 12 SBA moderation.	16 – 22 May 2013	DCES: Internal Assessment - FET
7	Compilation of verification report on <u>Term 1 & 2</u> SBA implementation by Districts and schools.	Compiled verification report on Term 1 & 2 SBA implementation by Districts and schools.	14 – 20 June 2013	DCES: Internal Assessment - FET
8	Due date for submission of the NSC Grade 12 SBA Chief moderators' and moderators' applications for Provincial Centralised Moderation at the District offices	NSC Grade 12 SBA moderators' applications for Provincial Centralised Moderation	21 June 2013	District Offices
9	Verification of Term 1 & 2 SBA Moderation by DBE moderators.	Verification report from DBE	22 June – 15 July 2013	DCES: Internal Assessment - FET & DBE moderators
10	Verification of the applications for NSC Grade 12	NSC Grade 12 SBA moderators' applications	24 - 28 June 2013	District Offices

	Controlined CDA Descirate	for Draving States		
	Centralised SBA Provincial Moderation	for Provincial Centralised		
	MOGERATOR	Moderation		
11	Due date for submission of the	NSC Grade 12 SBA	01 July 2013	CES: Internal
1 1	NSC Grade 12 SBA Chief	moderators' applications	01 July 2013	Assessment
	moderators' and moderators'	for Provincial Centralised		Assessment
	applications for Provincial	Moderation		
	Centralised Moderation at	Woderation		
	the Provincial office			
12	Selection of the NSC Grade	List of selected NSC	12 July 2013	CES: Internal
	12 SBA Chief moderators	Grade 12 SBA Chief	12 daily 2010	Assessment &
		moderators		CES: Curriculum
				FET Planning
13	Verification of Term 2 SBA	Completed verification	15 July – 02	DCES: Internal
	Cluster / District Moderation	tools	August 2013	Assessment - FET
14	Selection of the NSC Grade	List of selected NSC	25 July 2013	CES: Internal
	12 SBA moderators	Grade 12 SBA		Assessment &
		moderators		CES: Curriculum
				FET Planning
15	Selection of Examinations	List of selected	01 August	CES: Marking
	Assistants (EA's) for the	Examinations Assistants	2013	Processes
	Provincial_NSC Grade 12	(EA's)		
	SBA Centralised Moderation	В.		
16	List of appointed NSC Grade	List of selected NSC	12 August	CES: Internal
	12 SBA Chief moderators and	Grade 12 SBA Chief	2013	Assessment
	moderators ready for	moderators and	l.	
	distribution to Districts	moderators		
17	Verification of FET Provincial	Verification report	05 – 07	DCES: Internal
	Term 2 Grade 12 SBA		August 2013	Assessment -
	Moderation	I.		FET
18	Varification of Tages 2 CD 4	0 11 1		10000
10	Verification of <u>Term 3</u> SBA	Completed verification	05 August –	DCES: Internal
	implementation by Districts and schools.	tools .	12 September	Assessment -
	and schools.		2013	FET
19	Compilation of verification	Compiled verification	00.0	D0=0
.5	report_on <u>Term 2</u> SBA	Compiled verification	08 August	DCES: Internal
	moderation.	report on <u>Term 2</u> SBA moderation.	2013	Assessment - FET
20	Compilation of verification	Compiled verification	12 August	DOEC, Internal
	report_on FET Provincial Term	report on FET Provincial	12 August 2013	DCES: Internal
	2 Grade 12 SBA moderation.	Term_2 Grade 12 SBA	2013	Assessment - FET
		moderation.		
21	Monitoring NSC Grade 12	Monitoring report	15 August –	DCES: Internal
	Trial Examinations	g roport	17 September	10 MX
	o yearadaayaaa Tarra E		2013	Assessment - FET
22	Compilation of verification	Compiled verification	16 -20	SES: Monitoring
	report on Term 3 SBA	report on <u>Term 3</u> SBA	September	oco. Montoning
	implementation by Districts	implementation by	2013	
	and schools.	Districts and schools.	2010	
23	Verification of <u>Term 3</u> SBA	Completed verification	08 – 18	DCES: Internal
	Cluster / District Moderation	tools	October 2013	Assessment - FET
				The state of the s

24	Provincial_SBA_Centralised Moderation	Programme of the Provincial_SBA Centralised Moderation	23 – 27 October 2013	CES: Internal Assessment & CES: Curriculum FET Planning
25	Compilation of verification report on Term 3 SBA moderation.	Compiled verification report on <u>Term 3</u> SBA moderation.	29 – 31 October 2013	DCES: Internal Assessment - FET

It is envisaged that this Assessment Instruction will assist District Officials in managing School Based Assessment procedures and processes in a more effective way.