

DIRECTORATE: ASSESSMENT AND EXAMINATIONS
Old Bundy Building, Schornville, KWT * Private Bag X 4571, KWT, 5600
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za
Enquiries: Mr A. Ndzause Email: andile.ndzause@edu.ecprov.gov.za

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.



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:

- Application by teachers for appointment as SBA Moderators in the 2013 Centralised Provincial SBA moderation process (ANNEXURE A).
- Application by Subject Advisors / District DCES for appointment as SBA Moderators in the 2013 Centralised Provincial SBA moderation process (ANNEXURE B).
- 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).
- 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 **Verification Committee** for **teachers** who apply to be **Moderators** will include:
 - CES: Curriculum (Chairperson).
 - CES: Governance.
 - DCES: Examinations.
 - EDO's.
 - Subject Advisors.
 - Teacher Union representatives as observers.

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

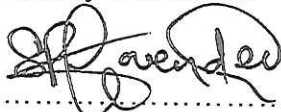
6. 2013 SBA MANAGEMENT PLAN FOR INTERNAL ASSESSMENT

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

7. CONCLUSION:

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

28/05/2013
.....
DATE



Province of the
EASTERN CAPE
EDUCATION

SUBJECT APPLIED FOR:

Place
ID Photo
Here

**APPLICATION: SBA MODERATOR (TEACHERS)
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.
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 4.
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. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments will be accepted.

PERSONAL INFORMATION

PERSAL No		ID No		Date of	1	9	Y	Y	M	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"/> ES	<input type="checkbox"/> Educator	Specify Other:					
Grade 12 Exam Centre Number				District Name						
Institution Name										

POPULATION GROUP

To which population group do you belong?

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

HOSPITALITY

If successful, will you need accommodation during moderation period?	YES	NO
Gender	M	F
Meals - Normal - Vegetarian (NB: All meals HALAAL)	YES	NO
	YES	NO

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

LANGUAGE COMPETENCY

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 passes 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching the Subject in Grade 12?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you take VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you in a governing Body Post?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning your post in the Education Dept. in/before December 2013?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you currently employed by the Eastern Cape Education Dept?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did the Department remunerate you for moderating in 2012?	<input type="checkbox"/> YES	<input type="checkbox"/> 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		
10030034	<i>Mathematical Literacy</i>	<i>2008</i>	<i>2010</i>	<i>3</i>	<i>Bhisho High School</i>	<i>(040) 604 1234</i>

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

Year	Subject Code	Subject Description	Paper	Average %	% Pass Rate	Highest Symbol
2011			1			
			2			
2012			1			
			2			

SBA MODERATION EXPERIENCE

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

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 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.

Print Name

Signature: Principal/EDO

Date

SCHOOL

STAMP

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 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.

Print Name

Signature: Subject Advisor /
CES: Curriculum

Date

DISTRICT OFFICE

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
<p>SIGNATURE: _____</p> <p style="text-align: center;">SBA CHIEF MODERATOR</p> <p>DATE: _____</p>			

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.

LIST OF GRADE 12 SUBJECTS AND THEIR CODES

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

SUBJECT ADVISOR/DCES GRADE 12


 Province of the
EASTERN CAPE
 EDUCATION

SUBJECT APPLIED FOR:

 Place
 ID Photo
 Here

**APPLICATION: SBA 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.
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.

PERSONAL INFORMATION

PERSAL No.																	ID No											Date of Birth	1	9						
Surname											First Names																									
Title						Initials						Postal Address																								
Tel. No. (W)																																				
Tel. No. (H)																																				
Cell Number																																				
Present Post	Subject Advisor / DCES for :																																			
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 2013															
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											
E.g. Mathematics	2	B. Sc.	1990	Fort Hare											
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>
2011		
2012		

SBA MODERATING EXPERIENCE

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

DECLARATION

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

CES Curriculum: _____
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 23rd October 2013 and must return to work on the 28th October 2013. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

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 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
STAMP

Print Name
Signature:
Date

Print Name
Signature: District Manager
Date

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE: _____ SBA CHIEF MODERATOR			
DATE: _____			

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Moderators: Norms and Standards

- Moderators are appointed in terms of the Personnel Administration Measures (PAM).
- 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.

LIST OF GRADE 12 SUBJECTS AND THEIR CODES

	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



SUBJECT APPLIED FOR:

ANNEXURE C

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.
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.

PERSONAL INFORMATION

PERSAL No.											ID No										Date of Birth	1	9	Y	/	M	/	D	.
Surname											First Names																		
Title				Initials																		Postal Address							
Tel. No. (W)																													
Tel. No. (H)																													
Cell Number																													
Present Post	Subject Advisor / DCES																												
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 2011																											

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	B. Sc	1999	FORT HARE
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>
2011		
2012		

SBA MODERATING EXPERIENCE

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

DECLARATION

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: Subject Advisor

Date

CES Curriculum: _____

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 23rd October 2013 and must return to work on the 28th October 2013. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

Print Name

Signature: District Manager

Date

DISTRICT OFFICE

STAMP

RECOMMENDATION BY CES: CURRICULUM (Chairperson of Verification Committee)

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Print Name

Signature:
CES: Curriculum

Date

DISTRICT OFFICE

STAMP

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE: _____ CES: INTERNAL ASSESSMENT			
DATE: _____			

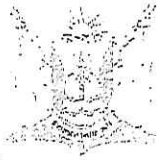
EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

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



Province of the
EASTERN CAPE
EDUCATION

SUBJECT APPLIED FOR:

Place
ID Photo
Here

**SBA CHIEF MODERATOR APPLICATION: SUBJECT PLANNER
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.
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.
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PERSONAL INFORMATION

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Tel. No. (H)																																							
Cell Number																																							
Present Post	DCES / SUBJECT PLANNER																																						
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 2013																																							
QUALIFICATIONS (In the subject you are applying for on this form)																																							
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Subject					Years of Study					Degree/Diploma Name					Year obtained					Obtained at																			
E.g. Mathematics					2					B. Sc.					1990					Fort Hare																			
TEACHING QUALIFICATIONS (i.e. HDE)																																							

EXPERIENCE AS DCES / SUBJECT PLANNER

Year	Subject Code	Subject Description
<i>E.g.</i>	10030034	<i>Mathematical Literacy</i>
2011		
2012		

SBA MODERATING EXPERIENCE

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

DECLARATION

Should there be any change in my employment status, I will inform my district office, Provincial HO 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.

DCES/Subject Planner: _____
Print Name
Signature: DCES/Subject Planner
Date

CES Curriculum: _____
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 23rd October 2013 and must return to work on the 28th October 2013. DCES / Subject Planners appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

_____ Signature: Director Date
Print Name

RECOMMENDATION BY DIRECTOR: 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 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

_____ Signature: CES: Curriculum Date STAMP
Print Name

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE: _____ CES: INTERNAL ASSESSMENT			
DATE: _____			

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Moderators: Norms and Standards

- Moderators are appointed in terms of the Personnel Administration Measures (PAM).
- 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.

LIST OF GRADE 12 SUBJECTS AND THEIR CODES

	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

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 <u>Centralised SBA Provincial Moderation</u>	Assessment Instruction with application forms for NSC Grade 12 <u>Centralised SBA Provincial Moderation</u>	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 <u>Term 1</u> SBA moderation.	29 April- 02 May 2013	DCES: Internal Assessment - FET
5	Verification of FET Provincial <u>Term 1</u> Grade 12 SBA Moderation	Verification report	07 – 15 May 2013	DCES: Internal Assessment - FET
6	Compilation of verification report on FET Provincial <u>Term 1</u> Grade 12 SBA moderation.	Compiled verification report on FET Provincial <u>Term 1</u> 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 <u>Term 1 & 2</u> 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 <u>Centralised Moderation</u> at the District offices	NSC Grade 12 SBA moderators' applications for Provincial <u>Centralised Moderation</u>	21 June 2013	District Offices
9	Verification of <u>Term 1 & 2</u> 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

	Centralised SBA Provincial Moderation	for Provincial Centralised Moderation		
11	Due date for submission of the NSC Grade 12 SBA Chief moderators' and moderators' applications for Provincial Centralised Moderation at the Provincial office	NSC Grade 12 SBA moderators' applications for Provincial Centralised Moderation	01 July 2013	CES: Internal Assessment
12	Selection of the NSC Grade 12 SBA Chief moderators	List of selected NSC Grade 12 SBA Chief moderators	12 July 2013	CES: Internal Assessment & CES: Curriculum FET Planning
13	Verification of Term 2 SBA Cluster / District Moderation	Completed verification tools	15 July – 02 August 2013	DCES: Internal Assessment - FET
14	Selection of the NSC Grade 12 SBA moderators	List of selected NSC Grade 12 SBA moderators	25 July 2013	CES: Internal Assessment & CES: Curriculum FET Planning
15	Selection of Examinations Assistants (EA's) for the Provincial NSC Grade 12 SBA Centralised Moderation	List of selected Examinations Assistants (EA's)	01 August 2013	CES: Marking Processes
16	List of appointed NSC Grade 12 SBA Chief moderators and moderators ready for distribution to Districts	List of selected NSC Grade 12 SBA Chief moderators and moderators	12 August 2013	CES: Internal Assessment
17	Verification of FET Provincial Term 2 Grade 12 SBA Moderation	Verification report	05 – 07 August 2013	DCES: Internal Assessment - FET
18	Verification of Term 3 SBA implementation by Districts and schools.	Completed verification tools	05 August – 12 September 2013	DCES: Internal Assessment - FET
19	Compilation of verification report on Term 2 SBA moderation.	Compiled verification report on Term 2 SBA moderation.	08 August 2013	DCES: Internal Assessment - FET
20	Compilation of verification report on FET Provincial Term 2 Grade 12 SBA moderation.	Compiled verification report on FET Provincial Term 2 Grade 12 SBA moderation.	12 August 2013	DCES: Internal Assessment - FET
21	Monitoring NSC Grade 12 Trial Examinations	Monitoring report	15 August – 17 September 2013	DCES: Internal Assessment - FET
22	Compilation of verification report on Term 3 SBA implementation by Districts and schools.	Compiled verification report on Term 3 SBA implementation by Districts and schools.	16 -20 September 2013	SES: Monitoring
23	Verification of Term 3 SBA Cluster / District Moderation	Completed verification tools	08 – 18 October 2013	DCES: Internal Assessment - FET

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