



ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 33 OF 2013

TO: DEPUTY DIRECTORS - GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
CENTRE PRINCIPALS
TEACHER UNIONS / ORGANISATIONS
CENTRE GOVERNING BODIES

DATE: 30 MAY 2013

2013 AET L4
**APPLICATION FOR APPOINTMENT AS SENIOR PROVINCIAL (SBA) MODERATOR
OR PROVINCIAL (SBA) MODERATOR FOR THE PERIOD: SEPTEMBER /OCTOBER
2013 – SEPTEMBER/OCTOBER 2016**

BACKGROUND

The purpose of the Provincial moderation is to ensure that all SBA related activities are in line with NATIONAL/ UMALUSI Directives. 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 Site Based Assessment (SBA) marks follow a similar stringent quality control procedure.

The Directorates: Assessment and Examinations in collaboration with AET Curriculum will be embarking on a Provincial Centralized Site Based Assessment (SBA) moderation process to ensure that valid, reliable and quality SBA marks for each learner are registered. AET Curriculum will be responsible for accommodation and meals, while Assessment & Examinations will pay the personnel.

1. LIST OF LEARNING AREAS TO BE MODERATED:

The following **Learning Areas** will be moderated in the Provincial Centralised SBA processes:

| NO | SUBJECT | CODE |
|----|-----------------------------------|------------|
| 1 | ENGLISH | LCEN |
| 2 | AFRIKAANS | LCAF |
| 3 | SESOTHO | LCSO |
| 4 | LIFE ORIENTATION | LIFO |
| 5 | NATURAL SCIENCES | NATS |
| 6 | ANCILLARY HEALTH CARE | ANHC |
| 7 | MATHS LITERACY & MATHS SCIENCES | MLMS, MMSC |
| 8 | TRAVEL & TOURISM | TRVT |
| 9 | HUMAN & SOCIAL SCIENCES | HSSC |
| 10 | TECHNOLOGY | TECH |
| 11 | SMALL, MEDIUM & MICRO ENTERPRISES | SMME |
| 12 | ARTS & CULTURE | ARTC |

2. Application for appointment as a SBA Provincial Senior moderator is attached as ANNEXURE A.

3. Application for appointment as SBA Provincial moderator is attached as ANNEXURE B.

Read the Instructions on Application Forms.

NB: All officials are requested to check the Application Forms carefully in order to verify that only competent and qualified AET L4 Educators are appointed to these critically important positions

Read the Instructions on the Application Form: Annexure A & Annexure B
All the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as with **EMIS**.

4. WHO QUALIFIES TO APPLY FOR MODERATING?

- Centre Principals who are moderating portfolios in their centres and taught the subject applied for in AET L3 or 4 in 2011/12 and who have a strong support staff that will manage the centre in his/her absence. Application form to be signed by the District SBA coordinator.
- Educators who taught AET L3 in 2011 – 2012 and who teach the subject applied for in AET L4 in 2013 and have qualifications in the subject.
- SBA Coordinators who are involved in the training of AET educators in their Districts and have qualifications in the subject for which they applied for.
- Provincial Head Office AET SBA coordinators who are involved in the training of educators, who support in verification visits and have qualifications in the subject for which they applied for.

5. WHO DOES NOT QUALIFY FOR MODERATING?

- Office-based educators (EDOs, AET DCEs, CES) as they do not train AET educators in the subjects.
- Subject Advisors in the GET phase may **not** apply to moderate AET L4 SBA portfolios.

6. APPLICATION PROCEDURES:

- **Application forms from centre principals, cluster leaders, educators and SBA coordinators who qualify and have applied to moderate SBA must hand in applications to CES: Curriculum at District Offices.**
- **Head Office AET SBA coordinators must hand in applications forms to the CES: Assessment & Examinations.**

7. VERIFICATION AT CENTRE LEVEL:

- Centre Manager and Centre Management Team.

8. INSTRUCTIONS TO CENTRE PRINCIPALS

- Signature of approval must only be appended if educator was/is responsible for teaching the Learning Area in 2011 / 2012 and are teaching AET L4 in 2013.
- Do not sign application forms of educators not teaching the Learning Area at AET L4 and have not taught the subject in AET L3.
- Do not sign application forms of educators who are not teaching in your centre.

9. **VERIFICATION 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 **educators** who apply to be **Senior Moderators/ Moderators** will include:
- CES: Curriculum (Chairperson).
 - DCES: Examinations.
 - AET SBA coordinator.
 - Teacher Union representatives as **observers**.
- b. The members of the **Verification Committee** for **AET SBA coordinators** who apply to be **Chief moderators** will include:
- CES: Curriculum (Chairperson).
 - CES: Governance.
 - DCES: Examinations.
 - DCES: AET.
 - Teacher Union representatives as observers.
- c. The members of the **Verification Committee** for **Head Office AET SBA coordinators** will include:
- CES: AET Curriculum (Chairperson).
 - CES: Internal Assessment.
 - AET Curriculum SBA Coordinator.
 - 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.
- Alphabetical list of rejected applicants.
- Alphabetical list of approved applicants.
- All application forms.

10. VERIFICATION AT PROVINCIAL OFFICE:

ACTUAL SELECTION AND APPOINTMENT PROCESS:

- Assessment and Examinations (internal assessment) coordinator and Curriculum (AET) coordinator to organize and manage the selection process.
- Selection panels to consider all application forms from the Districts who offer the LA at L4.
- Unions to **observe** the selection process.
- Verification of selected moderators by Assessment and Examinations and Curriculum officials

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 do not come through the District Office except for the Provincial Coordinators

IMPORTANT DATES:

Closing date for application forms at the District office

- **SBA Senior Moderators/ Moderators : 18 July 2013**

Closing date for application forms at the Provincial office

- **SBA Senior Moderators/ Moderators: 20 July 2013**

Selection dates

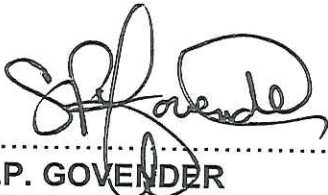
- **Selection of Senior Moderators/ Moderators: 29 - 30 August 2013**

List of Senior Moderators/moderators ready for distribution to Districts: 05 September 2013

11. CONCLUSION

The moderation of SBA marks is extremely important in the delivery of accurate, standardized and credible results as these marks form part of 50% of the final results in AET L4 learners. The co-operation of all education stakeholders in this important process is both anticipated and appreciated.

Yours in Quality Education



.....
MR S.P. GOVENDER
(ACTING) DEPUTY DIRECTOR GENERAL:
TEACHING & LEARNING SERVICES



SBA MODERATOR AET L4

LEARNING AREA APPLIED FOR:
.....

Place
ID Photo
Here

AET LEVEL 4 PROVINCIAL MODERATION: 2013

CLOSING DATE: 18 JULY 2013

[APPLICATIONS WILL NOT BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to have given fraudulent information will be disqualified from marking.
2. A **separate** application form must be completed for each Learning Area 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 5 July 2002 or refer to page 3.
5. Attach one **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.

PERSONAL INFORMATION

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|---|--|--|--|--|--|--|--|--|--|-----------------------------------|--|--|--|--|--|--|--|--|--|----------------|---------------|---|---|---|---|---|---|---|---|
| PERSAL No. | | | | | | | | | | | ID No | | | | | | | | | | | Date of Birth | 1 | 9 | Y | Y | M | M | D | D |
| Surname | | | | | | | | | | | First Names | | | | | | | | | | | | | | | | | | | |
| Title | Initials | | | | | | | | | | Postal Address | | | | | | | | | | | | | | | | | | | |
| Tel. No. (W) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tel. No. (H) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cell Number | | | | | | | | | | | | | | | | | | | | | Postal Code | | | | | | | | | |
| Present Post | <input type="checkbox"/> Centre Manager | | | | | | | | | | <input type="checkbox"/> Educator | | | | | | | | | | Specify Other: | | | | | | | | | |
| AET Level 4 Exam Centre No. | | | | | | | | | | | District Name | | | | | | | | | | | | | | | | | | | |
| Institution Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

POPULATION GROUP

It is required that an equal spread of markers from the different population groups is appointed. To which population group do you belong?

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



HOSPITALITY

| | | | | |
|---|-----|--|----|--|
| If successful, will you need accommodation during marking period? | YES | | NO | |
| Gender | M | | F | |
| Meals - Normal | YES | | NO | |
| Meals – Specific Diet _____ | 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 | | |

LEARNING AREA APPLIED FOR

| | | | | | |
|--|--|--|--|--|---------------------------|
| Learning Area Code | | | | | Learning Area applied for |
| Other Learning Areas you applied to moderate | | | | | |

LANGUAGE COMPETENCY

| | | | | |
|---|--------------------|--|-----------------------|--|
| Marking abilities for content subjects | English Home | | Afrikaans Huistaal | |
| | English Additional | | Afrikaans Addisioneel | |

QUALIFICATIONS (In the Learning Area applied for on this form)

Qualification for Marking: 1. A recognised 3 year teacher qualification or a recognised AET L4 Tutor's Certificate.
 2. Learning Area competency.
 3. Appropriate teaching experience in the Learning Area concerned at Level 4.

| Subject | Years of Study | Degree/Diploma Name | Year obtained | Obtained at |
|--|----------------|---------------------|---------------|------------------|
| <i>E.g. Mathematics</i> | 2 | <i>IT</i> | 1990 | <i>Fort Hare</i> |
| | | | | |
| | | | | |
| | | | | |
| TEACHING QUALIFICATIONS (e.g. AET CERTIFICATE) | | | | |

PARTICULARS OF POST

| | | |
|--|------------------------------|-----------------------------|
| Are you presently teaching the Learning Area on Level 4? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are you in a Governing Body Post? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Did you take VSP? | <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 marking in 2012? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |



TEACHING EXPERIENCE (Relative to the Learning Area applied for on this application)

| Learning Area Code | Learning Area Description | Level 4 | | | Name of School | School Contact No. |
|--------------------|---------------------------|------------|----------|-------------|------------------------|--------------------|
| | | Year Start | Year End | Total Years | | |
| E.g. MLMS | Maths Literacy | 2010 | 2012 | 3 | Vezulwazi Adult Centre | (040) 604 1234 |
| | | | | | | |
| | | | | | | |

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

| Year | Learning Area Code | Learning Area Description | Average % | % Pass Rate | Highest Symbol |
|------|--------------------|---------------------------|-----------|-------------|----------------|
| 2009 | | | | | |
| 2010 | | | | | |
| 2011 | | | | | |
| 2012 | | | | | |

MODERATING EXPERIENCE (AET Level 4 marking experience in any Learning Area)

| Year | Learning Area Code | Learning Area Description | Level | Rank (e.g. Centre level, Cluster level or District level) |
|------|--------------------|---------------------------|-------|---|
| 2011 | | | | |
| 2012 | | | | |

DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform the District office or the marking 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 AET L4 CENTRE MANAGER

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2013 and must return to the centre after marking if marking is completed prior to official closure of centres.

Tutors appointed as markers are to complete their work at their institution before reporting to the marking centre.

Print Name

Signature: Centre Manager

Date





SBA SENIOR MODERATOR AET L4

LEARNING AREA APPLIED FOR:
.....

Place
ID Photo
Here

AET LEVEL 4 PROVINCIAL MODERATION: 2013

CLOSING DATE: 18 JULY 2013

[APPLICATIONS WILL NOT BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to have given fraudulent information will be disqualified from marking.
2. A separate application form must be completed for each Learning Area 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 5 July 2002 or refer to page 3.
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| PERSAL No. | | | | | | | | | | | ID No | | | | | | | | | | | Date of Birth | 1 | 9 | Y | Y | M | M | D | D |
| Surname | | | | | | | | | | | First Names | | | | | | | | | | | | | | | | | | | |
| Title | | | | | | | | | | | Initials | | | | | | | | | | | Postal Address | | | | | | | | |
| Tel. No. (W) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tel. No. (H) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cell Number | | | | | | | | | | | | | | | | | | | | | Postal Code | | | | | | | | | |
| Present Post | <input type="checkbox"/> Centre Manager | | | | | | | | | | <input type="checkbox"/> Educator | | | | | | | | | | Specify Other: | | | | | | | | | |
| AET Level 4 Exam Centre No. | | | | | | | | | | | District Name | | | | | | | | | | | | | | | | | | | |
| Institution Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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HOSPITALITY

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|---|-----|--|----|--|
| If successful, will you need accommodation during marking period? | YES | | NO | |
| Gender | M | | F | |
| Meals - Normal | YES | | NO | |
| Meals – Specific Diet _____ | 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 | | |

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| Did you take VSP? | <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 marking in 2012? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |



TEACHING EXPERIENCE (Relative to the Learning Area applied for on this application)

| Learning Area Code | Learning Area Description | Level 4 | | | Name of School | School Contact No. |
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| 2011 | | | | | |
| 2012 | | | | | |

MODERATING EXPERIENCE (AET Level 4 marking experience in any Learning Area)

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|------|--------------------|---------------------------|-------|---|
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DECLARATION BY APPLICANT

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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.

_____ Signature: Applicant _____ Date _____
 Print Name

DECLARATION BY AET L4 CENTRE MANAGER

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2013 and must return to the centre after marking if marking is completed prior to official closure of centres.

Tutors appointed as markers are to complete their work at their institution before reporting to the marking centre.

_____ Signature: Centre Manager _____ Date _____
 Print Name



EXTRACT FROM GOVERNMENT GAZETTE, 13 JUNE 2009 [No. 31155 Page 9]

Appointment of Moderators: Norms and Standards

In terms of Government Gazette No. 31155 dated 13 June 2009, provision is made for moderation of Site Based Assessment at the tariff of R100 per hour. (See page 9.)

LIST OF ABET LEVEL 4 LEARNING AREAS AND THEIR CODES

| | SUBJECT | CODE |
|----|-----------------------------------|------------|
| 1 | ENGLISH | LCEN |
| 2 | AFRIKAANS | LCAF |
| 3 | SESOTHO | LCSO |
| 4 | LIFE ORIENTATION | LIFO |
| 5 | NATURAL SCIENCES | NATS |
| 6 | ANCILLARY HEALTH CARE | ANHC |
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| 12 | ARTS & CULTURE | ARTC |

