

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: andile.ndzause@edu.ecprov.gov.za

Ref. No.

13/P

Tel.:

+27 (0)43 604 7712

Enquiries:

Mr A. Ndzause

Fax:

+27 (0)43 604 7800/0866 021 784

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 DCESs, 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 <u>CES</u>: <u>Curriculum at District Offices</u>.
- Head Office AET SBA coordinators must hand in applications forms to the <u>CES: Assessment & Examinations.</u>

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 <u>Verification Committee</u> for <u>educators</u> who apply to be <u>Senior</u> <u>Moderators</u> will include:
 - CES: Curriculum (Chairperson).
 - DCES: Examinations.
 - AET SBA coordinator.
 - Teacher Union representatives as observers.
- b. The members of the <u>Verification Committee</u> for <u>AET SBA coordinators</u> who apply to be <u>Chief moderators</u> will include:
 - CES: Curriculum (Chairperson).
 - CES: Governance.
 - DCES: Examinations.
 - DCES: AET.
 - Teacher Union representatives as observers.
- c. The members of the <u>Verification Committee</u> for <u>Head Office AET SBA coordinators</u> 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 <u>observe</u> 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 <u>the indicated closing date</u> 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



ANNEXURE A: ASSESSMENT INSTRUCTION 34 OF 2013

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 Any person found to have given fraudulent information will be disqualified from marking. A separate application form must be completed for each Learning Area applied for. 2 Certified copies of academic qualifications MUST accompany your application. If the Certificate/Degree does not show the specific major subject, 3. then a copy of the subject advice sheet should accompany the Certificate/Degree. Criteria for appointments: Please see the Government Gazette of 5 July 2002 or refer to page 3. Attach one certified copy of your ID Document to this form. Attach a recent ID Photo of yourself to the top right corner of this form. PERSONAL INFORMATION PERSAL No. ID No Date of 9 M M D Birth Surname First Names Title Initials Postal Address Tel. No. (W) Tel. No. (H) Cell Number Postal Code Present Post ☐ Centre Manager 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

Page 10 of 14 Assessment Instruction 34 of 2013 Eastern Cape Provincial Assessment Instruction

☐ Other

☐ White



If other, please specify:

☐ Coloured

☐ Indian

☐ Black

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						21 - William		
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Are you presently teaching the Le	arning	Area on Level 4?					YES	□NO
Are you in a Governing Body Pos			-				YES	□ NO
oid you take VSP?							YES	□ NO
re you currently employed by the	Easte	rn Cape Education De	ept?				YES	□ NO
oid the Department remunerate y	ou for n	narking in 2012?					YES	 □ NO

Page 8 of 14
Assessment Instruction 33 of 2013
Eastern Cape Provincial Assessment Instruction



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Page 9 of 14
Assessment Instruction 33 of 2013
Eastern Cape Provincial Assessment Instruction





ANNEXUREB: ASSESSMENT INSTRUCTION 34 OF 2013

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

- Any person found to have given fraudulent information will be disqualified from marking.
- A separate application form must be completed for each Learning Area applied for. 2.
- Certified copies of academic qualifications MUST accompany your application. If the Certificate/Degree does not show the specific major subject,

5. Attach one	appointments: Pl	ease see the Gov	formmant Canada	f 5 July 2002 or refer to p	ificate/Degree does not show the specific major subject page 3.
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	Institution Name			-	
			POPULA	TION GROUP	
It is required that belong?	at an equal sprea	ad of markers fr			ppointed. To which population group do you
□ Black	Coloured	□ Indian	□ White	☐ Other	If other, please specify:

Page 10 of 14 Assessment Instruction 34 of 2013 Eastern Cape Provincial Assessment Instruction



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E.g. Mathematics		2	IT	100	1990		Fort Hare	
TEACHING QUALIFICATIONS (e.g CERTIFICATE)	. AET							
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Are you presently teaching the Lear	ning Are	ea on Level 4?	-	· · · · · · · · · · · · · · · · · · ·			YES	□ NO
Are you in a Governing Body Post?	257						YES	□ NO
Did you take VSP?							YES	□ NO
Are you currently employed by the E	astern (Cape Education De	ept?				YES	Пио
Did the Department remunerate you	for mar	king in 2012?					☐ YES	□NO

Page 11 of 14
Assessment Instruction 33 of 2013
Eastern Cape Provincial Assessment Instruction



TEAC	CHING EXP	ERIENCE (Relativ	e to the	e Lear	ning Are	ea annli	ed for or	thic on	nlication)
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2012						10-10-10-1			
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	application.	I hereby declare that all t	the inform	ation sup	pplied in this	s application	n is true an	d correct.	ition of this
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Page 12 of 14
Assessment Instruction 33 of 2013
Eastern Cape Provincial Assessment Instruction



(C	nairperson of Verification Co.	CT ADVISOR / CES: CURRICULUM mmittee)
To my knowledge the above-mentioned in early and must return to the centre after markers are to complete their work at their	nformation is correct. I accept that the about narking if marking is completed prior to office r institution before reporting to the marking	e person may leave the institution, if appointed, as sial closure of centres. Teachers appointed as centre.
Print Name	Signature: Subject Advisor /AET L4 co-ordinator/ CES: Curriculum	Date

	-		
DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVI	NCIAL SELECTIO	ON PANEL
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	SIGNATURE:		
·	DATE:		

Page 13 of 14
Assessment Instruction 33 of 2013
Eastern Cape Provincial Assessment Instruction



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	
7	MATHS LITERACY & MATHS SCIENCES	ANHC
3	TRAVEL & TOURISM	MLMS, MMSC
)	8	TRVT
	HUMAN & SOCIAL SCIENCES	HSSC
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Page 14 of 14
Assessment Instruction 33 of 2013
Eastern Cape Provincial Assessment Instruction

