

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 28 of 2015

TO:

DEPUTY DIRECTORS-GENERAL

CHIEF DIRECTORS

DIRECTORS AND DISTRICT DIRECTORS

CHIEF EDUCATION SPECIALISTS

EDUCATION DEVELOPMENT OFFICERS

DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS

PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS:

GRADES 10 - 12

TEACHER UNIONS / ORGANISATIONS

SCHOOL GOVERNING BODIES

DATE:

19 MAY 2015

PROVINCIAL CENTRALISED NSC GRADE12 SCHOOL BASED ASSESSMENT (SBA): REQUEST FOR APPLICATIONS AS PROVINCIAL SBA CHIEF MODERATORS AND MODERATORS

1. BACKGROUND

In 2015 Grade 12 learners will once again write the *National Senior Certificate* (NSC) in compliance with the Curriculum and Assessment Policy Statement (CAPS). 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 Senior moderators and 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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EASTERN CAPE PROVINCIAL ASSESSMENT INSTRUCTION

EASTERN CAPE

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building blocks for growth

This process is informed by the *Curriculum and Assessment Policy Statement (CAPS)* for each subject 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

DATE:

10 - 14 August 2015

VENUE:

EDUCATION LEADERSHIP INSTITUTE (ELI)

EAST LONDON / MTHATHA / PORT ELIZABETH

SUBJECTS TO BE MODERATED:

The following 22 **subjects** will be moderated during the Provincial Centralised SBA moderation processes:

	SUBJECT		SUBJECT
1	Accounting	12	Hospitality Studies
2	Agricultural Management Practice	13	IsiXhosa Home Language
3	Agricultural Sciences	14	Life Sciences
4	Business studies	15	Life Orientation
5	Computer Applied Technologies	16	Mathematical Literacy
6	Economics	17	Mathematics
7	Engineering Graphics and Design	18	Mechanical Technology
8	English FAL	19	Music
9	English HL	20	Physical Sciences
10	Geography	21	SeSotho HL
11	History	22	Tourism

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

The moderation will be done by the appointed SBA senior moderators and SBA moderators.

The following THREE CATEGORIES of applications will be considered:

- Application by teachers for appointment as SBA Moderators in the 2015 Centralised Provincial SBA moderation process (ANNEXURE A).
- Application by Subject Advisors / District DCES for appointment as SBA Moderators in the 2015 Centralised Provincial SBA moderation process (ANNEXURE B).
- Application by Provincial Subject Planners for Appointment as SBA Chief Moderators in the 2015 Centralised Provincial SBA moderation process (ANNEXURE C).

Read the Instructions on Application Forms.

All the information in application forms will be verified with the database in the Provincial Office as well as with EMIS.

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.
- Subject Planners at Head office who advice on the subjects.

WHO DOES NOT QUALIFY FOR MODERATING?

- Office-based educators (EDOs, CES) as they do not teach the Grade 12 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.

ADDITIONAL CONDITION OF APPOINTMENT

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

4. VERIFICATION OF APPLICATIONS

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.

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.
- 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</u> <u>DCES</u> will include:
- Director: Curriculum FET Programmes (Chairperson).
- Acting Director: Assessment & Exams.
- CES: FET Curriculum Planning.
- CES: Internal Assessment.
- 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.

AT PROVINCIAL OFFICE: 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.
- SBA Chief moderators to do the selection of SBA 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 qualified SBA Moderators are appointed to these critically important positions.

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

IMPORTANT DATES:

- a. Closing date for application forms of SBA Chief moderators: 19 June 2015
- b. Appointment of SBA Chief moderators: 24 June 2015
- Closing date for application forms of SBA moderators at the District office: 26 June 2015
- d. Closing date for application forms of SBA moderators at the Provincial office: 03 July 2015
- e. Selection of SBA moderators: 09 10 July 2015

List of SBA Moderators ready for distribution to Districts: 31 July 2015

5. 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

DR A.S. NUKU

ACTING DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

09/06/20D



SUBJECT APPLIED FOR:

Place ID Photo Here

APPLICATION: SBA MODERATOR (TEACHERS)
2015 GRADE 12

CLOSING DATE: 26 JUNE 2015



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

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3. Certified then a co	 A separate application form must be completed for each subject applied for. 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. Criteria for appointments: refer to page 3. Attach a certified copy of your ID Document to this form 																
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EASTERN CAPE PROVINCIAL ASSESSMENT INSTRUCTION

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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 10th August 2015 and must return to school after moderating on the 14th August 2015. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

IN STOLEROUS STUDY	Print Name	Signature: Subject Advisor / CES: Curriculum	Date	
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SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
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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	CODE	14	Geography	07000004
	Accounting	03060034	15	History	07060064
1120	Afrikaans Home Language	04010034	16		07060094
3	Agricultural Science	01060064	17	Hospitality Studies	11060064
	Business Studies		_	Information Technology	10060124
	Civil Technology	03060064	18	IsiXhosa Home Language	04010304
		06060034	19	Life Orientation	07050034
	Computer Applications Technology	10060094	20	Life Sciences	10060154
	Consumer Studies	11060034	21	Mathematical Literacy	10030034
	Design	02060064	22	Mathematics	10040064
	Dramatic Arts	02060094	23	Music	
0	Economics	03060094	24	Physical Sciences	02060124
1	Engineering Graphics and Design	06060124	25	Policies Otali	10060184
2	English First Additional Language		_	Religion Studies	07060124
3	English Home Language	04020154	26	Tourism	11060094
		04010124	_ 27	Visual Arts	02060154

Cell Number

Present Post

Subject

Subject Advisor / DCES



SUBJECT APPLIED FOR:

Place ID Photo

Here

Postal Code

APPLICATION: SBA MODERATOR (SUBJECT ADVISOR/ DCES) 2015 GRADE 12

CLOSING DATE: 26 JUNE 2015

[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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		oignatale.		Date	

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 10th August 2015 and must return to work after moderating on the 14th August 2015. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

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PROVING	CIAL SELECTION PAR	PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED	
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DATE:			

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- 1. Moderators are appointed in terms of the Personnel Administration Measures (PAM).
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- 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	CODE	14	Geography	07060064
1	Accounting	03060034	15	History	07060094
2	Afrikaans Home Language	04010034	16	Hospitality Studies	11060064
3	Agricultural Science	01060064	17	Information Technology	10060124
4	Business Studies	03060064	18	IsiXhosa Home Language	04010304
5	Civil Technology	06060034	19	Life Orientation	07050034
6	Computer Applications Technology	10060094	20	Life Sciences	10060154
7	Consumer Studies	11060034	21	Mathematical Literacy	10030034
8	Design	02060064	22	Mathematics	10040064
9	Dramatic Arts	02060094	23	Music	02060124
10	Economics	03060094	24	Physical Sciences	10060184
11	Engineering Graphics and Design	06060124	25	Religion Studies	07060124
12	English First Additional Language	04020154	26	Tourism	11060094
13	English Home Language	04010124	27	Visual Arts	02060154

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ASSESSMENT INSTRUCTION 28 OF 2015
EASTERN CAPE PROVINCIAL ASSESSMENT INSTRUCTION

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Date

Signature:

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