



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT AND EXAMINATIONS

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ASSESSMENT INSTRUCTION 51 OF 2017

**TO: DIRECTORS – GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
ADULT EDUCATION AND TRAINING (AET) L4 CENTRE MANAGERS
TEACHER UNIONS / ORGANISATIONS
AET CENTRE GOVERNING BODIES**

DATE: 24 JULY 2017

**APPLICATION FOR APPOINTMENT AS ADULT EDUCATION AND TRAINING (AET)
LEVEL 4 PROVINCIAL SITE BASED ASSESSMENT (SBA) CHIEF MODERATORS
AND SITE BASED ASSESSMENT MODERATORS FOR 2017 SITE BASED ASSESSMENT
MODERATION**

- 1. Application for Appointment as ADULT EDUCATION AND TRAINING (AET) LEVEL 4 SITE BASED ASSESSMENT (SBA) CHIEF MODERATORS AND SBA MODERATORS in the 2017 SBA Provincial moderation is attached as ANNEXURE A.**
- 2. Read the Instructions on Application Forms.**

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.

Application forms to be handed in to DCES: ASSESSMENT AND EXAMINATIONS at District Offices.

Verification and sorting will be done at centre and District level by the Verification Committees.

1. **BACK GROUND**

In order for a learner to obtain the General Education and Training Certificate (GETC), a learner must submit a complete portfolio of evidence in the Site Based Assessment (SBA) component in addition to the pass mark he/she has achieved in the external examination.

The purpose of the Provincial Moderation is to ensure that all Site Based Assessment related activities comply with 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 assurance procedure.

This process is in line with the **UMALUSI** requirements for valid and reliable SBA marks through verifiable procedures and processes. Site Based Assessment forms an integral part of the final results of learners in AET Level 4. To enhance the credibility of scores achieved by learners in SBA, moderation and verification processes are very crucial.

2. **LIST OF LEARNING AREAS TO BE MODERATED**

The following Learning Areas will be moderated in the Provincial Centralised SBA moderation

NO	LEARNING AREA	LEARNING AREA CODE	NO	LEARNING AREA	LEARNING AREA CODE
1	AFRIKAANS	LCAF	10	LIFE ORIENTATION	LIFO
2	ENGLISH	LCEN	11	MATHEMATICAL LITERACY	ML
3	SESOTHO	LCSO	12	MATHEMATICS AND MATHEMATICAL SCIENCES	MS
4	ISIXHOSA	LCXH	13	NATURAL SCIENCES	NATS
5	APPLIED AGRIC. AND AGRIC. TECHNOLOGY.	AAAT	14	SMALL, MEDIUM AND MICRO ENTERPRISES	SMME
6	ANCILLIARY HEALTH CARE	ANHC	15	WHOLESALE AND RETAIL	WHR
7	ARTS AND CULTURE	ARTC	16	TRAVEL AND TOURISM	TRVT
8	ECONOMIC AND MANAGEMENT SCIENCES	EMSC	17	EARLY CHILDHOOD DEVELOPMENT	ECD
9	HUMAN AND SOCIAL SCIENCES	HSCC	18	INFORMATION COMMUNICATION TECHNOLOGY	ICT

3. WHO QUALIFIES TO APPLY TO BE AET L4 SBA CHIEF MODERATOR AND SBA MODERATOR?

- 3.1. AET lecturers who are lecturing the Learning Area applying for in AET L4 and have taught it for at least two years.
- 3.2. AET lecturers must have at least a recognized two year post matric qualification in the Learning Area or directly related field of study at second or third year level. A transcript of results must be attached.
- 3.3. AET lecturers who do not have the required qualifications in the relevant Learning Area BUT have been lecturing the Learning Area for more than three years must submit a letter of recommendation from the Centre Manager or District office motivating his / her competence in lecturing the Learning Area.
- 3.4. Centre Managers who are lecturing the Learning Area and have lectured it for more than two years.
- 3.5. AET lecturers applying for the Chief Moderator's position must have at least three years' experience as SBA moderator in the Learning Area applying for.

4. WHO DOES NOT QUALIFY TO BE A SBA CHIEF MODERATOR OR SBA MODERATOR?

- 4.1. AET lecturers who never taught Level 4 during the period 2015 to 2016 in the Learning Area they are applying for.
- 4.2. Office-based educators who are not directly involved in training and supporting of lecturers in the Learning Area e.g. CESs, EDOs, Curriculum Advisors.
- 4.3. AET lecturers who do not have a qualification in the Learning Area or directly related field of study at second year University level and are not recommended by the centre manager or District office as indicated in 3.3.
- 4.4. Non-South African citizens without SACE registration.
- 4.5. AET lecturers who will be on maternity leave at the time of marking.
- 4.6. AET lecturers who are on sick leave at the time of moderation.
- 4.7. AET lecturers who are on suspension.
- 4.8. AET lecturers who have retired.

VERIFICATION OF APPLICATIONS

AT CENTRE LEVEL:

- Verification will be done by Centre manager.

INSTRUCTIONS TO CENTRE MANAGERS

- Signature of approval must only be appended if the lecturer is currently lecturing the Learning Area at Level 4.
- Do not sign application forms of lecturers who are not lecturing the Learning Area at Level 4.
- Do not sign application forms of lecturers who are not lecturing in your centre.

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 / Exams.

Members of the **Verification Committee** will include:

- CES: Curriculum / Exams (Chairperson).
- CES: Governance.
- DCES: Examinations.
- EDO's.
- 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 Learning Area.
- Alphabetical list of rejected applicants per Learning Area.
- Alphabetical list of recommended applicants Learning Area.

AT PROVINCIAL OFFICE:

ACTUAL SELECTION AND APPOINTMENT PROCESS:

- CES: Internal Assessment and the Deputy Principal: Curriculum (AET) to organize and manage the selection processes.
- Selection panels to consider all application forms from the 12 / 23 Districts.
- 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:

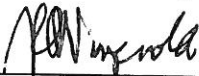
- a. Closing date for application forms at the District office: **25 August 2017**
- b. Closing date for application forms at the Provincial office: **08 September 2017**
- c. Selection dates
 - ☐ **Selection of SBA Chief Moderators : 19 September 2017**
 - ☐ **Selection of SBA Moderators : 21 September 2017**

Distribution of the SBA Moderators list to Districts: 28 September 2017

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 AET level 4 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



DDG:EPEM

MRS P.A. VINJEVOLD



Province of the
EASTERN CAPE
EDUCATION

LEARNING AREA APPLIED FOR:

Place
ID Photo
Here

APPLICATION FOR :
SBA CHIEF MODERATOR SBA MODERATOR
2017 AET LEVEL 4

CLOSING DATE:
25 AUGUST 2017

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

INSTRUCTIONS TO COMPLETE THIS FORM

- Any person found to be giving fraudulent information will be disqualified from moderating in the future.
- A **separate** application form must be completed for each Learning Area 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 a transcript should accompany the Certificate/Degree.
- Make sure that you get the whole Assessment Instruction and go through it to get more information about the application process of these posts.
- Attach a **certified copy** of your ID Document to this form.
- Attach a recent ID Photo of yourself to the top right corner of this form.
- Only qualified AET level 4 lecturers may apply. See details on the Assessment Instruction.
- 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 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 Manger										<input type="checkbox"/> Lecturer										Specify Other:									
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	YES		NO	
- Vegetarian (NB: All meals HALAAL)	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	English Home/FAL		Afrikaans Huis	
	English Additional		Afrikaans Addisioneel	

QUALIFICATIONS (In the Learning Area applied for on this form)				
Qualification for Moderation:	1. At least a second year level pass in a tertiary education course in the Learning Area to be moderated. 2. At least 3 years of recent lecturing experience in the Learning Area at level 4			
Learning Area	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Natural Sciences</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

PARTICULARS OF POST	
Have you lectured the Learning Area in Level 3?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you presently lecturing the Area in Level 4?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have experience as AET lecturer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have experience in lecturing the Learning Area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you resigning your post in the Education Dept. in/before the end of the year?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently employed by the Department of Higher Education?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you moderated any AET level 4 Learning Area before?	<input type="checkbox"/> YES <input type="checkbox"/> NO

LECTURING EXPERIENCE (Relative to the Learning Area applied for on this application)					
Learning Area Description	Level 4			Name of Centre	Centre Contact No.
	Year Start)	Year End	Total Years		
e.g. Mathematical Literacy	2008	2010	3	ENTILINI PALC	(040) 604 1234

PERFORMANCE AT OWN CENTRE (Relative to the Learning Area applied for on this application)				
Year	Learning Area	Average %	% Pass Rate	Highest Symbol / Level
2015				
2016				

SBA MODERATION EXPERIENCE		
Year	Learning Area	Rank (e.g. moderator, senior moderator)

DECLARATION BY APPLICANT		
<p>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. I also acknowledge that it is my responsibility to ensure that this application form is signed by the Centre Manager / EDO before it is submitted to Exams at the District office.</p>		
_____	_____	_____
Print Name	Signature: Applicant	Date
DECLARATION BY CENTRE MANAGER / EDO (IN CASE OF CENTRE MANAGER)		
<p>To my knowledge the above-given information is correct. I accept that the above person may leave the institution, if appointed, to go and perform the moderation duties as scheduled in this instruction and must return to the centre after moderation. Lecturers and centre managers appointed as moderators are to complete their work at their institution before reporting to the moderation centre. I acknowledge that it is also my responsibility to ensure that this application form has all signatures and stamps before it is submitted to Exams section of the District.</p>		
INSTITUTION STAMP		
_____	_____	_____
Print Name	Signature: Centre Manger / EDO	Date

RECOMMENDATION BY CES: EXAMS / 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, to go and perform the moderation duties as scheduled in this instruction and must return to school after moderation. Lecturers and centre managers appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

Print Name_____
Signature: CES: Exams / Curriculum_____
Date_____
STAMP

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

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]**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 a lecturer currently lecturing the Learning Area for which he or she applies for in AET L4.

LEARNING AREAS TO BE MODEATED

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