



Province of the
EASTERN CAPE
EDUCATION

EXAMINATIONS AND ASSESSMENT DIRECTORATE

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ASSESSMENT INSTRUCTION 08 OF 2018

TO:

- DEPUTY DIRECTORS-GENERAL**
- CHIEF DIRECTORS**
- HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS**
- CHIEF EDUCATION SPECIALISTS**
- EDUCATION DEVELOPMENT OFFICERS**
- DEPUTY CHIEF EDUCATION SPECIALISTS**
- SENIOR EDUCATION SPECIALISTS**
- PRINCIPALS OF SCHOOLS IN THE FET BAND**
- TEACHER UNIONS/ORGANISATIONS**
- SCHOOL GOVERNING BODIES**

DATE: 11 JANUARY 2018

APPLICATIONS FOR EXAMINERS AND INTERNAL MODERATORS:

- 1. 2019 – 2020 NATIONAL SENIOR CERTIFICATE: GRADE 12 PREPARATORY EXAMINATIONS**
- 2. 2019 – 2020 NATIONAL SENIOR CERTIFICATE: GRADE 11 EXAMINATIONS**

In improving learner attainment in the Province, the Directorate of Assessment and Examinations develops assessment instruments (question papers) for the Grade 12 Trial Examination and Grade 11 Final Examination in the Further Education and Training Band. These assessment instruments (question papers) are in line with the Curriculum and Assessment Policy Statement (CAPS) and other related prescribed policies.

The Department of Education hereby invites applications for provincial examiners and internal moderators for the period March 2019 to March 2021. Subject teachers from schools offering Grades 11 and 12, including special schools, who are directly involved in the advertised subjects, with the necessary knowledge, skills and experience in the National Curriculum Statement, CAPS as well as the requisite marking experience (senior marker/ deputy chief marker/chief markers/moderators) are invited to apply for these important posts.

Subject advisors and deputy chief education specialists (DCESSs) may apply as internal moderators as preference will be given to serving teachers for examiners' posts due to their direct involvement in the subject.

The attached **ANNEXURE A** contains the NSC subjects that are being advertised:

REQUIREMENTS FOR THE POST OF EXAMINER AND INTERNAL MODERATOR FOR GRADES 11 AND 12:

- NOTE:**
- 1. PREFERENCE WILL BE GIVEN SCHOOL-BASED EDUCATORS POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT.**
 - 2. PRINCIPALS OF SCHOOLS WHO TEACH SUBJECTS AND MEET ALL THE OTHER REQUIREMENTS WILL BE CONSIDERED AS A LAST RESORT.**

In order to be considered to serve as an examiner or moderator for Grades 11 and 12, the applicant must have:

1. At least a recognised three (3) year post matric qualification which must include the subjects being applied for at least at second-year level.
2. Extensive experience as an educator in the particular subject or related field and (within the past THREE (3) years: 2015–2017) must have experience in teaching both Grades 11 and 12.
3. Experience as NSC district examiner or moderator/provincial examiner or internal provincial moderator/national examiner or external national moderator.
4. Experience as a Grade 12 NSC senior marker/deputy chief marker/chief marker or marking moderator.
5. Computer literacy – MS-Word and MS-Excel.
6. Obtained an 80% pass rate in the subject applied for in the 2017 NSC examination.
7. Not have been involved in any examination irregularities during the 2015–2017 academic years.

ROLES AND RESPONSIBILITIES OF EXAMINERS AND MODERATORS

Those appointed as examiners for Grades 11 and 12 will be required to:

1. Set question papers and develop marking guidelines, do translation and adaptation for the Grade 12 Preparatory and Grade 11 Final Examinations.
2. Sign a contract for a minimum of two (2) years.
3. Sign an agreement of confidentiality.
4. Hand over ownership of the question papers and marking guidelines to the Eastern Cape Department of Education on prescribed dates.
5. Take responsibility for the quality, standard and accuracy of the question paper and marking guideline.
6. In the case of Languages, the prospective applicant should be willing to set either Paper 1, 2 or 3 (please indicate the order of preference FOR ALL THREE PAPERS on the application form for all language question papers).
7. Write qualitative reports that will be used by schools for improvement purposes.

Those appointed as moderators in Grades 11 and 12 will be required to:

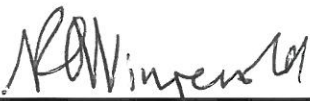
1. Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard.
2. Sign a contract for a minimum of two (2) years.
3. Sign an agreement of confidentiality.
4. Write reports on the moderation of the assessment instrument.
5. Take responsibility for the quality, standard and accuracy of the question paper and marking guideline.
6. Write qualitative reports that will be used by schools for improvement purposes.

SUBMISSION OF APPLICATIONS

1. Applications must be submitted using the attached application form (ANNEXURE B) and must be accompanied by all the required documentation.
2. No e-mailed or faxed applications will be considered.
3. Applications must be submitted at district offices to the Human Resource Section, in a sealed envelope, marked with the name of the applicant, grade and subject applied for.
4. Closing date at district offices is **Thursday, 15 February 2018**. **Late applications will not be considered.**
5. Districts to submit sealed applications to the Provincial Office by **Wednesday, 21 February 2018**.
6. No applications will be accepted at the Provincial Office from applicants.
7. Short-listed applicants may be required to present themselves at the Provincial Office for an interview.

CONCLUSION

The Eastern Cape Department of Education encourages applications from those who meet the requirements, and more importantly, those who can make a meaningful contribution to sustaining and enhancing the quality of teaching, learning and assessment in the Province of the Eastern Cape.



MRS P. VINJEVOLD
(A) DEPUTY DIRECTOR GENERAL:
E.P.E.M.

15/01/2018
DATE

**LIST OF GRADE 11 and 12 SUBJECTS
EXAMINERS AND MODERATORS REQUIRED**

**ANNEXURE A
Assessment Instruction 08 of 2018**

	SUBJECTS	PAPER	POSITION
1	Accounting	1	Examiner
2	Accounting	1	Moderator
3	Accounting	2	Examiner
4	Accounting	2	Moderator
5	Afrikaans 1 st Add Language	1	Examiner
6	Afrikaans 1 st Add Language	1	Moderator
7	Afrikaans 1 st Add Language	2	Examiner
8	Afrikaans 1 st Add Language	2	Moderator
9	Afrikaans 1 st Add Language	3	Examiner
10	Afrikaans 1 st Add Language	3	Moderator
11	Afrikaans Home Language	1	Examiner
12	Afrikaans Home Language	1	Moderator
13	Afrikaans Home Language	2	Examiner
14	Afrikaans Home Language	2	Moderator
15	Afrikaans Home Language	3	Examiner
16	Afrikaans Home Language	3	Moderator
17	Agricultural Sciences	1	Examiner
18	Agricultural Sciences	1	Moderator
19	Agricultural Sciences	2	Examiner
20	Agricultural Sciences	2	Moderator
21	Business Studies	1	Examiner
22	Business Studies	1	Moderator
23	Business Studies	2	Examiner
24	Business Studies	2	Moderator
25	Civil Technology	-	Examiner
26	Civil Technology		Moderator
27	Computer Applications Technology	1	Examiner
28	Computer Applications Technology	1	Moderator
29	Computer Applications Technology	2	Examiner
30	Computer Applications Technology	2	Moderator
31	Consumer Studies	-	Examiner
32	Consumer Studies	-	Moderator
33	Dance Studies	-	Examiner
34	Dance Studies	-	Moderator
35	Design	1	Examiner
36	Design	1	Moderator
37	Design	2	Examiner
38	Design	2	Moderator
39	Dramatic Arts	-	Examiner
40	Dramatic Arts	-	Moderator
41	Economics	1	Examiner
42	Economics	1	Moderator
43	Economics	2	Examiner
44	Economics	2	Moderator
45	Electrical Technology	-	Examiner
46	Electrical Technology	-	Moderator

	SUBJECTS	PAPER	POSITION
47	Engineering Graphics and Design	1	Examiner
48	Engineering Graphics and Design	1	Moderator
49	Engineering Graphics and Design	2	Examiner
50	Engineering Graphics and Design	2	Moderator
51	English 1 st Add Language	1	Examiner
52	English 1 st Add Language	1	Moderator
53	English 1 st Add Language	2	Examiner
54	English 1 st Add Language	2	Moderator
55	English 1 st Add Language	3	Examiner
56	English 1 st Add Language	3	Moderator
57	English Home Language	1	Examiner
58	English Home Language	1	Moderator
59	English Home Language	2	Examiner
60	English Home Language	2	Moderator
61	English Home Language	3	Examiner
62	English Home Language	3	Moderator
63	Geography	1	Examiner
64	Geography	1	Moderator
65	Geography	2	Examiner
66	Geography	2	Moderator
67	History	1	Examiner
68	History	1	Moderator
69	History	2	Examiner
70	History	2	Moderator
71	Hospitality Studies	-	Examiner
72	Hospitality Studies	-	Moderator
73	Information Technology	1	Examiner
74	Information Technology	1	Moderator
75	Information Technology	2	Examiner
76	Information Technology	2	Moderator
77	IsiXhosa Home Language	1	Examiner
78	IsiXhosa Home Language	1	Moderator
79	IsiXhosa Home Language	2	Examiner
80	IsiXhosa Home Language	2	Moderator
81	IsiXhosa Home Language	3	Examiner
82	IsiXhosa Home Language	3	Moderator
83	IsiXhosa 1 st Add Language	1	Examiner
84	IsiXhosa 1 st Add Language	1	Moderator
85	IsiXhosa 1 st Add Language	2	Examiner
86	IsiXhosa 1 st Add Language	2	Moderator
87	IsiXhosa 1 st Add Language	3	Examiner
88	IsiXhosa 1 st Add Language	3	Moderator
89	Life Sciences	1	Examiner
90	Life Sciences	1	Moderator
91	Life Sciences	2	Examiner
92	Life Sciences	2	Moderator
93	Mathematics	1	Examiner
94	Mathematics	1	Moderator
95	Mathematics	2	Examiner
96	Mathematics	2	Moderator

	SUBJECTS	PAPER	POSITION
97	Mathematics Literacy	1	Examiner
98	Mathematics Literacy	1	Moderator
99	Mathematics Literacy	2	Examiner
100	Mathematics Literacy	2	Moderator
101	Mechanical Technology	-	Examiner
102	Mechanical Technology	-	Moderator
103	Music	1	Examiner
104	Music	1	Moderator
105	Music	2	Examiner
106	Music	2	Moderator
107	Physical Sciences	1	Examiner
108	Physical Sciences	1	Moderator
109	Physical Sciences	2	Examiner
110	Physical Sciences	2	Moderator
111	Religion Studies	1	Examiner
112	Religion Studies	1	Moderator
113	Religion Studies	2	Examiner
114	Religion Studies	2	Moderator
115	Sesotho Home Language	1	Examiner
116	Sesotho Home Language	1	Moderator
117	Sesotho Home Language	2	Examiner
118	Sesotho Home Language	2	Moderator
119	Sesotho Home Language	3	Examiner
120	Sesotho Home Language	3	Moderator
121	Tourism	-	Examiner
122	Tourism	-	Moderator
123	Technical Mathematics	1	Examiner
125	Technical Mathematics	1	Moderator
126	Technical Mathematics	2	Examiner
127	Technical Mathematics	2	Moderator
128	Technical Sciences	1	Examiner
129	Technical Sciences	1	Moderator
130	Technical Sciences	2	Examiner
131	Technical Sciences	2	Moderator
132	Visual Arts Theory	1	Examiner
133	Visual Arts Theory	1	Moderator
134	Visual Arts Theory	2	Examiner
135	Visual Arts Theory	2	Moderator

INSTRUCTIONS TO COMPLETE the APPLICATION FORM

1. **ONLY SCHOOL-BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS' POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT.**
2. **PRINCIPALS OF SCHOOLS WHO TEACH SUBJECTS AND MEET ALL THE OTHER REQUIREMENTS WILL BE CONSIDERED AS A LAST RESORT.**

Please note:

1. **Closing date at district offices, Human Resources Sections is Thursday, 15 February 2018, at 16H00.**
2. **A separate application form is to be completed for each position and for each subject.**
3. The following documentation **MUST** be attached for the application to be considered. **Failure to attach all the following documents will lead to the application not being considered.**
 1. Two recent passport-sized **photographs** of the applicant in the block provided on the application form
 2. A certified copy of your **identity document**.
 3. A certified copy of your **salary advice slip**.
 4. Certified copies of your **academic qualifications**.
 5. An abridged Curriculum Vitae (CV) relevant to the application.
 6. Letter(s) of **recommendation** from an appropriate referee. (CES Curriculum Management, subject advisor, school principal or head of department).
 7. Evidence of appointment as senior marker/deputy chief marker/chief marker or marking moderator.
 8. A copy of the applicant school's NSC 2017 results analysis.



APPLICATION FORM FOR GRADES 11 AND 12 PROVINCIAL INTERNAL EXAMINER AND MODERATOR

A. Position Indicate the desired appointment (only ONE position per form)

B. Personal Details

Postal address																												
Please Print																												
																	Code											
Physical address																												
Please Print																												
																	Code											
Telephone number (w)																Telephone Number (h)												
Fax number (w)																Fax Number (h)												
Cellular Number																Alternative contact no.												
E-mail Address																												
Please Print (lower case)																												
Institution where employed																												
																	Please Print											

Centre number (If Applicable)								District	
Please Print									
Present post								(e.g. Deputy Principal, Teacher, Subject Specialist)	
Please Print									
HOSPITALITY									
If successful, will you require accommodation during setting/marking period.								YES	NO
Gender								M	F
Special dietary requirements								YES	NO
Specify special dietary requirement (Halaal, Vegetarian etc.)									

C. Academic Details

B. Degree		Hons.		M. Degree		D. Degree	
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University	
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Major subjects	Course level
1	Course level
2	Course level
3	Course level

Professional/Technical diploma		
Major teaching subjects	1	Teaching experience
	2	Teaching experience
	3	Teaching experience
	4	Teaching experience

D. Experience

Teaching experience in years in the subject you wish to be an examiner/moderator.

Grade 11		Grade 12	
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Ikamva eliqaqambileyo!

PERFORMANCE AT OWN SCHOOL (Relative to the subject applied for on this application – must have obtained at least 80% in 2017)

Year	Subject description	No. of learners	Subject pass rate %	Subject level	School pass rate
2015					
2016					
2017					

Setting/Moderating experience in external, public examinations at NSC level

Position Held	Subject	Grade	Paper	Examination (Nov./March)	Year(s)
					2013
					2014
					2015
					2016
					2017

Marking experience in external, public examinations at NSC level (Last five years only)

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
		NSC			2013
		NSC			2014
		NSC			2015
		NSC			2016
		NSC			2017

E. NCS and CAPS Training Programmes

List the NCS and CAPS training programmes you attended.

Date	Place	Grades 10; 11; 12	Subjects and or Learning area	Certification Y/N

Computer Training

MS-Word		MS-Excel		Advanced Training	
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Include certified copies of your certificates and a transcript with the application

F. Banking details

Name of Account holder															
Bank															
Branch															
Branch code															
Account number															
Type of Account (Mark with a "X")	Saving <input type="checkbox"/> Current <input type="checkbox"/> Transmission <input type="checkbox"/>														

G. Motor Vehicle Details (if Applicable)

Make											Model										
Registration											Engine Capacity						cc				

H. Declaration by the applicant

I certify that the above information is correct and accurate. Should there be any errors or false declaration in this application, it will be disqualified.

I am willing to abide by all conditions as stipulated in ASSESSMENT INSTRUCTION 11 of 2018.

Signature of applicant

Date

I. Declaration and recommendation by the Principal/Subject advisor/District director

I _____ (Print name) certify
that the above information is true and correct and
recommend the application without any reservation.

INSTITUTION'S OFFICIAL
STAMP:

Name and Surname of the Principal/Subject
Advisor/District Director

Date

Signature of the Principal/Subject
Advisor/District Director

Date

Comments

Official use Only

Accept <input type="checkbox"/> Reject <input type="checkbox"/>		
_____ Evaluator Name (Please Print)	_____ Signature	_____ Date