

**EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE**  
Zone 6, ZWELITSHA 5608, Private Bag 4571, King William's Town, 5600  
REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

E-mail: [funiwe.bikitsha@ecdoe.gov.za](mailto:funiwe.bikitsha@ecdoe.gov.za)

Ref. No. 13/P  
Enquiries: Ms F. Bikitsha

Tel.: 072 378 2817 / 040 602 7739  
Fax: 086 759 8017

## **ASSESSMENT INSTRUCTION 40 OF 2018**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EC CET PRINCIPALS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS  
COMMUNITY LEARNING CENTRE MANAGERS  
TEACHER UNIONS/TEACHER ORGANISATIONS  
EC CET COUNCIL  
EC CET ACADEMIC BOARD**

**DATE: 28 SEPTEMBER 2018**

**2018 COMMUNITY EDUCATION & TRAINING (AET) L4  
APPLICATION FOR APPOINTMENT AS SBA MODERATOR**

- 1. Application by lecturers for Appointment as SBA Moderator of the 2018 Community Education & Training Examination – AET L4 - ANNEXURE 1.**
- 2. Read the Instructions on Application Forms.**

**NB: All officials are requested to check the Application Form carefully in order to verify that only competent qualified Moderators are appointed to these critically important positions.**

Application forms to be handed in at **DISTRICT- HEAD OF EXAMINATIONS OFFICES** in relevant Districts. **CET Co-ordinators** who qualify and wish to be appointed as moderators must also submit application forms in their relevant District Offices.

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

## **1. WHO QUALIFIES TO APPLY TO MODERATE AET L4 SBA TASKS?**

- 1.1 CET lecturers who taught the Learning Area applying for in AET L4 during the period 2015 - 2017.
- 1.2 **CET 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/statement of results must be attached, if the Learning Area is not specified on the certificate.**
- 1.3 **CET lecturers who do not have the required qualifications in the relevant learning area, BUT have been teaching the subject on full time basis, must submit letters of recommendation from the Centre Manager as evidence of teaching the Learning Area with the required learner performance.**
- 1.4 Centre Management Team members including Centre managers who taught AET L4 during the period 2015 to 2017.
- 1.5 **Preference will be given to school-based lecturers who are currently engaged in the relevant Learning Area.**
- 1.6 **CET Regional Officials who have at least two-year qualification in the Learning Area applying for, or a directly related field of study at tertiary level. A transcript of results must be attached, if the Learning Area is not specified on the certificate.**
- 1.7 **CET lecturers must have taught the learning area at Level 4 and obtained a minimum of 50% pass rate in any of these years (2015-2017) in the learning area applied for.**
- 1.8 Moderators who are having valid contract/ appointment letters with Eastern Cape Department of Education as SBA moderators **(Contracts should be attached)**

## **2. WHO DOES NOT QUALIFY TO MODERATE?**

- 2.1 CET lecturers who never taught Level 4 during the period 2015 to 2017 in the Learning Area they are applying for.
- 2.2 Office-based educators who are not directly involved in training and supporting of lecturers in the Learning Area, e.g. CESSs, EDOs, Curriculum Advisors in the GET Phase.
- 2.3 CET lecturers who have attained a pass percentage of less than fifty percent (50%) in the Learning Area applied for.
- 2.4 CET lecturers who do not have a recognized two year post matric qualification in the Learning Area or directly related field of study at second- or third-year level.
- 2.5 Non-South African citizens without SACE registration.
- 2.6 **CET lecturers who will be on leave at the time of moderating.**
- 2.7 **CET lecturers on suspension.**
- 2.8 **CET lecturers who have retired.**

- 2.9 Officials employed in the Examination and Assessment Chief Directorate.
- 2.10 CET lecturers /Officials involved in Examination Irregularities in 2017.
- 2.11 CET lecturers whose evaluation forms were signed at the moderation centre reflect that they do not qualify to moderate.

### **3. VERIFICATION AT CENTRE LEVEL**

- 3.1 CET Centre Manager to convene a meeting with the applicants and the Centre Management Team.
- 3.2 All application forms must be quality assured jointly at this meeting.
- 3.3 Complete the LIST OF APPLICANTS (**ANNEXURE 2**), that will be signed by each applicant and his/her Head of Department (HOD).
- 3.4 The signing of the application form is legally binding, and it certifies the accuracy and ownership of the information provided by all signatories.
- 3.5 Centre Managers' application forms should be signed by the AET Coordinators, or the Curriculum CES.
- 3.6 Centre Managers must present the list of applicants to the whole staff before signing it.
- 3.7 Any false information supplied on this document will result in the disqualification of all the participants in the verification meeting from being appointed as moderator for two years.

### **3.7 INSTRUCTIONS TO CENTRE MANAGERS**

- 3.7.1 Approval must only be given by signing the form, if the lecturer was/is responsible for teaching the Learning Area in Level 4 during the period 2015 to 2017.
- 3.7.2 Do not sign application forms of lecturers who are **not teaching in your centre.**
- 3.7.3 NB: CET Centre Managers must ensure that information provided on application forms is accurate and verifiable.
- 3.7.4 **Centre Managers to attach a letter of recommendation for leturers who do not have the required qualifications in the relevant Learning Area, BUT have been teaching it on full time basis, motivating the competence of the tutor in the Learning Area.**

#### 4. VERIFICATION AT DISTRICT LEVEL:

4.1 The members of the **Verification Committee** to consider the application forms for AET L4 Moderators will include:

4.1.1 CES: Curriculum (Chairperson)

4.1.2 CES: IDS&G

4.1.3 DCES: Examinations & Assessment

4.1.4 Circuit Managers

4.1.5 CET Regional Officials

4.1.6 Teacher Union representatives as observers.

4.1.7 **The committee must ensure that all criteria are met, and information provided is verified.**

4.1.8 **Reasons must be written in the space provided on the application form in the event of the application not being recommended.**

4.1.9 **CET Co-ordinators must attach a letter of recommendation for lecturers who do not have the required qualifications in the relevant Learning Area, BUT have been teaching it on full time basis, motivating the competence of the lecturer in the Learning Area.**

4.1.10 **All application forms must be signed by the Chairperson/CET Coordinator after verification.**

4.2 The members of the **Verification Committee** to consider the application forms for **CET Coordinator who apply to moderate AET L4 will include:**

4.2.1 CES: Curriculum (Chairperson)

4.2.2 CES: IDS and G

4.2.3 DCES: Examinations & Assessment

4.2.4 Circuit Managers

4.2.5 Teacher Union representatives as observers

4.2.6 ***Under NO circumstances must the Verification Committee recommend both the AET Coordinator and the DCES.***

4.3 **NB: The committee must ensure that all criteria are met, and information provided is verified. Reasons must be written in the space provided on the application form in the event of the application being rejected.**

#### 5. VERIFICATION AT PROVINCIAL LEVEL

5.1 **The membership of the Provincial Committee that recommends AET L4 moderators to the Superintendent General: Education for appointment is as follows:**

5.1.1 Examinations and Assessment official as a Chairperson

5.1.2 Officials from Examinations and Assessment.

5.1.3 ECCET Deputy Principal – Academic, Deputy-Principal – Corporate & Regional Officials based at the region.

5.1.4 Teacher Union representatives as observers

## **6. CONDITIONS FOR APPOINTMENT**

- 6.1 Appointed moderators will receive appointment letters which must be produced on arrival at the moderation centres, signed by the CET Centre Manager that he/she has been released from his/her centre /office.
- 6.2 Appointed moderators must attend a compulsory training session prior to the start of the moderation. Moderators who fail to attend this training will not be allowed to moderate.

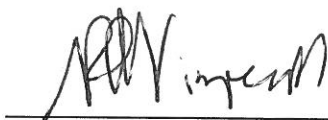
## **7. CRITERIA FOR REJECTION OF APPLICATIONS:**

- 7.1 Incomplete or illegible applications will not be considered.
- 7.2 Application forms that are not signed by Centre Managers will not be considered and will be regarded as incomplete.
- 7.3 Application forms received at the District Office after the due date will not be considered.
- 7.4 No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Exams Office and be verified at District level.

## **7. IMPORTANT DATES:**

Closing date for receiving application forms at the District:	<b>Wednesday,10 October 2018</b>
Closing date for receiving application forms at the Provincial Office:	<b>Monday,15 October 2018</b>

The co-operation of all education stakeholders in this important process is both anticipated and appreciated.



**ACTING DEPUTY DIRECTOR – GENERAL: EPEM  
MS P. VINJEVOLD**

1/10/2018

**DATE**



~~NOT RECOMMENDED~~

M. NABONA  
: EXAMINATIONS A

2018/09/28  
DATE

APPROVED/ N

*[Signature]*  
VIN LEVOLD

1/10/2018  
DATE

SHORT CODE:

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

1. Any person found to have given fraudulent information will be disqualified from moderating.
2. A **separate** application form must be completed for each Learning Area applied for.
3. Certified copies of matric and 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/transcript** must accompany the Certificate/Degree. This applies to ACE qualifications also.
4. A recommendation from Centre Manager and CET Co-ordinator must be attached if the applicant does not have the qualifications in the subject applying for but has been teaching it.
5. Attach a **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.
7. A Circuit Manager must not apply for moderation.
8. **SBA MODERATORS WITH VALID CONTRACTS/ APPOINTMENT LETTERS SHOULD ATTACH THEM.**

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																											
Present Post	<input type="checkbox"/> Co-ordinator <input type="checkbox"/> Centre Manager <input type="checkbox"/> Lecturer <input type="checkbox"/> Other: Specify																										
AET L4 Exam Centre Number									District Name																		
Institution/Centre Name																											

To which population group do you belong?

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

If successful, will you need accommodation during moderation period?	YES	Y	NO	No	
Gender	Male	M	Female	F	
<b>Meals</b> - Normal	YES	Y	NO	No	
Vegetarian (NB: All meals HALAAL)	YES	Y	NO	No	

**C. 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		

**D. LANGUAGE COMPETENCY**

Moderating language preference for all subjects	English		
	Afrikaans		

**E. QUALIFICATIONS (In the subject applied for on this form)**

<b>Qualification for Moderating:</b>		1. At least a second-year pass at a tertiary level in the subject to be marked. 2. At least 3 years of recent teaching /advising experience in the Learning Area in AET L4 i.e 2015, 2016 or 2017		
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. English</i>	<i>2</i>	<i>B. Sc.</i>	<i>1990</i>	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

**F. MODERATING EXPERIENCE**

Year	Learning Area Code	Learning Area Description	Rank (e.g. Marker / Senior Marker)
2015			
2016			
2017			

**G. PARTICULARS OF POST**

Have you taught/advised the Learning Area in AET L4 between 2015- 2017?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching/advising the Learning Area in AET L4?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you in a Governing Body Post? (applicable to educators)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you take the VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning from your post in the Education Dept. on or before December 2016?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you currently employed by the Eastern Cape Education Department	<input type="checkbox"/> YES	<input type="checkbox"/> NO



**H. TEACHING/ADVISING EXPERIENCE (Relative to the subject applied for on this application)**

Learning Area Code	Learning Area Description	Grade 12			Name of Centre	Centre Contact No.
		Year Start	Year End	Total Years		
LCEN 4	English	2015	2014/15	2	Middledrift Prison	(043) 8511030
		2016				
		2017				

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

Year	Learning Area Code	Learning Area Description	Learning Area Pass %	Learning Area Average %	No of learners in the Learning Area
2015					
2016					
2017					

**DECLARATION BY APPLICANT**

Should there be any change in my employment status, I will inform the District office or the moderating 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 CENTRE MANAGER**

To my knowledge the above-mentioned information is true and correct. I accept that the above person may leave the institution, if appointed.

\_\_\_\_\_  
Print Name/Initials\_\_\_\_\_  
Signature: Centre Manager\_\_\_\_\_  
Date

SCHOOL

STAMP

**RECOMMENDATION BY CET CO-ORDINATOR/ CES: CURRICULUM  
(Chairperson of Verification Committee)**

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant is currently teaching AET L4 for the Learning Area applied for and fully complied with the SBA moderation requirements.

\_\_\_\_\_  
Print Name\_\_\_\_\_  
Signature: AET Co-ordinator /CES: Curriculum\_\_\_\_\_  
Contact Number\_\_\_\_\_  
Date

DISTRICT OFFICE

STAMP

<b>DISTRICT VERIFICATION:</b> Recommended [    ] : Not Recommended [    ]		<b>PROVINCIAL SELECTION PANEL</b> Indicate with a tick ✓		
<b>If Not Recommended:</b> Committee to state reason(s) why applicant is not recommended				
		SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>-----</p> <p>Surname/Initials (Print) CES: CURRICULUM MANAGEMENT</p> <p>Signature Chairperson</p> <p>-----</p> <p>Date</p> </div> <div style="width: 48%;"> <p>-----</p> <p>Surname &amp; Initials (Print) Chief / Moderator</p> <p>Signature Chief / Moderator</p> <p>-----</p> <p>Date</p> </div> </div>				



## LIST OF APPLICANTS – 2018 AET L4

NAME OF DISTRICT

NAME OF CENTRE

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	LEARNING AREA	APPLICANT'S SIGNATURE	HOD SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

NB. IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE INCORRECT, ALL LECTURERS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

Centre Manager Full Name (Print)

Centre Manager Signature

Date

CENTRE STAMP

# **CENTRE VERIFICATION**

## **1. CENTRE VERIFICATION TEAM**

Centre Manager – Chairperson

### **ALL LECTURERS APPLYING TO MODERATE 2018 AET L4**

## **2. CENTRE VERIFICATION PROCEDURE**

- All members of the Verification Team must be present.
- All applicants must be present.
- Minutes of the meeting should be attached and submitted to the District Office.
- The Centre Manager should table the lecturers' application forms before the Verification Committee.

## **3 The Committee must verify if each applicant qualifies to apply to be a Moderator of the AET L4 Examination and if he/she has taught AET L4 during the period 2015 to 2017.**

- When a lecturer's application has been approved, the lecturer must sign next to his/her name.
- The Head of Department (HOD) must append his/her signature next to the name of the tutor he/she supervises.
- The List of Applicants must be presented to the whole staff.

### **3.2.1 The Centre signs the List of Applicants, after the staff has accepted that the applicants taught AET L4 during the period 2015 to 2017. First time applicants must have taught the Learning Area for at least two years.**

- The Centre Manager must submit the list to the District Office, and the district official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.