



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 16 OF 2021

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 - 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 29 MARCH 2021

**APPLICATION AS PROVINCIAL MODERATORS FOR 2021 SCHOOL BASED
ASSESSMENT (SBA/ PAT)**

1. Application form for qualifying applicants for Appointment as Moderators for SBA of the 2021 National Senior Certificate Examination is attached as ANNEXURE A
2. **APPLICANTS ARE REQUESTED TO APPLY IN ONE APPLICATION FORM TO AVOID DOUBLE APPOINTMENTS, SELECT THE COMPONENT APPLYING FOR AND PREFERENCE AS INDICATED ON THE APPLICATION FORM.**

Read the Instructions on Application Forms.

NB: All officials are requested to check the Application Forms carefully to verify that only competent qualified applicants are appointed.

Application forms to be handed in at **DISTRICT OFFICES**. Subject Advisors and DCES's who operate as Subject Advisors in their Districts who qualify and wish to be appointed as moderators must also hand in applications to **EXAMINATIONS AND ASSESSMENT OFFICE** in their District.

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

1. **WHO QUALIFIES TO APPLY AS A MODERATOR?**

- 1.1 Educators who have taught or advised in the subjects they are applying for in Grade 12 during the period 2018 to 2020.
- 1.2 Educators who have at least a recognized three year post matric qualification in the subject applying for or directly related field of study at second or third year level. A transcript of results must be attached when applying. Educators that do not have qualifications in the required subject BUT have taught it on a full time basis must attach completed and signed Declaration forms (Annexure D and E). These are to be populated and signed by both the Principal and the Subject Advisor of the subject applied for.
- 1.3 Appointment of moderators will be based on the teacher's performance between 2018 and 2020 in the subject one is applying to moderate.
- 1.4 Districts and Head Office Subject Advisors and DCES in the FET Phase who have at least a recognized three-year post matric qualification in the subject or directly related field of study at second or third year level. A transcript of results must be attached when applying.
- 1.5 Educators who are employed by Eastern Cape Department of Education on a full time basis in a public or independent school and office-based educators must be directly involved with the subject applying for.

2. **WHO DOES NOT QUALIFY TO APPLY AS A MODERATOR?**

- 2.1 Educators who have not taught Grade 12 during the period 2018 to 2020 in the subject they are applying for.
- 2.2 Office-based educators who are not directly involved in training and supporting subject teachers in the subject applying for e.g. CESs, EDOs and Subject Advisors in the GET Phase.
- 2.3 Educators who do not have a recognized three year post matric qualification in the subject or related field of study at second or third year level without evidence of involvement in the subject applying for.
- 2.4 Educators that do not have qualifications in the required subject BUT have taught it on a full time basis but have **NOT ATTACHED** the completed and signed Declaration forms (Annexure D and E).
- 2.5 Educators who did not comply with SBA moderation processes in their schools/districts in 2020.
- 2.6 Educators/officials who were involved in SBA irregularities and are still serving the sanctions.

- 2.7 Officials employed in the Examinations and Assessment Chief Directorate.
- 2.8 Educators/officials who will be on leave during the moderation process.
- 2.9 Educators that are teaching the subject they are applying for the first time in 2021.
- 2.10 School principals.

3. VERIFICATION AT SCHOOL LEVEL

- 3.1 Principal to convene a meeting with the applicants, all teachers in the school that teach the subject(s) that is/are applied for and the School Management Team.
- 3.2 All application forms must be quality assured jointly at this meeting.
- 3.3 The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 3.4 Principals must present the list of applicants to the whole staff before signing it.
- 3.5 Annexure B which is the list of all applicants must be completed, signed by all applicants and their Head of Departments. **A signed copy of the attendance register and 1 copy of minutes of the verification meeting must be attached and submitted with applications.**
- 3.6 For educators who do not have the required qualifications in the relevant subject BUT have been teaching the subject on full time basis, the School principal must motivate the competence of such an educator by completing and signing the declaration form attached as Annexure D.

Please Note: Any false information supplied on this document will result in the disqualification of all the participants in the verification meeting from being appointed as moderators for two years.

4. INSTRUCTIONS TO PRINCIPALS

- 4.1 Approval must only be given, by signing the form, if the subject teacher is responsible for teaching the subject in Grade 12 during the period 2018 to 2020.
- 4.2 **Do not sign application forms of educators who are not teaching in your school.**
- 4.3 Principals must ensure that information provided on application forms is accurate and verifiable. Annexure C (checklist) must be populated and signed to verify that all expected documents have been attached.

5. VERIFICATION AT DISTRICT LEVEL

- 5.1 The members of the **District Verification Committee** to consider the application forms for Moderators will include:
- 5.2 CES: Curriculum (Chairperson)

- 5.3 CES: Governance
- 5.4 DCES: Examinations and Assessment
- 5.5 Education Development Officer (EDO)
- 5.6 FET Subject Advisors
- 5.7 Teacher Union representatives as **observers**.

NB. All application forms must be signed by the Chairperson after verification. Annexure C (checklist) must be populated and signed to verify that all expected documents have been attached.

For educators who do not have the required qualifications in the relevant subject BUT have been teaching the subject on full time basis, the Subject Advisor must motivate the competence of such educators by completing and signing the declaration form attached as Annexure E.

The verification committee must also 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. **A signed copy of the attendance register and copy of minutes of the verification meeting must be attached and submitted with applications.**

6. **CONDITIONS FOR APPOINTMENT**

- 6.1 At least 3 years of recent teaching/advising experience in the subject in Grade 12 during the period 2018 to 2020.
- 6.2 Application forms must be completely filled.
- 6.3 All required documents must be attached to the application form.
- 6.4 Certified copies of SACE certificate and ID
- 6.5 All copied documents must only be certified by **SAPS** and stamp must be valid for 3 or more months from the closing date for submission.
- 6.6 SGB employed Educators and Foreign Nationals must attach SARS Certificate.
- 6.7 Attach certified copy of marriage certificate/ divorce decree or affidavit signed by the commissioner of oath, if both maiden and the second surname have been used in the application documents.
- 6.8 Foreign Nationals must have a SAQA and DHET evaluation certificates.
- 6.9 Foreign nationals must have a passport and work permit which is valid at least for a period of more than six (6) months which include the moderation period.

6.10 The Department reserves the right to disqualify any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information, both work and academic related record.

7. The **recommendation for appointment** of SBA/PAT moderators will be done by the Provincial committee for the approval by Deputy Director General: Curriculum Management and Delivery.

8. CRITERIA FOR REJECTION OF APPLICATIONS

- 8.1 Incomplete or illegible applications will not be considered.
- 8.2 Application forms that are not signed by Principals/Managers will not be considered and will be regarded as incomplete.
- 8.3 Application forms received at the District Office after the due date will not be considered.
- 8.4 No application forms from schools/districts will be accepted at the Provincial Office. All applications must be submitted through the District Office and be verified at District level.

9. IMPORTANT DATES:

Closing date for receiving application forms at the District:	23 APRIL 2021
Verification at the district offices (on or before)	30 APRIL 2021
Closing date for receiving application forms at the Provincial Office from the District Office.	07 MAY 2021
Dates and venue for 2021 Centralized SBA Provincial Moderation will be communicated to appointed moderators	

Kindly note that all the information in application forms will be verified with the database in the Provincial Office as well as the EMIS database. Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disqualification and disciplinary action.

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



DDG: CURRICULUM MANAGEMENT AND DELIVERY
MR R. TYWAKADI

30/03/2021

DATE





1. Use only one form when applying
2. Please indicate below with X if you are applying to moderate SBA or Practical Assessment Task

PAT

Place
Two ID Photos
(Here)

CLOSING DATE: 23 APRIL 2021 At the District Office

[NO APPLICATION WILL BE ACCEPTED AFTER THE CLOSING DATE - NO FAXES ACCEPTABLE]

1. **AN APPLICANT MAY APPLY FOR ONE SUBJECT ONLY.**
2. Any person found to have given fraudulent information will be disqualified from moderating.
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 declaration/ recommendation from Principal and Subject Advisor must be attached if the educator does not have the qualifications in the subject applying for as evidence of his/her involvement in the subject.**
5. Attach a **certified copy** of your ID Document and copy of valid SACE certificate to this form. All copied documents must be certified only by SAPS
6. Educator/ Subject advisor's own performance must be the one filed in **PERSONAL PERFORMANCE AT OWN CENTRE** part of the form.
7. Attach **TWO** recent ID Photos to the top right corner of this form.
8. An EDO, GET Subject Advisors and a Principal **must** not apply for moderation.
9. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.
10. Any person found to have given fraudulent information will be disqualified.

[illegible]

To which population group do you belong?

<input type="checkbox"/> Black	<input type="checkbox"/> Coloured	<input type="checkbox"/> Indian	<input type="checkbox"/> White	<input type="checkbox"/> Other	If other, please specify:
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If successful, will you need accommodation during moderation period?	Yes	No
Gender	Male	Female
Meals - Normal	Yes	No
Vegetarian (NB: All meals HALAAL)	Yes	No

LANGUAGE COMPETENCY				
Language preference: (Mark with X)		English	Afrikaans	Both
QUALIFICATIONS (In the subject applying for on this form)				
Qualification:		1. At least a second-year pass at a tertiary level in the subject to be moderated. 2. At least 3 years of recent teaching /advising experience in the subject in Grade 12 i.e. 2018, 2019, 2020		
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	<i>2</i>	<i>B. Sc.</i>	<i>2001</i>	<i>TUT</i>
TEACHING QUALIFICATIONS (i.e. HDE)				
EXPERIENCE IN MODERATION				
Year	Subject Code	Subject Description	Component Moderated (SBA/PAT/ORAL)	Rank (e.g. Chief Moderator / Moderator)
2018				
2019				
2020				
PARTICULARS OF POST				
Have you taught/advised the subject in Grade 12 between 2018- 2020?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching/advising/supporting the Subject in Grade 12?			<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 2020?			<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

TEACHING/ADVISING EXPERIENCE (Relative to the subject applied for on this application)					
Subject Description	Grade 12				
	Year	Name of School/District	School/District Contact No.		
	2018				
	2019				
	2020				
PERSONAL PERFORMANCE AT OWN CENTRE/DISTRICT (Relative to the subject applied for on this application)					
Year	Subject Code	Subject Description	Subject Pass %	Subject Average %	No of learners in the subject
2018					
2019					
2020					

Experience in Centralised Provincial SBA Moderation:

Year	Position
2018	
2019	
2020	

DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform the District/Provincial office 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 PRINCIPAL/SUPERVISOR

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

			SCHOOL/DISTRICT STAMP
Print Name/Initials	Signature:	Date	

VERIFICATION AT DISTRICT

(Chairperson – CES: Curriculum Management/ Delegated Official)

Recommended		Not Recommended	
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Reasons for not recommending:

SURNAME & INITIALS (Print)	SIGNATURE	Designation	DATE

SELECTION PANEL

SELECTED (Mark with X where applicable)	CHIEF MODERATOR	MODERATOR	IF NOT RECOMMENDED (Reasons for not recommending)
Order of preference			

.....

Chairperson of the panel (Surname & Initials) Signature Date

LIST OF GRADE 12 NSC SUBJECTS TO BE MODERATED

	SUBJECT	SHORT CODE
1	Mathematical Literacy	MLIT
2	Mathematics	MATH
3	Agricultural Science	AGRS
4	Accounting	ACCN
5	Business Studies	BSTD
6	Economics	ECON
7	Geography	GEOG
8	History	HIST
9	Life Sciences	LFSC
10	Physical Sciences	PHSC
11	Life Orientation	LIFE
12	Dance	DNCE
13	Design	DSGN
14	Dramatic Arts	DRMA
15	Visual Arts	VSLA
16	Music	MSIC

PLEASE NOTE:

Qualifying applicants in these subjects will be appointed/ contracted for two (2) years: 2021- 2022



LIST OF APPLICANTS – 2021 NSC SBA/ PAT (Minutes of the meeting must be attached)

NAME OF DISTRICT	
NAME OF SCHOOL	

[illegible]

NB. IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE INCORRECT, ALL EDUCATORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT AND DISCIPLINARY ACTION TAKEN AGAINST THE PRINCIPAL.

Principal Full Name (Print)	Principal Signature	Date

SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principal — Chairperson

ALL EDUCATORS APPLYING TO MODERATE NATIONAL SENIOR CERTIFICATE (NSC)
SBA

2. SCHOOL 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 Principal should table the educators' application forms before the Verification Committee.
3. The Committee must verify if each applicant qualifies to apply to be a moderator and if he/she has taught Grade 12 during the period 2018 to 2020.
- When an educator's application has been approved, the educator must sign next to his/her name.
 - The Head of Department (HOD) must append his/her signature next to the name of the educator he/she supervises.
 - The List of Applicants must be presented to the whole staff.
 - The Principal signs the List of Applicants, after the staff has accepted that the applicants taught Grade 12 during the period 2018 to 2020.
 - The Principal 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.

ANEXURE C: CHECKLIST (School/District/Head Office)

Name of School..... Name of District.....

Name and Initials of the applicant.....Subject.....

NO.	VERIFY AND TICK	MODERATOR (√)	SCHOOL (√)	DISTRICT (√)	HEAD OFFICE (√)
1.	Form completely filled in				
2.	Applicant has 3 years of recent teaching/advising experience in Gr 12				
3.	Two (2) ID photos attached				
4.	Certified copy of ID				
5.	Certified copies of academic qualifications (transcript reflecting 2 nd year qualification in the subject)				
6.	Certified copy valid SACE certificate				
7.	Certification of all documents done by SAPS				
8.	Declaration by the principal if teacher does not have qualification but has been teaching the subject in Grade 12. (ANNEXURE D)				
9.	Declaration by the Subject Advisor if teacher does not have qualification but has been teaching the subject in Grade 12.(ANNEXURE E)				
10.	Transcript of results indicating subject applying for				
11.	Applicant has used Personal performance not the overall performance of the institution on the PERSONAL PERFORMANCE AT OWN CENTRE/DISTRICT part in the application form				
12.	SAQA and DHET evaluation certificates (Foreign nationals) copies certified				
13.	Passport and work permit valid for 6 months (Foreign nationals) copies certified				

SURNAME & INITIALS OF PRINCIPAL

SIGNATURE

DATE

SURNAME & INITIALS OF DISTRICT OFFICIAL

SIGNATURE

DATE

ANNEXURE D

DECLARATION BY THE SCHOOL PRINCIPAL

This is to declare that Mr/ Mrs/ MsID no.....
Persal No.....is currently teaching/ has taught (subject).....in Grade 12,
at (Name of the school).....in (Name of the district)
between 2018 and 2020.

As a competent educator that does not have qualifications in this subject, I recommend that he/she
can be considered to be employed as Provincial SBA/PAT moderator to moderate this subject.

SURNAME & INITIALS OF PRINCIPAL

SIGNATURE

DATE

ANNEXURE E

DECLARATION BY THE SUBJECT ADVISOR

This is to declare that Mr/ Mrs/ MsID no.....
Persal No.....is currently teaching/ has taught (subject).....in Grade 12,
at (Name of the school).....in (Name of the district)
between 2018 and 2020.

As a competent educator that does not have qualifications in this subject, I recommend that he/she
can be considered to be employed as Provincial SBA/PAT moderator to moderate this subject.

SURNAME & INITIALS OF PRINCIPAL

SIGNATURE

DATE