



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 13 OF 2023

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
HEAD OF EXAMINATIONS
CIRCUIT MANAGERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF SCHOOLS IN THE FET BAND
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 07 FEBRUARY 2023

APPLICATIONS FOR EXAMINERS AND INTERNAL MODERATORS:

2024–2026 NATIONAL SENIOR CERTIFICATE: GRADE 10, 11 AND 12 EXAMINATIONS

In its ongoing quest to improve standards and improving learner performance in the Eastern Cape Province, the Education Department has decided on a strategy to set common examinations for Grade 10 and 11 Final Examinations and Grade 12 June and September examinations.

As the National Senior Certificate is regarded as a three-year course, it was decided to standardise question papers for what is regarded as the key (gateway) subjects in Grade 10 and 11. This is in line with the national directives to improve the performance of learners in these key subjects.

The mandate was thus given to the Assessment and Examinations Directorate to develop assessment instruments (question papers) for the Grade 10 and 11 November Examination for the specific subjects and Grade 12 June and September Preparatory examinations. These assessment instruments (question papers) will adhere to the Curriculum and Assessment Policy Statement (CAPS) prescripts and other related prescribed policies.

The Eastern Cape Department of Education hereby invites interested serving educators to apply for the positions of provincial examiners and internal moderators for Grade 10, 11 and Grade 12 from the November 2023 to November 2026 Examinations. Subject teachers from schools offering Grades 10, 11 and 12, including special schools, who are directly involved in the advertised subject, with the necessary knowledge, skills and experience in the National Curriculum Statement, CAPS are invited to apply for these important posts.

Subject advisors and deputy chief education specialists (DCEs), who operate as subject advisors in districts, can apply as internal moderators but preference will be given to serving educators for examiners' posts due to their direct involvement in the subject.

The attached **ANNEXURE A** contains the NSC Grade 10 subjects that are being advertised. The attached **ANNEXURE B** contains the NSC Grade 11 and 12 subjects that are being advertised.

REQUIREMENTS FOR THE POST OF EXAMINER AND INTERNAL MODERATOR FOR GRADE 10, 11 AND 12.

NOTE: PREFERENCE WILL BE GIVEN TO SCHOOL-BASED EDUCATORS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT.

In order to be considered to serve as an examiner or moderator for Grade 10, 11 and 12 the applicant must have:

1. At least a recognised three (3) year post matric qualification and it must include the subject that is being applied for at a minimum of third year level.
2. Extensive experience as an educator in the subject or related field and within the last five (5) years must have experience in teaching Grade 10, 11 and 12.
3. Experience as NSC cluster/district examiner or internal moderator.
4. Extensive knowledge and experience of teaching, learning and assessment in the subject applied for.
5. Knowledge of the FET National Curriculum Statement, Subjects Assessment Guidelines as well as Curriculum and Assessment Policy Statements (CAPS).
6. Computer literacy – MS-Word and MS-Excel.



7. Must have taught the subject applying for in the previous three (3) years.
8. Not have been involved in any examination irregularities during the 2022 academic year.
9. Be professionally accredited with SACE.
10. In the case of a qualification acquired outside of South Africa, the applicant must have the qualification accredited by SAQA.

ROLES AND RESPONSIBILITIES OF EXAMINERS AND MODERATORS

Those appointed as examiners for Grade 10, 11 and 12 will be required to:

1. Set assessment instruments and prepare marking guidelines, translation and adaptation for Grade 10 final examinations.
2. Set assessment instruments and prepare marking guidelines, translation and adaptation for Grade 11 final examinations.
3. Set assessment instruments and prepare marking guidelines, translation and adaptation for Grade 12 June and September Preparatory examinations.
4. Sign a contract for a minimum of three (3) years.
5. Sign an agreement of confidentiality.
6. Hand over ownership of the assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.
7. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
8. Write a qualitative report that will be used by schools for improvement purposes.

Those appointed as moderators in Grade 10, 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 three (3) 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 assessment instrument and marking guideline.
6. Write qualitative reports that will be used by the schools for improvement purposes.

SUBMISSION OF APPLICATIONS

1. Applications must be submitted using the attached application form.
 - **ANNEXURE C for Grade 10,**
 - **ANNEXURE D for Grade 11 and 12**
2. Application form must be accompanied by all required documentation.
3. No e-mailed or faxed applications will be considered.
4. Applications must be submitted at district offices to the Examination Section, in a sealed envelope, marked with the name of the applicant, grade and subject applied for.
5. Closing date at district offices is Friday, **03 March 2023**. **Late applications will not be considered.**
6. Districts to submit verified applications to the Provincial Office by **Friday, 17 March 2023**.
7. No applications will be accepted directly at the Provincial Office from applicants.
8. Short-listed applicants will be required to present themselves at the Provincial Office for an interview and/or competency tests.



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.

07 FEBRUARY 2023

MR R TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

DATE



ANNEXURE A
Assessment Instruction 13 of 2023

**LIST OF GRADE 10 SUBJECTS THAT
EXAMINERS AND MODERATORS ARE REQUIRED**

	SUBJECTS	PAPER	POSITION
1.	Accounting	1	Examiner
2.	Accounting	1	Moderator
3.	Accounting	2	Examiner
4.	Accounting	2	Moderator
5.	Agricultural Sciences	1	Examiner
6.	Agricultural Sciences	1	Moderator
7.	Agricultural Sciences	2	Examiner
8.	Agricultural Sciences	2	Moderator
9.	Business Studies	1	Examiner
10.	Business Studies	1	Moderator
11.	Business Studies	2	Examiner
12.	Business Studies	2	Moderator
13.	Economics	1	Examiner
14.	Economics	1	Moderator
15.	Economics	2	Examiner
16.	Economics	2	Moderator
17.	Geography	1	Examiner
18.	Geography	1	Moderator
19.	Geography	2	Examiner
20.	Geography	2	Moderator
21.	History	1	Examiner
22.	History	1	Moderator
23.	Life Sciences	1	Examiner
24.	Life Sciences	1	Moderator
25.	Life Sciences	2	Examiner
26.	Life Sciences	2	Moderator
27.	Mathematics	1	Examiner
28.	Mathematics	1	Moderator
29.	Mathematics	2	Examiner
30.	Mathematics	2	Moderator
31.	Mathematics Literacy	1	Examiner
32.	Mathematics Literacy	1	Moderator



	SUBJECTS	PAPER	POSITION
33.	Mathematics Literacy	2	Examiner
34.	Mathematics Literacy	2	Moderator
35.	Physical Sciences	1	Examiner
36.	Physical Sciences	1	Moderator
37.	Physical Sciences	2	Examiner
38.	Physical Sciences	2	Moderator
39.	Technical Mathematics	1	Examiner
40.	Technical Mathematics	1	Moderator
41.	Technical Mathematics	2	Examiner
42.	Technical Mathematics	2	Moderator
43.	Technical Sciences	1	Examiner
44.	Technical Sciences	1	Moderator
45.	Technical Sciences	2	Examiner
46.	Technical Sciences	2	Moderator



ANNEXURE B
Assessment Instruction 13 of 2023

**LIST OF GRADES 11 AND 12 SUBJECTS THAT
EXAMINERS AND MODERATORS ARE REQUIRED**

	SUBJECTS	PAPER	POSITION
1	Accounting	1	Examiner
2	Accounting	1	Moderator
3	Accounting	2	Examiner
4	Accounting	2	Moderator
5	Afrikaans First Additional Language	1	Examiner
6	Afrikaans First Additional Language	1	Moderator
7	Afrikaans First Additional Language	2	Examiner
8	Afrikaans First Additional Language	2	Moderator
9	Afrikaans First Additional Language	3	Examiner
10	Afrikaans First Additional 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 (Civil Services)	-	Examiner
26	Civil Technology (Civil Services)	-	Moderator
27	Civil Technology (Woodworking)	-	Examiner
28	Civil Technology (Woodworking)	-	Moderator
29	Civil Technology (Construction)	-	Examiner
30	Civil Technology (Construction)	-	Moderator
31	Computer Application Technology	1	Examiner
32	Computer Application Technology	1	Moderator
33	Computer Application Technology	2	Examiner
34	Computer Application Technology	2	Moderator
35	Consumer Studies	-	Examiner
36	Consumer Studies	-	Moderator
37	Economics	1	Examiner
38	Economics	1	Moderator



	SUBJECTS	PAPER	POSITION
39	Economics	2	Examiner
40	Economics	2	Moderator
41	Electrical Technology (Digital)	-	Examiner
42	Electrical Technology (Digital)	-	Moderator
43	Electrical Technology (Electronics)	-	Examiner
44	Electrical Technology (Electronics)	-	Moderator
45	Electrical Technology (Power Systems)	-	Examiner
46	Electrical Technology (Power Systems)	-	Moderator
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 First Additional Language	1	Examiner
52	English First Additional Language	1	Moderator
53	English First Additional Language	2	Examiner
54	English First Additional Language	2	Moderator
55	English First Additional Language	3	Examiner
56	English First Additional 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 First Additional Language	1	Examiner
78	isiXhosa First Additional Language	1	Moderator
79	isiXhosa First Additional Language	2	Examiner
80	isiXhosa First Additional Language	2	Moderator
81	isiXhosa First Additional Language	3	Examiner
82	isiXhosa First Additional Language	3	Moderator
83	isiXhosa Home Language	1	Examiner
84	isiXhosa Home Language	1	Moderator



	SUBJECTS	PAPER	POSITION
85	isiXhosa Home Language	2	Examiner
86	isiXhosa Home Language	2	Moderator
87	isiXhosa Home Language	3	Examiner
88	isiXhosa Home 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
97	Mathematics Literacy	1	Examiner
98	Mathematics Literacy	1	Moderator
99	Mathematics Literacy	2	Examiner
100	Mathematics Literacy	2	Moderator
101	Mechanical Technology (Fitting and Machining)	-	Examiner
102	Mechanical Technology (Fitting and Machining)	-	Moderator
103	Mechanical Technology (Automotive)	-	Examiner
104	Mechanical Technology (Automotive)	-	Moderator
105	Mechanical Technology (Welding and Metalwork)	-	Examiner
106	Mechanical Technology (Welding and Metalwork)	-	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	Technical Mathematics	1	Examiner
122	Technical Mathematics	1	Moderator
123	Technical Mathematics	2	Examiner
124	Technical Mathematics	2	Moderator
125	Technical Sciences	1	Examiner
126	Technical Sciences	1	Moderator



	SUBJECTS	PAPER	POSITION
127	Technical Sciences	2	Examiner
128	Technical Sciences	2	Moderator
129	Tourism	-	Examiner
130	Tourism	-	Moderator





INSTRUCTIONS TO COMPLETE THE APPLICATION FORM

ONLY SCHOOL-BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS' POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT.

Please note:

1. Closing date at district offices, Examination Section is **Friday, 03 March 2023**, at 16H00.
2. A separate application form is to be completed for each position and for each subject for
 - Grade 10 (Annexure C)
 - Grade 11 and 12 (One Application – Annexure D)
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.**
 - Two recent passport-sized **photographs** of the applicant in the block provided on the application form.
 - A certified copy of your **identity document**.
 - A certified copy of your **salary advice slip**.
 - Certified copies of your **academic qualifications**.
 - A Certified copy of your **SACE Certificate**.
 - An abridged Curriculum Vitae (CV) relevant to the application.
 - Letter(s) of **recommendation** from an appropriate referee. (CES Curriculum Management, subject advisor, school principal or head of department).
 - A copy of the applicant school's/institution NSC 2020-2022 results analysis.

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

C. Academic Details

B. Degree	<input type="checkbox"/>	Hons.	<input type="checkbox"/>	M. Degree	<input type="checkbox"/>	D. Degree	<input type="checkbox"/>
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University	<input type="text"/>
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Major subjects	Course level
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Professional/Technical diploma	Teaching experience
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>

D. Experience

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

Grade 10 Grade 11 Grade 12



PERFORMANCE AT OWN SCHOOL (Relative to the subject applied for on this application – must have obtained at least 80% in 2022 in the GRADE 12 NSC EXAMINATIONS)

Year	Subject description	No. of learners	Subject pass rate %	Lang level	School pass rate
2020					
2021					
2022					

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

Position Held	Subject	Grade	Paper	Examination (Nov./March)	Year(s)
					2018
					2019
					2020
					2021
					2022

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

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
		NSC			2018
		NSC			2019
		NSC			2020
		NSC			2021
		NSC			2022

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, I will be disqualified.

I am willing to abide by all conditions as stipulated in ASSESSMENT INSTRUCTION 13 of 2023.

.....
Signature of applicant

.....
Date



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

C. Academic Details

B. Degree	<input type="checkbox"/>	Hons.	<input type="checkbox"/>	M. Degree	<input type="checkbox"/>	D. Degree	<input type="checkbox"/>
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University	<input type="text"/>
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Major subjects	Course level
1	Course level
2	Course level
3	Course level

Professional/Technical diploma	Teaching experience
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 10 Grade 11 Grade 12



PERFORMANCE AT OWN SCHOOL (Relative to the subject applied for on this application – must have obtained at least 80% in 2022 in the GRADE 12 NSC EXAMINATIONS)

Year	Subject description	No. of learners	Subject pass rate %	Lang level	School pass rate
2020					
2021					
2022					

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

Position Held	Subject	Grade	Paper	Examination (Nov./March)	Year(s)
					2018
					2019
					2020
					2021
					2022

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

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
		NSC			2018
		NSC			2019
		NSC			2020
		NSC			2021
		NSC			2022

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, I will be disqualified.

I am willing to abide by all conditions as stipulated in ASSESSMENT INSTRUCTION 13 of 2023.

.....
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/CES Curriculum/District Director	Date
Signature of the Principal/Subject Advisor/District Director	Date

j. Recommendation by the District- Subject advisor/CES Curriculum

Recommended/Not Recommended:
Comments:

Name and Surname of the Subject Advisor/CES Curriculum	Date
Signature of the Subject Advisor/CES Curriculum	Date

K. PROVINCIAL OFFICE

COMMENTS:
If rejected - Reason for the Rejection:

PROVINCIAL OFFICIAL USE ONLY		
Accept <input type="checkbox"/>	Reject <input type="checkbox"/>	
Evaluator Name (Please Print)	Signature	Date

