



## CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: Ms T. Koti Tel: 040 602 7039 . Email: [Nomtandazo.koti@ecdoe.gov.za](mailto:Nomtandazo.koti@ecdoe.gov.za)

Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

### ASSESSMENT INSTRUCTION 14 OF 2024

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

**DATE: 05 FEBRUARY 2024**

#### **APPLICATION AS PROVINCIAL MODERATORS FOR SCHOOL BASED ASSESSMENT (SBA), PRACTICAL ASSESSMENT TASKS (PAT), ARTS SUBJECTS AND FOR ORAL**

1. Application form by qualifying applicants for Appointment as Moderators for SBA, PATS and ORALS of the 2024 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 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. BACKGROUND**

All examination papers go through a stringent quality assurance process before, during and after examinations have been written. Therefore, it is imperative that Department of Education ensures that SBA and PAT components follow a similar stringent quality control procedure.

Grade 12 learners need to have SBA component in all subjects and PAT in some subjects. These components are moderated at various levels to verify that the tasks that are administered by the schools comply with the policy as outlined in the Curriculum and Assessment Policy Statement (CAPS). For a learner to obtain the NSC, he/she must have marks for School Based Assessment (SBA) and PATs, in addition to the marks he/she will obtain in the final external examinations.

Examinations and Assessment Directorate will be conducting centralized moderation in high enrolment subjects and sample subjects that had SBA rejection and irregularities in 2023. Qualifying applicants will be appointed as provincial moderators to ensure that valid, reliable and quality marks for each learner are registered. Moderation processes will include Practical Assessment Tasks (PAT) for subjects with practical components.

## **2. WHO QUALIFIES TO APPLY AS A MODERATOR?**

- 2.1 Educators who have taught Grade 12 during the period 2021 to 2023.
- 2.2 Educators 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.
- 2.3 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.
- 2.4 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.

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

- 3.1 Educators who have not taught Grade 12 during the period 2021 to 2023 in the subject they are applying for.
- 3.2 Office-based educators who are not directly involved in training and supporting subject teachers e.g. CEs, EDs and Subject Advisors in the GET Phase.
- 3.3 Educators who do not have a recognized 3 year post matric qualification in the subject at second or third year level without evidence of involvement in the subject applying for.
- 3.4 Educators who do not comply with SBA moderation process in their schools/districts.
- 3.5 Officials employed in the Assessment and Examinations Directorate.
- 3.6 Educators / officials who were involved in examination irregularities in 2022 and 2023.
- 3.7 Educators / officials who will be on leave during the moderation process.

#### **4. VERIFICATION AT SCHOOL LEVEL:**

- 4.1 Principal to convene a meeting with the applicants and the School Management Team.
- 4.2 All application forms must be quality assured jointly at this meeting.
- 4.3 The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 4.4 Principals must present the list of applicants to the whole staff before signing it.

**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 consecutive years.**

#### **5. INSTRUCTIONS TO PRINCIPALS**

- 5.1 Approval must only be given, by signing the form, if the subject teacher was responsible for teaching the subject in Grade 12 during the period 2021 to 2023.
- 5.2 Do not sign application forms of educators who are **not teaching in your school.**
- 5.3 Principals must ensure that information provided on application forms is accurate and verifiable.

#### **6. VERIFICATION AT DISTRICT LEVEL:**

- 6.1 The members of the **Verification Committee** to consider the application forms for Moderators will include:
  - 6.1.1 CES: Curriculum (Chairperson)
  - 6.1.2 CES: Governance
  - 6.1.3 CES/DCES: Examinations and Assessment
  - 6.1.4 Circuit Managers
  - 6.1.5 Subject Advisors
  - 6.1.6 Teacher Union representatives as **observers**

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.
- Subject Advisors must attach a letter of recommendation for educators who do not have the required qualifications in the relevant subject BUT have been teaching the subject on full time basis motivating the competence of the educator in the subject.
- All application forms must be signed by the Chairperson after verification.



7. The members of the **Verification Committee** to consider the application forms for Subject **Advisors and DCEs** who apply as moderators will include:
- 7.1 CES: Curriculum (Chairperson)
  - 7.2 CES: Governance
  - 7.3 CES/DCEs: Assessment & Examinations
  - 7.4 Circuit Managers
  - 7.5 Teacher Union representatives as observers

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.

8. The membership of the **Provincial Committee** that recommends moderators to the Deputy Director General: Curriculum Management and Delivery for appointment is as follows:
- 8.1 CES and officials from Policy Implementation Monitoring, Examination Ethics & School Based Assessment Management
  - 8.2 CES: Marking Processes and feedback System
  - 8.3 CES: Question Papers Development and Item Bank Management
  - 8.4 Appointed panel members.
  - 8.5 Teacher Union representatives as observers.

## **9. CONDITIONS FOR APPOINTMENT**

- 9.1 At least 3 years of recent teaching/advising experience in the subject in Grade 12 during the period 2021 to 2023.
- 9.2 Application forms must be completely filled in.
- 9.3 All required documents must be attached to the application form.
- 9.4 Applicant must have SACE certificate.
- 9.5 Applicant must attach an academic record if certificate does not specify area of specialization.
- 9.6 **SGB employed educator/s or educator/s from independent schools with foreign qualifications must attach SAQA & DHET Certificate as well as work permit.**
- 9.6 **Foreign nationals must have a Passport and work permit which is valid at least, for a period of more than six months, which includes the moderation period to 31 December 2024.**
- 9.7 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 records.

NB: For each applicant, the Subject Advisors should complete the checklist and sign it. Copies of minutes of school verification must be attached to each application form before submission to District/CMC.

## 10. CRITERIA FOR REJECTION OF APPLICATIONS:

- 10.1 Incomplete or illegible applications will not be considered.
- 10.2 Application forms that are not signed by Principals/Managers will not be considered and will be regarded as incomplete.
- 10.3 Application forms received at the District Office after the due date will not be considered.
- 10.4 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.

## 11. IMPORTANT DATES:

Closing date for receiving application forms at the District:	<b>1 MARCH 2024</b>
Closing date for receiving application forms at the Provincial Office:	<b>15 MARCH 2024</b>

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.

  
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**MR R. TYWAKADI**  
**DDG: CURRICULUM MANAGEMENT AND DELIVERY**

07/02/2024  
**DATE**



Province of the  
**EASTERN CAPE**  
EDUCATION

ASSESSMENT INSTRUCTION 14 OF 2024  
**SUBJECT:** \_\_\_\_\_

**ANNEXURE A**

**ATTACH PHOTO**

**SBA**

**PAT**

**ORAL**

# APPLICATION FORM: 2024 MODERATOR (SBA/PAT/ORAL) GRADE 12 NSC EXAMINATIONS

**CLOSING DATE: 01 MARCH 2024 (District Office)**

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

## INSTRUCTIONS TO COMPLETE THIS FORM

1. **AN APPLICANT MAY APPLY FOR ONE SUBJECT ONLY**
2. Any person found to have given fraudulent information will be disqualified from moderating.
3. SAPS 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 **transcript** must accompany the Certificate / Degree. This applies to ACE qualifications also.
4. A recommendation from the Principal and Subject Advisor must be attached if the applicant does not have the qualifications in the subject applying for as evidence of her / his involvement in the subject.
5. Attach a SAPS **certified copy** of your ID Document to this form.
6. Attach two recent ID Photos of yourself to the top right corner of this form.
7. Attach a certified copy of SACE certificate.
8. **Contents of the Assessment Instruction** are all fully applicable into this form and must be read together with this application form.
9. Only teachers from the Department Education, Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

## A. PERSONAL INFORMATION

PERSAL No.		ID No		Date of Birth	
Surname			First Names		
Title	Initials			Postal Address	
Tel. No. (W)					
Tel. No. (H)					
Cell Number					
Present Post				Postal Code	
Employment status	<input type="checkbox"/> Temporal <input type="checkbox"/> Permanent				
Grade 12 Examination Centre Number		District Name			
Institution/School Name					

## POPULATION GROUP (Mark with X)

To which population group do you belong?  
☐ Black    ☐ Coloured    ☐ Indian    ☐ White    ☐ Other    If other, please specify: \_\_\_\_\_

## C. HOSPITALITY

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 marked.  
2. At least 3 years of recent teaching /advising experience in the subject in Grade 12  
i.e 2021, 2022, 2023

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<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)
2020				
2021				
2022				

### PARTICULARS OF POST

Have you taught/advised the subject in Grade 12 between 2021- 2023?      ☐ YES      ☐ NO

Are you presently teaching/advising/supporting the Subject in Grade 12?      ☐ YES      ☐ NO

Are you in a Governing Body Post? (applicable to educators)      ☐ YES      ☐ NO

Did you take the VSP?      ☐ YES      ☐ NO

Are you resigning from your post in the Education Dept. on or before December 2024?      ☐ YES      ☐ NO

Are you currently employed by the Eastern Cape Education Department      ☐ YES      ☐ 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.
	2021		
	2022		
	2023		

### 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
2021					
2022					
2023					



Position	From (Year)	To (Year)

**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

**CHECKLIST (School/District/Head Office)**

	VERIFY AND TICK	SCHOOL (√)	DISTRICT (√)	HEAD OFFICE (√)
1.	Form completely filled in			
2.	3 years of recent teaching/advising experience in Gr 12 (2021 – 2023)			
3.	Two (2) ID photos attached			
4.	Certified copy of ID			
5.	Certified copies of academic qualifications			
6.	Transcript of results indicating subject applying for			
7.	SAQA and DHET evaluation certificates (Foreign nationals)			
8.	Passport and work permit valid for 6 months (Foreign Nationals)			

**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 Provincial moderation processes.

SCHOOL/DISTRICT

STAMP

Print Name/Initials

Signature: Principal/Supervisor

Date



**VERIFICATION AT DISTRICT – (Please check that all documents have been attached as on Check List on Page 6)  
(Chairperson – CES: Curriculum Management)**

<b>Recommended</b>		<b>Not Recommended</b>	
<b>Reasons for not recommending:</b>			
..... <b>SURNAME &amp; INITIALS (Print)</b>	..... <b>SIGNATURE</b>	..... <b>DATE</b>	

**SELECTION PANEL**

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

..... <b>Chairperson of the panel (Surname &amp; Initials)</b>	..... <b>Signature</b>	..... <b>Date</b>
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# LIST OF GRADE 12 NSC SUBJECTS TO BE MODERATED IN 2024

SUBJECT		SHORT CODE
1	English First Additional Language	ENGFA
2	Engineering Graphics Design	GRDS
3	Mathematical Literacy	MLIT
4	Mathematics	MATH
5	Agricultural Technology	AGRM
6	Agricultural Science	AGRS
7	Accounting	ACCN
8	Business Studies	BSTD
9	Civil Technology	CVTV
10	Economics	ECON
11	Geography	GEOG
12	History	HIST
13	Isixhosa Home Language	XHOHL
14	Sesotho Home Language	SESHL
15	Computer Applications Technology	CATN
16	Consumer Studies	CNST
17	Electrical technology	ELTP
18	Life Sciences	LFSC
19	Mechanical Technology	MCTA
20	Physical Sciences	PHSC
21	Technical Mathematics	TMAT
22	Technical Sciences	TSCE
23	Life Orientation	LIFO
24	Visual Arts	VSLA
25	Dramatic Arts	DRMA
26	Music	MSIC
27	Design	DSGN
28	Dance Studies	DNCE
29	Tourism	TRSM

## NAME OF DISTRICT AND SUB-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.**

Principal Full Name (Print)

Principal Signature

Date \_\_\_\_\_

**SCHOOL STAMP**



# **SCHOOL VERIFICATION**

## **1. SCHOOL VERIFICATION TEAM**

Principal – Chairperson

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

## **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 2021 to 2023.
- 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 2021 to 2023.
  - 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.