



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 Mabengu Tel: 040 602 7039 . Email: tandiswa.mabengu@ecdoe.gov.za Website: www.ecdoe.gov.za

ASSESSMENT INSTRUCTION 26 OF 2026

**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: 22 APRIL 2026

APPLICATION AS PROVINCIAL MODERATORS FOR SCHOOL-BASED ASSESSMENT SASHL, PRACTICAL ASSESSMENT TASKS (PAT) AND LANGUAGES ORALS

- 1. Application form by qualifying applicants for Appointment as Moderators for SASHL, ORAL and PAT of the 2026 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 the application forms CAREFULLY.

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 the **EXAMINATIONS AND ASSESSMENT OFFICE** in their Districts.



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

3. BACKGROUND

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

Grade 12 learners need to have an 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.

The Examinations and Assessment Directorate will be conducting centralized moderation in gateway subjects, sample subjects that had SBA rejection and irregularities in 2025. 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.

4. WHO QUALIFIES TO APPLY AS A MODERATOR?

- a. Educators who have taught Grade 12 during the period 2023 to 2025.
- b. Educators who have at least a recognized three-year post-metric qualification in the subject or directly related field of study at second or third year level. A transcript of results must be attached.
- c. Subject Advisors and DCESs in the FET Phase who have at least a recognized three-year post-metric qualification in the subject or directly related field of study at second or third year level. A transcript of results must be attached.
- d. Educators who are employed by the 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.

5. WHO DOES NOT QUALIFY TO APPLY AS A MODERATOR?

- a. Educators who have not taught Grade 12 during the period 2023 to 2025 in the subject they are applying for.
- b. Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESs, EDOs and Subject Advisors in the GET Phase.
- c. 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.
- d. Educators who do not comply with the SBA moderation process in their schools/districts.
- e. Officials employed in the Assessment and Examinations Directorate.
- f. Educators/officials who were involved in examination irregularities in 2024 and 2025.
- g. Educators/officials who will be on leave during the moderation process.

6. VERIFICATION AT SCHOOL LEVEL:

- a. Principal to convene a meeting with the applicants and the School Management Team.
- b. All application forms must be quality assured jointly at this meeting.
- c. The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- d. 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 years.

7. INSTRUCTIONS TO PRINCIPALS

- a. 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 2023 to 2025.
- b. Do not sign application forms of educators who are **not teaching in your school.**
- c. Principals must ensure that information provided on application forms is accurate and verifiable.



8. VERIFICATION AT DISTRICT LEVEL:

- a. The members of the **Verification Committee** to consider the application forms for Moderators will include:
 - (i) CES: Curriculum (Chairperson)
 - (ii) CES: Governance
 - (iii) CES/DCES: Examinations and Assessment
 - (iv) Circuit Managers
 - (v) Subject Advisors
 - (vi) Teacher Union representatives as observers
 - b. The committee must ensure that all criteria are met, and information provided is verified.
 - c. Reasons must be written in the space provided on the application form in the event of the application being rejected.
 - d. 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 a full-time basis motivating the competence of the educator in the subject.
 - e. All application forms must be signed by the Chairperson after verification.
9. The members of the **Verification Committee** to consider the application forms for Subject **Advisors and DCESs** who apply as moderators will include:
- a. CES: Curriculum (Chairperson)
 - b. CES: Governance
 - c. CES/DCES: Assessment & Examinations
 - d. Circuit Managers
 - e. 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.



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

11. CONDITIONS FOR APPOINTMENT

- At least 3 years of recent teaching/advising experience in the subject in Grade 12 during the period 2023 to 2025.
- Application forms must be completely filled in.
- All required documents must be attached to the application form.
- The applicant must have SACE certificate.
- The applicant must attach an academic record if the certificate does not specify the area of specialization.
- SGB employed educator/s or educators from independent schools with foreign qualifications must attach the SAQA & DHET Certificate as a work permit.
- Foreign nationals must have a Passport and a work permit which is valid at least, for a period of more than six months, which includes the moderation period to 31 December 2026.
- 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 the District/CMC.



12. CRITERIA FOR REJECTION OF APPLICATIONS:

- a. Incomplete or illegible applications will not be considered.
- b. Application forms that are not signed by Principals/Managers will not be considered and will be regarded as incomplete.
- c. Application forms received at the District Office after the due date will not be considered.
- d. 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 the District level.

13. IMPORTANT DATES:

Closing date for receiving application forms at the District:	18 May 2026
Closing date for receiving application forms at the Provincial Office:	25 May 2026

Kindly note that all the information in the 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.


MR TJZ MTSHIDA
DDG: CURRICULUM MANAGEMENT AND DELIVERY

06.05.2026
DATE

To which population group do you belong?
 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 moderated.
 2. At least 3 years of recent teaching /advising experience in the subject in Grade 12 i.e 2023, 2024, 2025

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	2010	TUT
TEACHING QUALIFICATIONS (i.e. HDE)				

EXPERIENCE IN MODERATION IN GRADE 12

Year	Subject Code	Subject Description	Component Moderated (SBA/PAT)	Rank (e.g. Chief Moderator / Moderator)
2023				
2024				
2025				

PARTICULARS OF POST

Have you taught/advised the subject in Grade 12 between 2023- 2025?	<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 2026?	<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.	
		2023			
		2024			
		2025			
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
2023					
2024					
2025					

DECLARATION BY APPLICANT		
<p>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</p>		
_____	_____	_____
PRINT NAME	SIGNATURE	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 (2023 – 2025)			
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 National)			

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.

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/ Head of Exams)**

Recommended

Not Recommended

Reasons for not recommending:

.....

SURNAME & INITIALS (Print)

.....

SIGNATURE

.....

DATE

SELECTION PANEL

SELECTED

CHAIRPERSON

PANELIST

**IF NOT RECOMMENDED
(Reasons for not recommending)**

(Mark with
X where
applicable)

.....

Chairperson of the panel (Surname & Initials)

.....

Signature

.....

Date



LIST OF GRADE 12 NSC SUBJECTS

	SUBJECT	SHORT CODE
1.	Agricultural Management Practices	AGRM
2.	Civil Technology (Construction / Woodworking)	CVTC / CVTW
3.	Computer Applications Technology	CATN
4.	Consumer Studies	CNST
5.	English First Additional Language (ORAL)	ENGFAL
6.	Electrical Technology (Electronics / Power Systems / Digital Systems)	ELTE / ELTP / ELTD
7.	Mechanical Technology (Automotive / Fitting and Machining / Welding and Metal)	MCTA / MCTF / MCTW
8.	Technical Mathematics	TMAT
9.	Technical Physical Sciences	TSCE
10.	Tourism	TRSM
11.	South African Sign Language	SASHL



SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principal – Chairperson

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

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 2023 to 2025.

- 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 2023 to 2025.
- 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.

