

Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT AND EXAMINATIONS:
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ASSESSMENT INSTRUCTION 32 of 2014

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL GRADE 12 PUBLIC AND INDEPENDENT
SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 28 MARCH 2014

**PROVINCIAL CENTRALISED NSC GRADE 12 SCHOOL BASED ASSESSMENT:
REQUEST FOR APPLICATIONS AS PROVINCIAL SBA CHIEF MODERATORS AND
MODERATORS**

1. BACKGROUND

In 2014 Grade 12 learners will write the *National Senior Certificate* (NSC) in compliance with the Curriculum and Assessment Policy Statement (CAPS). In order for a learner to obtain the NSC, a learner must have marks for School Based Assessment (SBA) in addition to the marks he/she will obtain in the final external examinations.

All examination based marks for learners go through a stringent quality assurance process before, during and after examinations have been written. Therefore, it is imperative that the Department of Education ensures that School Based Assessment (SBA) marks follow a similar stringent quality control procedure.

Appointed SBA Senior moderators and moderators will embark on a Provincial Centralized School Based Assessment (SBA) moderation process to ensure that valid, reliable and quality SBA marks for each learner are registered.



This process is informed by the *Curriculum and Assessment Policy Statement (CAPS)* for each subject and is in line with the **UMALUSI** requirements for valid and reliable SBA marks through verifiable procedures and processes.

2. ARRANGEMENTS FOR PROVINCIAL CENTRALISED SBA MODERATION

DATE: 25 – 29 October 2014

VENUE: EDUCATION LEADERSHIP INSTITUTE (ELI)
EAST LONDON / MTHATHA / PORT ELIZABETH

SUBJECTS TO BE MODERATED:

The following 17 subjects will be moderated during the Provincial Centralised SBA moderation processes:

	SUBJECT		SUBJECT
1	English FAL	10	Computer Applied Technologies
2	IsiXhosa Home Language	11	Agricultural Management Practice
3	Mathematics	12	Agricultural Sciences
4	Mathematical Literacy	13	Music
5	Physical Sciences	14	Engineering Graphics and Design
6	Life Sciences	15	Geography
7	Life Orientation	16	History
8	Economics	17	Tourism
9	Accounting		

The moderation will be done by the appointed SBA Senior moderators and SBA moderators.

3. APPLICATION PROCESSES TO BE FOLLOWED FOR APPOINTMENT AS SBA MODERATORS

The following **THREE CATEGORIES** of applications will be considered:

- a. Application by Provincial Subject Planners for Appointment as SBA Chief Moderators in the 2014 Centralised Provincial SBA moderation process (ANNEXURE A).
- b. Application by Subject Advisors / District DCES for appointment as SBA Moderators in the 2014 Centralised Provincial SBA moderation process (ANNEXURE B).
- c. Application by teachers for appointment as SBA Moderators in the 2014 Centralised Provincial SBA moderation process (ANNEXURE C).

Read the Instructions on Application Forms.

All the information in application forms will be verified with the database in the Provincial Office as well as with EMIS.

WHO QUALIFIES TO APPLY FOR MODERATING?

- Educators who are currently teaching the subject applied for in Grade 12.
- Principals who are currently teaching the subject applied for in Grade 12 and who have a strong support staff that will manage the school in his/her absence. Application form to be signed by the EDO.
- Subject Advisors / DCES in the FET phase with a teacher qualification in the subject that they are advising on.
- Subject Planners at Head Office as they advise on the subject.

WHO DOES NOT QUALIFY FOR MODERATING?

- Office-based educators (EDOs, CES) as they do not teach the Grade 12 subjects.
- Subject Advisors in the GET phase may not apply to moderate Grade 12 SBA portfolios.
- Cluster leaders and SBA Co-Ordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.

ADDITIONAL CONDITION OF APPOINTMENT

- Appointed moderators may be compelled to attend the professional development and training programme which may be convened by the Provincial Head Office.

4. VERIFICATION OF APPLICATIONS

AT SCHOOL LEVEL:

- Principal and School Management Team.

INSTRUCTIONS TO PRINCIPALS

- Signature of approval must only be appended if educator is currently teaching the subject in Grade 12.
- Do not sign application forms of educators not teaching the subject at Grade 12 level.
- Do not sign application forms of educators who are not teachers in your school.

AT DISTRICT LEVEL:

Verification, pre-selection and sorting will be done at District Offices by the Verification Committee selected by and headed by the CES: Curriculum.

- a. The members of the Verification Committee for teachers who apply to be Moderators will include:
 - o CES: Curriculum (Chairperson).
 - o CES: Governance.
 - o DCES: Examinations.
 - o EDO's.
 - o Subject Advisors.
 - o Teacher Union representatives as observers.

- b. The members of the Verification Committee for Subject Advisors / District FET DCES who apply to moderate will include:
 - o CES: Curriculum (Chairperson).
 - o CES: Governance.
 - o DCES: Examinations.
 - o EDO
 - o Teacher Union representatives as observers.

- c. The members of the Verification Committee for Subject Planners will include:
 - o CES: FET Curriculum Planning.
 - o CES: Internal Assessment.
 - o Teacher Union representatives as observers.

All verification Committees are to submit to the Provincial Head Office CES: Internal Assessment the following verification documentation:

- o Attendance Register.
- o Minutes of verification meeting.
- o Alphabetical list of all applicants per category.
- o Alphabetical list of rejected applicants per category.
- o Alphabetical list of recommended applicants per category.

AT PROVINCIAL OFFICE:

ACTUAL SELECTION AND APPOINTMENT PROCESS:

- o CES: Exams (internal assessment) and CES: Curriculum (FET Programmes) to organize and manage the selection processes.
- o Selection panels to consider all application forms from the 23 Districts.
- o SBA Chief moderators to do the selection of SBA moderators.
- o Unions to observe the selection process.
- o Verification of selected moderators by exams and curriculum officials

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

REJECTION OF APPLICATIONS:

- o Incomplete or illegible applications will not be considered.
- o Application forms received at the District Office and Head Office after the indicated closing date will not be considered.
- o No application forms will be accepted at the Provincial Office which did not come through the District Office

IMPORTANT DATES:

- a. Closing date for submission of application forms of **SBA Chief moderators** by the Subject Planners: **16 May 2014**
- b. Appointment of **SBA Chief moderators**: **13 June 2014**
- c. Closing date for submission of application forms of **SBA moderators** by the applicants at the District office: **20 June 2014**
- d. Closing date for submission of application forms of **SBA moderators** by the District at the Provincial office: **27 June 2014**
- e. Selection of **SBA moderators** : **03 July 2014**

List of SBA Moderators ready for distribution to Districts: **08 August 2014**

5. 2014 MANAGEMENT PLAN FOR THE INTERNAL VERIFICATION OF SBA

The 2014 Management Plan for Internal verification of SBA is attached as **ANNEXURE D**

6. CONCLUSION:

The moderation of SBA marks is extremely important in the delivery of accurate, standardised and credible results as these marks form part of the final results of Grade 12 learners. All education stakeholders are therefore requested to disseminate this information widely to all those who meet the requirements to apply for these important posts.

Yours in Quality Education



MR R. TYWAKADI
DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

02/04/2014
DATE

QUALIFICATIONS (In the subject you are applying for on this form)

- Qualification for Moderating: 1. At least a second year level pass in a tertiary education course in the subject to be moderated
 2. At least 3 years of recent teaching/advisory experience in the subject from Grade 10 - 12
 3. Should be the subject taught/advised in grade 10 – 12 in the last two years

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	<i>1990</i>	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

EXPERIENCE AS DCES / SUBJECT PLANNER

Year	Subject Code	Subject Description
<i>E.g.</i>	<i>10030034</i>	<i>Mathematical Literacy</i>
2011		
2012		

SBA MODERATING EXPERIENCE

Year	Subject Code	Subject Description	Rank (e.g. Moderator/Senior Moderator)

DECLARATION

Should there be any change in my employment status, I will inform my district office or the moderation 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.

Subject Advisor: _____
 Print Name Signature: Subject Planner Date

CES Curriculum: _____
 Print Name Signature: CES Date

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 24th October 2014 and must return to work on the 29th October 2014. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

 Print Name Signature: Director – FET Curriculum Planning Date
 PROVINCIAL OFFICE
 STAMP

RECOMMENDATION BY CES: CURRICULUM (Chairperson of Verification Committee)

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as the 25th October 2014 and must return to school after moderating on the 29th October 2014. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

PROVINCIAL OFFICE

STAMP

Print Name

Signature:
CES: Curriculum

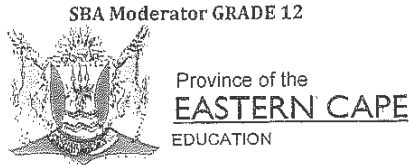
Date

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE: _____ CES: INTERNAL ASSESSMENT			
DATE: _____			

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Moderators: Norms and Standards

- Moderators are appointed in terms of the Personnel Administration Measures (PAM).
- All selection panels should be chaired by the relevant provincial Head of Education or his / her designee, since the provincial education department is finally responsible for the appointment of moderators.
- In order to ensure that the information provided by the applicant for the position of moderator is correct, it must be verified by his or her employer. A person applying for the post of moderator must be an educator currently offering the subject for which he or she applies in the FET band.



ANNEXURE B

SUBJECT APPLIED FOR:

Place
ID Photo
Here

**APPLICATION: SBA MODERATOR (SUBJECT ADVISOR/ DISTRICT DCES)
2014 GRADE 12**

➔

**CLOSING DATE:
20 JUNE 2014**
➜

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

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will be disqualified from moderating in the future.
2. A separate application form must be completed for each subject applied for.
3. Certified copies of academic qualifications **MUST** accompany your application. If the Certificate/Degree does not show the specific major subject, then a copy of the subject advice sheet should accompany the Certificate/Degree.
4. Criteria for appointments: Please see the Government Gazette of 17 September 2004 or refer to page 4.
5. Attach a **certified** copy of your ID Document to this form.
6. Attach an ID Photo of yourself to the top right corner of this form.

PERSONAL INFORMATION

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				Postal Code								
Present Post	Subject Advisor / DCES											
Subject				District Name								

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		

SUBJECT APPLYING FOR

Subject Code				
Subject Description				
Other Subjects, Papers you applied to moderate in 2013				

QUALIFICATIONS (In the subject you are applying for on this form)

Qualification for Moderating: 1. At least a second year level pass in a tertiary education course in the subject to be moderated
 2. At least 3 years of recent teaching/advisory experience in the subject from Grade 10 - 12
 3. Should be the subject taught/advised in grade 10 – 12 in the last two years

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

EXPERIENCE AS SUBJECT ADVISOR

Year	Subject Code	Subject Description
<i>E.g.</i>	<i>10030034</i>	<i>Mathematical Literacy</i>
2011		
2012		

SBA MODERATING EXPERIENCE

Year	Subject Code	Subject Description	Rank (e.g. Moderator/Senior Moderator)

DECLARATION

Should there be any change in my employment status, I will inform my district office or the moderation 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.

Subject Advisor: _____
 Print Name Signature: Subject Advisor / DCES Date

CES Curriculum: _____
 Print Name Signature: CES Date

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 25th October 2014 and must return to work on the 29th October 2014. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

STAMP

Print Name_____
Signature: District Manager_____
Date

RECOMMENDATION BY CES: CURRICULUM (Chairperson of Verification Committee)

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as the 25th October 2014 and must return to school after moderating on the 29th October 2014. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

DISTRICT OFFICE

Print Name

Signature:
CES: Curriculum

Date

STAMP

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE: _____			
SBA CHIEF MODERATOR			
DATE: _____			

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Moderators: Norms and Standards

3. Moderators are appointed in terms of the Personnel Administration Measures (PAM).
4. All selection panels should be chaired by the relevant provincial Head of Education or his / her designee, since the provincial education department is finally responsible for the appointment of moderators.
5. In order to ensure that the information provided by the applicant for the position of moderator is correct, it must be verified by his or her employer. A person applying for the post of moderator must be an educator currently offering the subject for which he or she applies in the FET band.

SBA Moderator GRADE 12


 Province of the
EASTERN CAPE
 EDUCATION

SUBJECT APPLIED FOR:

Place
ID Photo
Here
**APPLICATION: SBA MODERATOR (TEACHERS)
 2014 GRADE 12**
**CLOSING DATE:
 20 JUNE 2014**

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

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will be disqualified from moderating in the future.
2. A separate application form must be completed for each subject applied for.
3. Certified copies of 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 should accompany the Certificate/Degree.
4. Criteria for appointments: refer to page 4.
 1. Attach a certified copy of your ID Document to this form.
 2. Attach a recent ID Photo of yourself to the top right corner of this form.
7. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments will be accepted.

PERSONAL INFORMATION

PERSAL No											ID No											Date of	1	9	Y	Y	M	M	D																					
Surname											First Names																																							
Title	Initials										Postal Address																																							
Tel. No. (W)																																																		
Tel. No. (H)																																																		
Cell Number											Postal Code																																							
Present Post	<input type="checkbox"/> Principal										<input type="checkbox"/> Dep. Principal										<input type="checkbox"/> ES										<input type="checkbox"/> Educator										Specify Other:									
Grade 12 Exam Centre Number											District Name																																							
Institution Name																																																		

POPULATION GROUP

To which population group do you belong?

 Black Coloured Indian White Other

If other, please specify:

HOSPITALITY

If successful, will you need accommodation during moderation period?	YES		NO	
Gender	M		F	
Meals - Normal	YES		NO	
- Vegetarian (NB: All meals HALAAL)	YES		NO	

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

LANGUAGE COMPETENCY			
Moderation abilities for content subjects	English Home/FAL		Afrikaans Huis
	English Additional		Afrikaans Addisioneel

QUALIFICATIONS (In the subject applied for on this form)				
Qualification for Moderation:	3. At least a second year level passes in a tertiary education course in the subject to be moderated.			
	4. At least 3 years of recent teaching experience in the subject from Grade 10 - 12 levels for the subject.			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

PARTICULARS OF POST		
Have you taught the subject in grade 10 – 11?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching the Subject in Grade 12?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you take VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you in a governing Body Post?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning your post in the Education Dept. in/before October 2014?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you currently employed by the Eastern Cape Education Dept?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did the Department remunerate you for moderating in the previous years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

TEACHING EXPERIENCE (Relative to the subject applied for on this application)						
Subject Code	Subject Description	Grade 10 - 12			Name of School	School Contact No.
		Year Start (Gr. 10)	Year End (Gr. 12)	Total Years		
10030034	<i>Mathematical Literacy</i>	2008	2010	3	<i>Bhisho High School</i>	<i>(040) 604 1234</i>

PERFORMANCE AT OWN CENTRE (Relative to the Subject applied for on this application)						
Year	Subject Code	Subject Description	Paper	Average %	% Pass Rate	Highest Symbol
2011			1			
			2			
2012			1			
			2			

SBA MODERATION EXPERIENCE			
Year	Subject Code	Subject Description	Rank (e.g. moderator, senior moderator)

DECLARATION BY APPLICANT			
<p>Should there be any change in my employment status, I will inform my district office or the moderation 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.</p>			
_____	_____	_____	_____
Print Name	Signature: Applicant	Date	
DECLARATION BY PRINCIPAL/EDO (IN CASE OF PRINCIPAL)			
<p>To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 25th October 2014 and must return to school after moderating on the 29th October 2014. Educators appointed as moderators are to complete their work at their institution before reporting to the moderation centre.</p>			
_____	_____	_____	SCHOOL STAMP
Print Name	Signature: Principal/EDO	Date	

MANAGEMENT PLAN FOR INTERNAL VERIFICATION OF SBA - 2014

BELOW PLEASE FIND THE *MANAGEMENT PLAN* TOGETHER WITH ALL RELEVANT DATES AND RESPONSIBLE PERSONS.

MANAGEMENT PLAN FOR INTERNAL VERIFICATION OF SBA - 2014

NO	ACTIVITY	OUTPUT	TIME FRAME	RESPONSIBILITY
1	Development of 2014 SBA verification programme	SBA verification programme	27 – 28 Jan 2014	DCES: Internal Assessment
2	Distribution of 2014 SBA verification programme to Districts	SBA verification programme	29 – 30 Jan 2014	DCES: Internal Assessment
3	Development of the Assessment Instruction for the appointment of Centralised Provincial SBA moderators	Assessment Instruction	03 – 04 Feb 2014	DCES: Internal Assessment
4	Term 1 verification visits to Districts & sampled FET schools	Completed verification tools and report	10 Feb 2014 – 20 March 2014	DCES: Internal Assessment
5	Distribution of the Assessment Instruction for the appointment of Centralised Provincial SBA moderators	Assessment Instruction	03 March 2014	DCES: Internal Assessment
6	Development of Term 1 SBA verification report	Term 1 SBA verification report	31 March 2014 – 28 April 2014	DCES: Internal Assessment
7	Verification of Term 1 SBA cluster moderations	Completed SBA verification tools	09 – 25 April 2014	DCES: Internal Assessment
8	Development of Term 1 SBA cluster moderation verification report	Term 1 SBA cluster moderation verification report	28 – 30 April 2014	DCES: Internal Assessment
9	Term 2 verification visits to Districts & sampled FET schools	Completed SBA verification tools	04 May 2014 – 20 June 2014	DCES: Internal Assessment
10	Closing date – submission of application forms of 2014 NSC Grade 12 SBA Chief moderators.	Completed application forms	16 May 2014	DCES: Internal Assessment
11	Appointment of 2014 NSC Grade 12 SBA Chief moderators	Approved submission	13 June 2014	DCES: Internal Assessment
12	Closing date – submission of application forms of 2014 NSC Grade 12 SBA moderators at the District offices.	Completed application forms	20 June 2014	DCES: Internal Assessment
13	Development of Term 2 verification report	Term 2 verification report	24 – 28 June 2014	DCES: Internal Assessment
14	Collection of SBA samples from the sampled Districts for LO SBA centralised moderation by DBE and UMALUSI	Submission records	26 – 27 June 2014	DCES: Internal Assessment
15	Closing date – submission of application forms of 2014 NSC Grade 12 SBA moderators at the Provincial office.	Completed application forms	27 June 2014	DCES: Internal Assessment

16	LO and SBA Centralised moderation by DBE and UMALUSI	Approved submission	30 June – 17 July 2014	DCES: Internal Assessment
17	Selection of 2014 NSC Grade 12 SBA moderators	Approved submission	03 July 2014	DCES: Internal Assessment
18	Development of a report on LO and SBA Centralised moderation by DBE	SBA Centralised moderation report by DBE and UMALUSI	21 July 2014	DCES: Internal Assessment
19	Verification of Term 2 NSC Grade 12 SBA cluster moderation	Completed SBA verification tools	23 July 2014 – 01 August 2014	DCES: Internal Assessment
20	Term 3 verification visits to Districts & sampled FET schools	Completed SBA verification tools	04 – 30 Aug 2014	DCES: Internal Assessment
21	Collection of SBA samples from the sampled Districts for LO SBA Centralised moderation by DBE and UMALUSI	Submission records	02 – 03 Oct 2014	DCES: Internal Assessment
22	LO and SBA Centralised moderation by DBE	Approved submission	06 – 12 Oct 2014	DCES: Internal Assessment
23	Development of a report on LO and SBA Centralised moderation by DBE	SBA Centralised moderation report by DBE and UMALUSI	13 – 15 Oct 2014	DCES: Internal Assessment
24	Verification of Term 3 Cluster moderation	Availability of completed SBA verification tools	13 – 17 Oct 2014	DCES: Internal Assessment
25	Development of a report on verification of Term 3 Cluster moderation	Term 3 Cluster moderation report	20 - 24 Oct 2014	DCES: Internal Assessment
26	2014 NSC Grade 12 Centralised Provincial SBA moderation	Report on management and co-ordination of Centralised Provincial SBA moderation	25 - 29 Oct 2014	DCES: Internal Assessment
27	Development of a report on 2014 NSC Grade 12 Centralised Provincial SBA moderation	2014 NSC Grade 12 management and co-ordination of Centralised Provincial SBA moderation report	03 – 14 Nov 2014	DCES: Internal Assessment
28	Development of SBA submissions for 2015.	SBA submissions	01 – 19 Dec 2014	DCES: Internal Assessment

It is envisaged that this Assessment Instruction will assist District Officials in managing the verification of internal School Based Assessment procedures and processes in a more effective way.