

ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 24 OF 2015

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF SCHOOLS WITH FET BAND
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 24 MARCH 2015

APPLICATIONS FOR EXAMINERS AND INTERNAL MODERATORS:

- 1. 2016 – 2018 NATIONAL SENIOR CERTIFICATE: GRADE 12 TRIAL EXAMINATIONS**
- 2. 2016 – 2018 NATIONAL SENIOR CERTIFICATE: GRADE 11 EXAMINATIONS**

The successful applicants for NSC subjects will also serve as Chief Markers and Marking Moderators during marking period unless instructed otherwise by the Department of Basic Education (DBE).

In improving learner attainment in the Province, the Directorate of Assessment and Examinations develops assessment instruments (question papers) for the Grade 12 Trial Examination and Grade 11 Final Examination in Further Education and training Band. These assessment instruments (question papers) are in line with the Curriculum and Assessment Policy Statement (CAPS) and other related prescribed policies.

The Department of Education hereby invites applications for Provincial examiners and internal moderators from 2016 to March 2018. Subject teachers from schools offering Grades 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 as well as the marking experience (Senior, Deputy and Chief Markers and Moderators) are invited to apply for these important posts.

Subject Advisors and Deputy Chief Education Specialist (DCES) may apply as Internal Moderators as only subject teachers will be considered for examiners posts due to their direct involvement in the subject.

The attached **Annexure A** contains NSC subjects that are being advertised:

REQUIREMENTS FOR THE POST OF EXAMINER AND INTERNAL MODERATOR FOR GRADES 11 AND 12:

N.B. 1. ONLY SCHOOL-BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT
2. PRINCIPALS OF SCHOOLS MUST NOT APPLY

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

1. At least a recognised three (3) year post matric qualification which must include the subjects for which applied at third year level.
2. Extensive experience as an educator in the particular subject or related field and within the last five (5) years must have experience in teaching both Grades 11 and 12.
3. Experience as NSC Provincial/ District Examiner or Internal moderator.
4. Experience as a Grade 12 NSC Chief Marker, Deputy Chief Marker, Senior Marker or Marking Moderator will be an added advantage.
5. Extensive knowledge and experience of teaching, learning and assessment in the subject applied for.
6. Knowledge of the FET National Curriculum Statement, Assessment Guidelines as well as Curriculum and Assessment Policy Statements (CAPS).
7. Computer literacy – MS-Word and MS-Excel.
8. Must have taught Grade 12 in the subject applying for, for at least three (3) years.
9. Obtained 80 % pass rate in the subject applying for in 2014 NSC examination.
10. Not have been involved in any irregularities during 2014 marking session

ROLES AND RESPONSIBILITIES OF EXAMINERS AND MODERATORS

Those appointed as examiners for Grades 11 and 12 will be required to:

1. Set assessment instruments and prepare marking guidelines, translation and adaptation for Grade 12 Trial and Grade 11 Final examinations.
2. Sign a contract for a minimum of two (2) years.
3. Sign an agreement of confidentiality.
4. Hand ownership of the assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
6. In the case of Languages, the prospective applicants should be willing to set either Paper 1, 2 or 3 (please indicate the order of preference FOR ALL THREE PAPERS on the application form for all language question papers).
7. Serve as a Chief Marker during NSC marking period, unless instructed otherwise by DBE.
8. Write qualitative Chief Marker's report that will be used by schools for improvement purposes.

Those appointed as moderators in Grades 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 two (2) 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. Serve as a Marking Moderator during marking period, unless instructed otherwise by DBE.
7. Write qualitative marking reports that will be used for standardisation process.

SUBMISSION OF APPLICATIONS

1. Applications must be submitted using the attached Application Form (Annexure B) and must be accompanied by all the required documentation.
2. No e - mailed or faxed applications will be considered.
3. Applications must be submitted to the District Office, Examinations Section, in a sealed envelope, marked with the name of the applicant, grade and subject applied for.
4. Closing date at the District Office is Friday, 15 May 2015. **Late applications will not be considered.**
5. Districts to submit sealed applications to the Provincial Office by Wednesday, 20 May 2015.
6. No applications will be accepted at the Provincial Office from applicants.
7. Short-listed applicants may be required to present themselves at the Provincial Office for an interview.

CONCLUSION

The 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.



DR. AS NUKU

(A) DEPUTY DIRECTOR GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT

**LIST OF GRADE 11 and 12
EXAMINERS AND MODERATORS REQUIRED**

	SUBJECTS	PAPER	POSITION
1	Accounting	-	Examiner
2	Accounting	-	Moderator
3	Afrikaans 1 st Add Language	1	Examiner
4	Afrikaans 1 st Add Language	1	Moderator
5	Afrikaans 1 st Add Language	2	Examiner (Grade 12 only)
6	Afrikaans 1 st Add Language	2	Moderator (Grade 12 only)
7	Afrikaans 1 st Add Language	3	Examiner
8	Afrikaans 1 st Add Language	3	Moderator
9	Afrikaans Home Lang	1	Examiner
10	Afrikaans Home Lang	1	Moderator
11	Afrikaans Home Lang	2	Examiner (Grade 12 only)
12	Afrikaans Home Lang	2	Moderator (Grade 12 only)
13	Afrikaans Home Lang	3	Examiner
14	Afrikaans Home Lang	3	Moderator
15	Agricultural Sciences	1	Examiner
16	Agricultural Sciences	1	Moderator
17	Agricultural Sciences	2	Examiner
18	Agricultural Sciences	2	Moderator
19	Business Studies	-	Examiner
20	Business Studies	-	Moderator
21	Civil Technology	-	Examiner
22	Civil Technology		Moderator
23	Computer Applications Technology	1	Examiner
24	Computer Applications Technology	1	Moderator
25	Computer Applications Technology	2	Examiner
26	Computer Applications Technology	2	Moderator
27	Consumer Studies	-	Examiner
28	Consumer Studies	-	Moderator
29	Dance Studies	-	Examiner
30	Dance Studies	-	Moderator
31	Design Theory	-	Examiner
32	Design Theory	-	Moderator
33	Dramatic Art	-	Examiner
34	Dramatic Arts	-	Moderator
35	Economics	1	Examiner
36	Economics	1	Moderator
37	Economics	2	Examiner
38	Economics	2	Moderator
39	Electrical Technology	-	Examiner
40	Electrical Technology	-	Moderator
41	Engineering Graphics and Design	1	Examiner
42	Engineering Graphics and Design	1	Moderator
43	Engineering Graphics and Design	2	Examiner
44	Engineering Graphics and Design	2	Moderator
45	English 1 st Add Language	1	Examiner
46	English 1 st Add Language	1	Moderator

	SUBJECTS	PAPER	POSITION
47	English 1 st Add Language	2	Examiner (Grade 12 only)
48	English 1 st Add Language	2	Moderator (Grade 12 only)
49	English 1 st Add Language	3	Examiner
50	English 1 st Add Language	3	Moderator
51	English Home Language	1	Examiner
52	English Home Language	1	Moderator
53	English Home Language	2	Examiner (Grade 12 only)
54	English Home Language	2	Moderator (Grade 12 only)
55	English Home Language	3	Examiner
56	English Home Language	3	Moderator
57	Geography	1	Examiner
58	Geography	1	Moderator
59	Geography	2	Examiner
60	Geography	2	Moderator
61	History	1	Examiner
62	History	1	Moderator
63	History	2	Examiner
64	History	2	Moderator
65	Hospitality Studies	-	Examiner
66	Hospitality Studies	-	Moderator
67	Information Technology	1	Examiner
68	Information Technology	1	Moderator
69	Information Technology	2	Examiner
70	Information Technology	2	Moderator
71	IsiXhosa Home Language	1	Examiner
72	IsiXhosa Home Language	1	Moderator
73	IsiXhosa Home Language	2	Examiner (Grade 12 only)
74	IsiXhosa Home Language	2	Moderator (Grade 12 only)
75	IsiXhosa Home Language	3	Examiner
76	IsiXhosa Home Language	3	Moderator
77	IsiXhosa 1 st Add Language	1	Examiner
78	IsiXhosa 1 st Add Language	1	Moderator
79	IsiXhosa 1 st Add Language	2	Examiner (Grade 12 only)
80	IsiXhosa 1 st Add Language	2	Moderator (Grade 12 only)
81	IsiXhosa 1 st Add Language	3	Examiner
82	IsiXhosa 1 st Add Language	3	Moderator
83	Life Sciences	1	Examiner
84	Life Sciences	1	Moderator
85	Life Sciences	2	Examiner
86	Life Sciences	2	Moderator
87	Mathematics	1	Examiner
88	Mathematics	1	Moderator
89	Mathematics	2	Examiner
90	Mathematics	2	Moderator
91	Mathematics Literacy	1	Examiner
92	Mathematics Literacy	1	Moderator
93	Mathematics Literacy	2	Examiner
94	Mathematics Literacy	2	Moderator
95	Music	1	Examiner
96	Music	1	Moderator

	SUBJECTS	PAPER	POSITION
97	Music	2	Examiner
98	Music	2	Moderator
99	Physical Sciences	1	Examiner
100	Physical Sciences	1	Moderator
101	Physical Sciences	2	Examiner
102	Physical Sciences	2	Moderator
103	Religion Studies	1	Examiner
104	Religion Studies	1	Moderator
105	Religion Studies	2	Examiner
106	Religion Studies	2	Moderator
107	Sesotho Home Language	1	Examiner
108	Sesotho Home Language	1	Moderator
109	Sesotho Home Language	2	Examiner (Grade 12 only)
110	Sesotho Home Language	2	Moderator (Grade 12 only)
111	Sesotho Home Language	3	Examiner
112	Sesotho Home Language	3	Moderator
113	Tourism	-	Examiner
114	Tourism	-	Moderator
115	Visual Arts Theory	-	Examiner
116	Visual Arts Theory	-	Moderator

INSTRUCTIONS TO COMPLETE APPLICATION FORM

N.B. 1. ONLY SCHOOL-BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT
2. PRINCIPALS OF SCHOOLS MUST NOT APPLY

Please note:

1. Closing Date at District Office, Examinations Section, is Friday, 15 May 2015 at 16h00
2. A separate application form is to be completed for each position and for each subject.
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.
 1. A recent passport-sized two **photograph** of yourself in the block provided on the application form
 2. A certified copy of your **identity document**.
 3. A certified copy of your **salary advice slip**.
 4. Certified copies of your **academic qualifications**.
 5. An abridged Curriculum Vitae (CV) relevant to the application.
 6. Letter(s) of **recommendation** from an appropriate referee. (CES Curriculum Management, Subject Advisor, School Principal or Head of Department).
 7. Evidence of appointment as Senior Marker/ Deputy Chief Marker/ Chief Marker or Marking Moderator.
 8. A copy of the school NSC 2014 results analysis.

Centre number (If Applicable)	4							District		
Please Print										
Present post							(e.g. Deputy Principal, Teacher, Subject Specialist)			
Please Print										
HOSPITALITY										
If successful, will you require accommodation during marking period?							YES		NO	
Gender							M		F	
Special Dietary Requirements							YES		NO	
Specify Special Dietary Requirement (Halaal, Vegetarian etc.)										

C. Academic Details

B. Degree		Hons.		M. Degree		D. Degree	
University							
Major subjects						Course Level	
1						Course Level	
2						Course Level	
3						Course Level	

Professional/Technical Diploma				
Major Teaching Subjects	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 a moderator/examiner.

Grade 11 Grade 12

PERFORMANCE AT OWN SCHOOL (Relative to the subject applied for on this application – must have obtained at least 80% in 2014)

Year	Subject Description	No. Of Learners	Subject Pass Rate %	Subject Level	School pass rate
2012					
2013					
2014					

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

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
					2010
					2011
					2012
					2013
					2014

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

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
		NSC			2010
		NSC			2011
		NSC			2012
		NSC			2013
		NSC			2014

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, it will be disqualified.

I am willing to abide by all conditions as stipulated in ASSESSMENT INSTRUCTION 24 of 2015.

.....
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/Subject Advisor/District Director Date

Signature of the Principal/Subject Advisor/District Director Date

Comments

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Official use Only			
Accept		Reject	
Evaluator Name (Please Print)		Signature	Date



Ikamva eliqaqambileyo!