

ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 06 OF 2017

**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 IN THE FET BAND
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 13 JANUARY 2017

APPLICATIONS FOR EXAMINERS AND INTERNAL MODERATORS:

2017 – 2019 NATIONAL SENIOR CERTIFICATE: GRADE 10 NOVEMBER EXAMINATIONS

In its ongoing quest to improve standards and improving learner performance in the Eastern Cape Province, the Education Department have decided on a strategy to set common examinations for Grade 10 learners. 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 subjects. 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 November Examination for the specific subjects. 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 from the November 2017 to November 2019 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.

Please note that having experience in marking Grade 12 papers in November/December will be an added advantage, as the successful candidate may be called upon to fulfil duties as a chief marker, subject to meeting certain criteria as determined by marking processes requirements.

Subject advisors and deputy chief education specialists (DCESs) may only 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 the NSC subjects that are being advertised.

REQUIREMENTS FOR THE POST OF EXAMINER AND INTERNAL MODERATOR FOR GRADE 10

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

1. At least a recognised three (3) year post matric qualification which must include the subject that is being applied for 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 Grade 10.
3. Experience as NSC Cluster/District Examiner or Internal moderator.
4. Experience as a Grade 12 NSC marking and/or cluster/district marking or moderation.
5. Extensive knowledge and experience of teaching, learning and assessment in the subject applied for.
6. Knowledge of the FET National Curriculum Statement, Subjects Assessment Guidelines as well as Curriculum and Assessment Policy Statements (CAPS).
7. Computer literacy – MS-Word and MS-Excel.
8. Must have experience teaching Grade 10 for at least three (3) years in the subject applying for.
9. Not have been involved in any irregularities during the 2016 academic year.
10. Be professionally accredited with SACE.

ROLES AND RESPONSIBILITIES OF EXAMINERS AND MODERATORS

Those appointed as examiners for Grades 10 will be required to:

1. Set assessment instruments and prepare marking guidelines, translation and adaptation for Grade 10 Final examinations.
2. Sign a contract for a minimum of three (3) 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 or 3 (please indicate the order of preference on the application form for all language question papers).
7. Serve as a senior/deputy chief marker during a NSC marking period, when warranted by the ECDoE.
8. Write a qualitative report that will be used by schools for improvement purposes.

Those appointed as moderators in Grades 10 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 a confidentiality agreement.
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 senior/deputy chief marker during marking period, when warranted by the ECDoE.
7. Write qualitative marking reports.

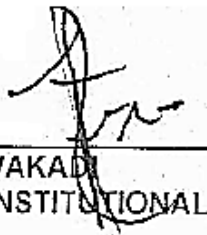
SUBMISSION OF APPLICATIONS

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, 10 February 2017.** Late applications will not be considered.
5. Districts to submit sealed applications to the Provincial Office by Wednesday, **15 February 2017**.
6. No applications will be accepted at the Provincial Office from applicants in person.
7. Short-listed applicants will be required to present themselves at the Provincial Office for an interview and 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.

The co-operation of all education stakeholders in the process is both anticipated and appreciated.



R. TYWAKA
DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

**LIST OF GRADE 10
EXAMINERS AND MODERATORS REQUIRED**

	SUBJECTS	PAPER	POSITION
1	Accounting	-	Examiner
2	Accounting	-	Moderator
3	Agricultural Sciences	1	Examiner
4	Agricultural Sciences	1	Moderator
5	Agricultural Sciences	2	Examiner
6	Agricultural Sciences	2	Moderator
7	Business Studies	-	Examiner
8	Business Studies	-	Moderator
9	Economics	1	Examiner
10	Economics	1	Moderator
11	Economics	2	Examiner
12	Economics	2	Moderator
13	English 1 st Add Language	1	Examiner
14	English 1 st Add Language	1	Moderator
15	English 1 st Add Language	3	Examiner
16	English 1 st Add Language	3	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	History	2	Examiner
24	History	2	Moderator
25	Life Sciences	1	Examiner
26	Life Sciences	1	Moderator
27	Life Sciences	2	Examiner
28	Life Sciences	2	Moderator
29	Mathematics	1	Examiner
30	Mathematics	1	Moderator
31	Mathematics	2	Examiner
32	Mathematics	2	Moderator
33	Mathematics Literacy	1	Examiner
34	Mathematics Literacy	1	Moderator
35	Mathematics Literacy	2	Examiner
36	Mathematics Literacy	2	Moderator
37	Physical Sciences	1	Examiner
38	Physical Sciences	1	Moderator
39	Physical Sciences	2	Examiner
40	Physical Sciences	2	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. The closing date at district offices, examinations sections, is Friday, 10 FEBRUARY 2017 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.**
 - A recent passport-sized two **photograph** of yourself 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**.
 - 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).
 - Evidence of appointment as senior marker/ deputy chief marker/ chief marker or marking moderator.
 - A copy of the school NSC 2016 results analysis.

Centre number (If Applicable)	4							District			
Please Print											
Present post								(e.g. Deputy Principal, Teacher, Subject Specialist)			
Please Print											
HOSPITALITY											
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 10

PERFORMANCE AT OWN SCHOOL (Relative to the subject applied for on this application)					
Year	Subject Description	No. of learners	Subject Pass Rate %	Subject Level	School pass rate
2014					
2015					
2016					

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

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
					2012
					2013
					2014
					2015
					2016

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

Position Held	Subject	Grade	Paper	Examination (Nov/March)	Year(s)
		NSC			2012
		NSC			2013
		NSC			2014
		NSC			2015
		NSC			2016

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 06 of 2017.

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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

<input type="checkbox"/> Accept	<input type="checkbox"/> Reject		
_____ Evaluator Name (Please Print)			_____ Signature
			_____ Date