

ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 07 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 GET AND FET BAND
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 13 JANUARY 2017

APPLICATIONS FOR EXAMINERS AND INTERNAL MODERATORS:

- **2017 – 2019 GRADE 9 EXAMINATIONS**
- **2017 – 2019 GRADE 6 TESTS**
- **2017 – 2019 GRADE 3 TESTS**

In the light of the crucial role that the GET component plays in contributing to learner performance in the educational landscape, it was decided to continue developing and setting assessment for it. It also forms part of initiatives to improve educational standards in the Province of the Eastern Cape and is in line with the Learner Attainment Improvement Strategy (LAIS). The Directorate of Assessment and Examinations has thus been tasked with providing provincial assessment instruments for Grade 6 and 9 Final Examination and Common Tests for Grade 3. These assessment instruments will be in accordance with the GET National Curriculum Statement and the applicable subject assessment guidelines prescripts.

In ensuring that Literacy and Numeracy Improvement Strategy, as reflected in Circular 1 of 2013, is put into practice, the Assessment and Examinations Directorate will ensure that these assessment instruments contribute positively to its objectives. It is envisaged that these assessment instruments will be set for the academic years 2017–2019.

The Eastern Cape Department of Education thus invites applications for the positions of examiner and internal moderator from suitable serving educators. The subjects for GET Grade 9 are listed in **ANNEXURE A**, Grade 6 subjects are listed in **ANNEXURE B** and Grade 3 subjects are listed in **ANNEXURE C**, which are attached to this assessment instruction.

Subject teachers from schools offering Grades 3, 6 and 9, including special schools with the necessary knowledge, skills and experience in the National Curriculum Statement are invited to apply for these posts. Subject advisors and subject planners will only be considered as moderators.

REQUIREMENTS FOR THE POST OF EXAMINER AND INTERNAL MODERATOR FOR GRADE 3, 6 and 9.

In order to be considered to serve as an examiner or moderator for Grades 3,6 or 9, the applicant must have:

1. At least a recognised three (3) year post matric qualification which must include the subject or learning area that is being applied for at third year level.
2. Extensive experience as an educator in the particular subject or learning area and within the last five (5) years must have experience in teaching the grade that is being applied for.
3. Experience as GET cluster/district/provincial examiner or internal moderator.
4. Extensive knowledge and experience of teaching, learning and assessment in the subject or learning area that the applicant is applying for.
5. Knowledge of the GET National Curriculum Statement, subject statements and assessment guidelines.
6. Computer literacy – MS-Word and MS-Excel.
7. Must have taught Grade 3, 6 or 9 in the subject applying for, for at least three (3) years.
8. Not have been involved in any irregularities during 2016.
9. Envisage to be employed as an educator in the Eastern Cape Province for the period 2017–2019.
10. Only school-based educators will be considered as examiners.
11. Learning area planners and subject advisors who meet the criteria may **ONLY** apply for the position as internal moderator.

Among the personal characteristics that will be considered in the appointment of examiners and moderators will be:

- Aptitude and competence
- Ability
- Conscientiousness including self-discipline

ROLES AND RESPONSIBILITIES OF EXAMINERS AND MODERATORS

Those appointed as examiners for Grade 9 will be required to:

1. Set assessment instruments and prepare marking guidelines, translation and adaptation for the 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. Serve as a chief marker during a GET marking period, when warranted by the ECDoE.
7. Write qualitative chief marker's report that will be used by schools for improvement purposes.

Those appointed as internal moderators in Grade 9 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.
Ensure that assessment instruments set adheres to the values and principles as set out in the Constitution.
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 marking moderator during a GET marking period, when warranted by the ECDoE.
7. Write qualitative marking reports.

ROLES AND RESPONSIBILITIES OF EXAMINERS AND MODERATORS

Those appointed as examiners for Grade 3 or 6 to:

1. Set assessment instruments and prepare marking guidelines, translation and adaptation for the tests.
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. Serve as a chief marker during a GET marking period, when warranted by the ECDoE.
7. Write qualitative chief that will be used by schools for improvement purposes.

Those appointed as internal moderators for Grade 3 or 6 tests 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.
Ensure that assessment instruments set adheres to the values and principles as set out in the Constitution.
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 marking moderator during a GET marking period, when warranted by the ECDoE.
7. Write qualitative marking reports.

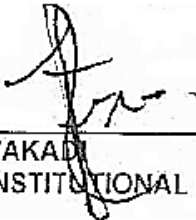
SUBMISSION OF APPLICATIONS

1. Applications must be submitted using the attached application form (ANNEXURE D for Grade 9 and ANNEXURE E for Grades 3 and 6) 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.
7. Short-listed applicants may be required to present themselves at the Provincial Office for an interview.

CONCLUSION

The Eastern Cape Department of Education is committed to ensure that there is a continuous drive to achieve and progress. It 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 9
EXAMINERS AND MODERATORS REQUIRED**

	SUBJECTS	POSITION
1	Afrikaans First Additional Language	Moderator
2	Afrikaans First Additional Language	Examiner
3	Afrikaans Home Language	Moderator
4	Afrikaans Home Language	Examiner
5	English First Additional Language	Moderator
6	English First Additional Language	Examiner
7	English Home Language	Moderator
8	English Home Language	Examiner
9	IsiXhosa Home Language	Moderator
10	IsiXhosa Home Language	Examiner
11	Sesotho Home Language	Moderator
12	Sesotho Home Language	Examiner
17	Mathematics	Moderator
18	Mathematics	Examiner

LIST OF GRADE 3

EXAMINERS AND MODERATORS REQUIRED

	SUBJECT	POSITION
1.	Afrikaans Home Language	Examiner
2.	Afrikaans Home Language	Moderator
3.	Afrikaans First Additional Language	Examiner
4.	Afrikaans First Additional Language	Moderator
5.	English Home Language	Examiner
6.	English Home Language	Moderator
7.	IsiXhosa Home Language	Examiner
8.	IsiXhosa Home Language	Moderator
9.	IsiXhosa First Additional Language	Examiner
10.	IsiXhosa First Additional Language	Moderator
11.	SeSotho Home Language	Examiner
12.	SeSotho Home Language	Moderator
13.	SeSotho First Additional Language	Examiner
14.	SeSotho First Additional Language	Moderator
15.	Mathematics	Examiner
16.	Mathematics	Moderator

LIST OF GRADE 6

EXAMINERS AND MODERATORS REQUIRED

SUBJECT		POSITION
1	Afrikaans Home Language	Examiner
2	Afrikaans Home Language	Moderator
3	Afrikaans First Additional Language	Examiner
4	Afrikaans First Additional Language	Moderator
5	English Home Language	Examiner
6	English Home Language	Moderator
7	English First Additional Language	Examiner
8	English First Additional Language	Moderator
9	IsiXhosa Home Language	Examiner
10	IsiXhosa Home Language	Moderator
11	SeSotho Home Language	Examiner
12	SeSotho Home Language	Moderator
13	Mathematics	Examiner
14	Mathematics	Moderator

INSTRUCTIONS TO COMPLETE THE APPLICATION FORMS

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).



APPLICATION FORM FOR GRADE 9 EXAMINER AND INTERNAL MODERATOR

Where Applicable mark Appropriate Block with a "X"

A. Personal Details

Surname												Affix ID-photo here. Write Persal no., Surname & Initials on reverse
		Please Print										
Title	Dr	Mr	Mrs	Ms	Initials							
First Name												
		Please Print										

Identity Number																					PERSAL Number																		
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Tax Number																				
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Postal Address											Code				
<small>Please Print</small>															

Physical Address											Code				
<small>Please Print</small>															

Telephone Number (w)															Telephone Number (h)														
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Fax Number (w)															Fax Number (h)														
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Cellular Number															Fax to e-mail													
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E-mail address										
	Please Print (lower case)									

Institution where employed										
	Please Print									

Centre number (If Applicable)	4											District										
	Please Print																					

Present post											(e.g. Principal, Deputy Principal, Teacher, Subject Specialist, Lecturer)
	Please Print										

B. Position

Indicate the desired appointment (only one position per form)

Internal Moderator | Examiner

Subject		Paper	1	2	3
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If applying for a language, indicate the level of the language. Home language First additional language Second additional language

Indicate the language in which you are able to moderate, examine or adapt. English Afrikaans Both

C. Academic Details

B. Degree Hons. M. Degree D. Degree

University	
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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 07 Grade 08 Grade 09

E. GET Training Programmes

List the GET training programmes you attended.

Date	Place	Level 07; 08; 09	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 with the application

F. Banking details

Name of Account Holder	
Bank	
Branch	
Branch code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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 no.		Engine Capacity	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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, the application will be disqualified.

I am willing to abide by all conditions as stipulated in ASSESSMENT INSTRUCTION 07 of 2017.

Signature of applicant

Date

I. Declaration and recommendation by the Principal/Subject Planner/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:

Signature of the Principal/Subject Planner/Subject
Advisor/District Director

Date

Comments

Official use Only

Accept Reject

.....
Evaluator Name (Please Print)

.....
Signature

.....
Date

APPLICATION FORM FOR GRADE 3 OR 6 EXAMINER/INTERNAL MODERATOR

Where Applicable mark Appropriate Block with a "X"

A. Personal Details

Surname		Affix ID-photo here. Write Persal no., Surname & Initials on reverse
	Please Print	
Title	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Initials <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
First Name		
	Please Print	

Identity Number		PERSAL Number	
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Tax Number	
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Postal Address		Code	
	Please Print		
Physical Address		Code	
	Please Print		

Telephone Number (w)		Telephone Number (h)	
Fax Number (w)		Fax Number (h)	
Cellular Number		Fax to e-mail	

E-Mail Address	
	Please Print (lower case)

Institution where employed	
	Please Print

Centre number (If Applicable)	4	District	
	Please Print		

Present post		(e.g. Principal, Deputy Principal, Teacher, Subject Specialist, Lecturer)
	Please Print	

B. Position

Indicate the desired appointment (only one position per form)

Internal Moderator | Examiner

Subject/Learning Area Paper

1	2	3
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If applying for a language, indicate the level of the language. Home language First additional language Second additional language

Indicate the language in which you are able to moderate, examine or adapt. English Afrikaans Both

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	Teaching Experience
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 01 Grade 02 Grade 03

Grade 04 Grade 05 Grade 06

E. NCS Training Programmes

List the GET training programmes you attended.

Date	Place	Level 07; 08; 09	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 with the application

F. Banking details

Name of Account Holder	
Bank	
Branch	
Branch code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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 No		Engine Capacity	<input type="text"/> <input type="text"/> <input type="text"/> cc

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Signature of applicant

Date

I. Declaration and recommendation by the Principal/Subject Planner/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:

Signature of the Principal/Subject Planner/Subject
Advisor/District Director

Date

Comments

Official use Only

Accept

Reject

.....
Evaluator Name (Please Print)

.....
Signature

.....
Date