



**EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE**

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**ASSESSMENT INSTRUCTION 25 OF 2018**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 – 12)  
TEACHER UNIONS/TEACHER ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 9 MAY 2018**

**APPLICATION AS PROVINCIAL MODERATORS FOR  
SCHOOL BASED ASSESSMENT (SBA)**

1. Application form by qualifying applicants for Appointment as Moderators for SBA of the 2018 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 Application Forms.**

**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's who operate as Subject Advisors in their Districts who qualify and wish to be appointed as moderators must also hand in applications to **EXAMINATIONS AND ASSESSMENT OFFICE in their District**. Verification and sorting will be done at School and District level by the Verification Committees.

## **1. BACKGROUND**

In 2018, Grade 12 learners will once again write National Senior Certificate (NSC) in compliance with the Curriculum and Assessment Policy Statement (CAPS). For a learner to obtain the NSC, he/she must have marks for School based Assessment (SBA), PATS and ORALS in addition to the marks he/she will obtain in the final external examinations.

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

Appointed moderators will embark on Provincial moderation processes to ensure that valid, reliable and quality marks for each learner are registered.

## **2. WHO QUALIFIES TO APPLY AS A MODERATOR?**

- 2.1 Educators who have taught Grade 12 during the period 2015 to 2017.
- 2.2 Educators who have at least a recognized three year post matric qualification in the subject or directly related field of study at second or third year level. A transcript of results must be attached.
- 2.4 Districts and Head Office Subject Advisors and DCES's in the FET Phase who have at least a recognized three-year post matric qualification in the subject or directly related field of study at second or third year level. A transcript of results must be attached.
- 2.5 Educators who are employed by 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.

## **3. WHO DOES NOT QUALIFY TO APPLY AS A MODERATOR?**

- 3.1 Educators who have not taught Grade 12 during the period 2015 to 2017 in the subject they are applying for.
- 3.2 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.
- 3.3 Educators who do not have a recognized three year post matric qualification in the subject or related field of study at second or third year level without evidence of involvement in the subject applying for.
- 3.5 Officials employed in the Assessment and Examinations Directorate.



#### 4. VERIFICATION AT SCHOOL LEVEL:

- 4.1 Principal to convene a meeting with the applicants and the School Management Team.
- 4.2 All application forms must be quality assured jointly at this meeting.
- 4.3 The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 4.4 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.**

#### 5. INSTRUCTIONS TO PRINCIPALS

- 5.1 Approval must only be given, by signing the form, if the subject teacher is responsible for teaching the subject in Grade 12 during the period 2015 to 2017.
- 5.2 Do not sign application forms of educators who are **not teaching in your school.**
- 5.3 Principals must ensure that information provided on application forms are accurate and verifiable.

#### 6. VERIFICATION AT DISTRICT LEVEL:

- 6.1 The members of the **Verification Committee** to consider the application forms for Moderators will include:
  - 6.1.1 CES: Curriculum (Chairperson)
  - 6.1.2 CES: Governance
  - 6.1.3 DCES: Examinations and Assessment
  - 6.1.4 Education Development Officer (EDO)
  - 6.1.5 Subject Advisors
  - 6.1.6 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.
  - 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 full time bases motivating the competence of the educator in the subject.
  - All application forms must be signed by the Chairperson after verification.

7. The members of the **Verification Committee** to consider the application forms for Subject **Advisors and DCESs** who apply as moderators will include:

- 7.1 CES: Curriculum (Chairperson)
- 7.2 CES: Governance
- 7.3 DCES: Assessment & Examinations



- 7.4 Education Development Officer (EDO)
- 7.5 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.

8. The membership of the **Provincial Committee** that recommends moderators to the Deputy Director General: EPEM for appointment is as follows:

- 8.1 CES and officials from Policy Implementation Monitoring, Examination Ethics & School Based Assessment Management
- 8.2 CES: Marking Processes and feedback System
- 8.3 CES: Question Papers Development and item Bank Management
- 8.4 DD: Examinations Administration and Logistics
- 8.5 Appointed panel members.
- 8.6 Teacher Union representatives as observers.

## 9. CONDITIONS FOR APPOINTMENT

- 9.1 At least 3 years of recent teaching/advising experience in the subject in Grade 12 during the period 2015 to 2017.
- 9.2 Application forms must be completely filled in.
- 9.3 All required documents must be attached to the application form.
- 9.4 Foreign qualifications must have a SAQA and DHET evaluation certificates.
- 9.5 Foreign nationals must have a passport and work permit which is valid at least for a period of more than six (6) months which include the moderation period.
- 9.6 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 record.

## 10. CRITERIA FOR REJECTION OF APPLICATIONS:

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

## 11. IMPORTANT DATES:

Closing date for receiving application forms at the District:	<b>31 MAY 2018</b>
Closing date for receiving application forms at the Provincial Office:	<b>08 JUNE 2018</b>



Kindly note that all the information in 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.



**MRS P.A. VINJEVOLD**  
**DEPUTY DIRECTOR GENERAL: EPEM**



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Photos  
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SUBJECT APPLYING FOR:

**APPLICATION FORM: 2018 SBA MODERATOR  
GRADE 12 NSC EXAMINATIONS  
CLOSING DATE: 31 MAY 2018  
At the District Office**

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

**INSTRUCTIONS TO COMPLETE THIS FORM**

1. **AN APPLICANT MAY APPLY FOR ONE SUBJECT ONLY.**
2. Any person found to have given fraudulent information will be disqualified from marking.
3. Certified copies of matric and 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/transcript** must accompany the Certificate/Degree. This applies to ACE qualifications also.
4. **A recommendation from Principal and Subject Advisor must be attached if the educator does not have the qualifications in the subject applying for as evidence of his/her involvement in the subject.**
5. Attach a **certified copy** of your ID Document to this form.
6. Attach **TWO** recent ID Photos to the top right corner of this form.
7. An EDO, GET Subject Advisors and a Principal **must** not apply for marking.
8. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

**PERSONAL INFORMATION**

PERSAL No.											ID No											Date of Birth	1	9	Y	Y	M	M	D	D
Surname											First Names																			
Title											Initials																			
Tel. No. (W)											Postal Address																			
Tel. No. (H)																														
Cell Number																														
Postal Code																														
Next of Kin	Surname & Initials:										Relationship:										Contact Number/s:									
Present Post																														
Employment status	<input type="checkbox"/> Temporal <input type="checkbox"/> Permanent																													
Grade 12 Exam Centre Number											District Name																			
Institution/School Name																														

**POPULATION GROUP (Mark with X)**

To which population group do you belong?

☐ Black    ☐ Coloured    ☐ Indian    ☐ White    ☐ Other    If other, please specify:

**HOSPITALITY (Mark with X)**

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 marked.
2. At least 3 years of recent teaching /advising experience in the subject in Grade 12 i.e 2015, 2016, 2017

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	<i>2</i>	<i>B. Sc.</i>	<i>2001</i>	<i>TUT</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

## EXPERIENCE IN MODERATION

Year	Subject Code	Subject Description	Component Moderated (SBA/PAT/ORAL)	Rank (e.g. Chief Moderator / Moderator)
2015				
2016				
2017				

## PARTICULARS OF POST

Have you taught/advised the subject in Grade 12 between 2015- 2017?	<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 2018 ?	<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.
	2015		
	2016		
	2017		

**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
2015					
2016					
2017					

Experience in marking of Grade 12 examination scripts:

Position	From (Year)	To (Year)

**DECLARATION BY APPLICANT**

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

Print Name

Signature: Applicant

Date

**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.

SCHOOL/DISTRICT

STAMP

Print Name/Initials

Signature: Principal/Supervisor

Date

**VERIFICATION AT DISTRICT  
(Chairperson – CES: Curriculum Management)**

Recommended

Not Recommended

Reasons for not recommending:

SURNAME &amp; INITIALS (Print)

SIGNATURE

DATE





## SELECTION PANEL

SELECTED (Mark with X where applicable)	CHIEF MODERATOR	MODERATOR	IF NOT RECOMMENDED (Reasons for not recommending)
Order of preference			

.....  
Chairperson of the panel (Surname & Initials)

.....  
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			
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)			

# LIST OF GRADE 12 NSC SUBJECTS TO BE MODERATED

SUBJECT		SHORT CODE
MATHEMATICAL SCIENCE		
1	Mathematical Literacy	MLIT
2	Mathematics	MATH
GROUP B		
3	Agricultural Science	AGRS
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
4	Accounting	ACCN
5	Business Studies	BSTD
6	Economics	ECON
TECHNICAL SUBJECTS		
7	Technical Physical Sciences	
8	Technical Mathematics	
HUMAN AND SOCIAL STUDIES		
9	Geography	GEOG
10	History	HIST
SCIENCE SUBJECTS		
11	Life Sciences	LFSC
12	Physical Sciences	PHSC





Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

**LIST OF APPLICANTS – 2018 NSC (Minutes of the meeting must be attached)**

NAME OF DISTRICT

NAME OF SCHOOL

[illegible]

NB. IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE INCORRECT, ALL EDUCATORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

Principal Full Name (Print)

Principal Signature

Date \_\_\_\_\_

**SCHOOL STAMP**

# SCHOOL VERIFICATION

## 1. SCHOOL VERIFICATION TEAM

Principal – Chairperson

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

## 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 2015 to 2017.
- 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 2015 to 2017.
  - 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.

