



EXAMINATIONS AND ASSESSMENT DIRECTORATE

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ASSESSMENT INSTRUCTION 08 OF 2019

**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: 16 JANUARY 2019

APPLICATIONS FOR EXAMINERS AND INTERNAL MODERATORS:

2019–2021 GRADE 9 GET NOVEMBER EXAMINATIONS

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 instruments 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 the Grade 9 Final November Examination. These assessment instruments will be in accordance with the GET National Curriculum Statement and the applicable subject assessment guidelines prescripts.

It is envisaged that these assessment instruments will be set for the academic years 2019–2021.

The Eastern Cape Department of Education thus invites applications for the positions of examiners and internal moderators from suitable serving educators. The subjects that will be set for GET Grade 9 are listed in **ANNEXURE A**.

Subject teachers from schools offering Grade 9, including special schools with the necessary qualification, knowledge, skills and experience in the General Education and Training phase are invited to apply for these posts. It must be noted that subject advisors and subject planners who apply will only be considered for the positions of internal moderators.

REQUIREMENTS FOR THE POST OF EXAMINER AND INTERNAL MODERATOR FOR GRADE 9.

In order to be considered to serve as an examiner or moderator for Grade 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 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 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 9 in the subject applying for, for the last three (3) years.
8. Not have been involved in any examination irregularities during 2018.
9. Envisage to be employed as an educator in the Eastern Cape Province for the period 2019–2021.
10. Only school-based educators will be considered as examiners.
11. Subject planners and subject advisors who meet the criteria may **ONLY** apply for the position as internal moderator.
12. Be professionally accredited with SACE.
13. In the case of a qualification acquired outside of South Africa, the applicant must have the qualification accredited by SAQA.

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, translate and adapt question papers 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. Write a qualitative examiner's report that will be used by schools for improvement purposes.

Those appointed as 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.
2. Ensure that assessment instruments set adheres to the values and principles as set out in the Constitution.
3. Sign a contract for a minimum of three (3) years.
4. Sign a confidentiality agreement.
5. Write reports on the moderation of the assessment instrument.
6. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
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 required documentation.
2. No e-mailed or faxed applications will be considered.
3. Applications must be submitted at district offices to the Examination Section, in a sealed envelope, marked with the name of the applicant, grade and subject applied for.
4. Closing date at district offices is **Friday, 15 March 2019**. **Late applications will not be considered.**
5. Districts to submit verified applications to the Provincial Office by **Friday, 22 March 2019**.
6. No applications will be accepted directly at the Provincial Office from applicants.
7. Short-listed applicants will be required to present themselves at the Provincial Office for an interview and/or competency tests.

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.


MRS P. VINJEVOLD
(A) DEPUTY DIRECTOR GENERAL:
EDUCATION PLANNING, EVALUATION AND MONITORING

2019-02-01
DATE

**LIST OF GRADES 9 SUBJECTS THAT
EXAMINERS AND MODERATORS ARE REQUIRED FOR**

	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 First Additional Language	Moderator
10	IsiXhosa First Additional Language	Examiner
11	IsiXhosa Home Language	Moderator
12	IsiXhosa Home Language	Examiner
13	Sesotho Home Language	Moderator
14	Sesotho Home Language	Examiner
15	Mathematics	Moderator
16	Mathematics	Examiner

Please note that examiners will be expected to set both the language papers as well as creative writing papers (Paper 1 and P3).
Moderators will have to moderate both papers.

INSTRUCTIONS TO COMPLETE THE APPLICATION FORM

ONLY SCHOOL-BASED EDUCATORS WILL BE CONSIDERED FOR EXAMINERS' POSTS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT.

Please note:

1. **Closing date** at district offices, Examination Section is **Friday, March 2019**, 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. Two recent passport-sized **photographs** of the applicant 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. A copy of the applicant school's/institution NSC 2018 results analysis.

Centre number (If Applicable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	District	<input type="text"/>
Please Print										
Present post	<input type="text"/>							(e.g. Deputy Principal, Teacher, Subject Specialist)		
Please Print										
HOSPITALITY										
If successful, will you require accommodation during a setting period							YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Gender							M	<input type="checkbox"/>	F	<input type="checkbox"/>
Special dietary requirements							YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Specify special dietary requirement (Halaal, Vegetarian etc.)							<input type="text"/>			

C. Academic Details

B. Degree	<input type="checkbox"/>	Hons.	<input type="checkbox"/>	M. Degree	<input type="checkbox"/>	D. Degree	<input type="checkbox"/>
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University	<input type="text"/>
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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 an examiner/moderator.

Grade 8 Grade 9



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

Position Held	Subject	Grade	Paper	Examination (Nov./March)	Year(s)
					2014
					2015
					2016
					2017
					2018

E. GET, NCS and CAPS Training Programmes

List the GET, NCS and CAPS training programmes you attended.

Date	Place	Grades 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 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 08 of 2019.

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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

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

