



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 09 OF 2014

**TO: DEPUTY DIRECTOR-GENERALS
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: 20 JANUARY 2014

ADVERTISEMENT

APPLICATIONS FOR FOUR CONTRACT EDITORS AND THREE ADAPTORS FOR GRADES 3, 6, 9, 11 AND 12 PREPARATORY EXAMINATIONS FOR THE 2014 – 2016 EXAMINATION CYCLE:

- 2014 – 2016 NATIONAL SENIOR CERTIFICATE: GRADE 12 TRIAL EXAMINATIONS
- 2014 – 2016 NATIONAL SENIOR CERTIFICATE: GRADE 11 EXAMINATIONS
- 2014 – 2016 GRADE 9 EXAMINATIONS
- 2013 – 2016 GRADE 6 TESTS
- 2013 – 2016 GRADE 3 TESTS

In responding to Learner Attainment Improvement Strategy (LAIS), the Directorate of Assessment and Examinations develops assessment instruments (question papers) for the Grade 12 Preparatory Examination, Grade 11 Final Examination, as well as Grade 9 External Assessment Examination. These assessment instruments (question papers) are in line with the Curriculum and Assessment Policy Statement (CAPS) and other related prescribed policies.



In ensuring that the Literacy and Numeracy Improvement Strategy, as reflected in Circular 01 of 2013 and Assessment Instruction no. 4/2014, is put into action, the Directorate of Assessment and Examinations will, in addition to the setting of assessment instruments for the above-mentioned grades, set assessment instruments for Grades 3 and 6 learners. These assessment instruments will be written from 2014 onwards.

The Department of Education hereby invites applications for four Provincial contract editors and three adaptors. Fully bilingual (Sesotho/English; Xhosa/English; Afrikaans/English) subject teachers from schools offering Grades 3, 6, 9, 11 and 12, including special schools, who are directly involved in the advertised subjects, with the necessary knowledge, skills and experience in the Curriculum Assessment Policy Statement (CAPS) are invited to apply for these important posts. **Being fully computer literate is a necessity for editors as most of the editing will be done using information and communication technology.**

REQUIREMENTS FOR THE POST OF CONTRACT EDITOR: GRADES 11 AND 12

NB. PRINCIPALS OF SCHOOLS MUST NOT APPLY

In order to be considered to serve as an editor 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. Extensive knowledge and experience of teaching, learning and assessment.
4. Knowledge of the FET National Curriculum Statement, Subject Statements and Assessment Guidelines as well as Curriculum and Assessment Policy Statements(CAPS).
5. Computer literacy – MS-Word and MS-Excel.
6. Extensive general knowledge

REQUIREMENTS FOR THE POST OF ADAPTORS FOR GRADES 11 AND 12

In order to be considered to serve as an adaptor for Grade 11 and 12, the applicant must have:

1. At least a recognised three (3) year post matric qualification in special education (hearing impaired/blind).
2. Knowledge of sign language (for adaptation of question papers for deaf learners)
3. Extensive experience as an educator in the particular subject and at least two (2) years' teaching experience within the last five (5) years of Grade 10 and 12.
4. Experience in teaching in special schools will be an added advantage.
5. Knowledge of the GET National Curriculum Statement, subject statements and assessment guidelines as well as CAPS.
6. Computer literacy – MS-Word and MS-Excel.



REQUIREMENTS FOR THE POST OF CONTRACT EDITOR FOR GRADE 9

NB. PRINCIPALS OF SCHOOLS MUST NOT APPLY

In order to be considered to serve as an editor for Grade 9, the applicant must have:

1. At least a recognised three (3) year post matric qualification which must include the learning area for which applied at third year level.
2. Extensive experience as an educator in the particular subject and at least two (2) years teaching experience within the last five (5) years of Grade 9.
3. Knowledge of the GET National Curriculum Statement, subject statements and Assessment Guidelines as well as CAPS.
4. Computer literacy – MS-Word and MS-Excel.

REQUIREMENTS FOR THE POST OF ADAPTORS FOR GRADE 9

In order to be considered to serve as an adaptor for Grade 9, the applicant must have:

1. At least a recognised three (3) year post matric qualification in special education (hearing impaired/blind).
2. Knowledge of sign language (for adaptation of question papers for deaf learners)
3. Extensive experience as an educator in the particular subject and at least two (2) years' teaching experience within the last five (5) years of Grade 9.
4. Experience in teaching in special schools will be an added advantage.
5. Knowledge of the GET National Curriculum Statement, subject statements and Assessment Guidelines as well as CAPS.
6. Computer literacy – MS-Word and MS-Excel.

REQUIREMENTS FOR THE POST OF CONTRACT EDITOR FOR GRADES 3 AND 6

NB. PRINCIPALS OF SCHOOLS MUST NOT APPLY

In order to be considered to serve as an editor for Grade 3 and 6, the applicants must have:

1. At least a recognised three (3) year post matric qualification which must include the subject for which applied at third year level.
2. Extensive experience as an educator in the particular subject and at least two (2) years teaching experience within the last five (5) years of Grade 3 or 6.
3. Knowledge of the GET National Curriculum Statement, subject statements and assessment guidelines.
4. Computer literacy – MS-Word and MS-Excel.

Among the personal characteristics to be considered in the appointment of editors will be:

- Competence
- Ability to use a computer
- Conscientiousness, including self-discipline.



REQUIREMENTS FOR THE POST OF ADAPTORS FOR GRADE 3 AND 6

In order to be considered to serve as an adaptor for Grade 3 and 6, the applicant must have:

1. At least a recognised three (3) year post matric qualification in special education (hearing impaired/blind).
2. Knowledge of sign language (for adaptation of question papers for deaf learners)
3. Extensive experience as an educator in the particular subject and at least two (2) years' teaching experience within the last five (5) years of Grade 3 or 6.
4. Experience in teaching in special schools will be an added advantage.
5. Knowledge of the GET National Curriculum Statement, subject statements and assessment guidelines as well as CAPS.
6. Computer literacy – MS-Word and MS-Excel.

ROLES AND RESPONSIBILITIES OF CONTRACT EDITORS AND ADAPTORS

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

1. Edit assessment instruments and prepare detailed reports electronically for Grade 12 Trial and Grade 11 Final examinations.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Take responsibility for the linguistic and grammatical quality, standard and accuracy of the assessment instrument and marking guideline.
5. Hand over edited assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

Those appointed as adaptors in Grades 11 and 12 will be required to:

1. Adapt assessment instruments for deaf and blind learners.
2. Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard after adaptation.
3. Sign a contract for a minimum of three (3) years.
4. Sign an agreement of confidentiality.
5. Write reports on the adaptation of the assessment instrument.
6. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
7. Hand over adapted assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

Those appointed as editors in Grade 9 will be required to:

1. Edit assessment instruments and prepare detailed reports electronically for Grade 9 Final examinations.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.



4. Edit assessment instruments and marking guidelines for the Eastern Cape Department of Education on prescribed dates.
5. Take responsibility for the linguistic and grammatical quality, standard and accuracy of the assessment instrument inclusive of the marking guideline.
6. Hand over edited assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

Those appointed as adaptors in Grade 9 will be required to:

1. Adapt assessment instruments for deaf and blind learners.
2. Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard after adaptation.
3. Sign a contract for a minimum of three (3) years.
4. Sign an agreement of confidentiality.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
6. Hand adapted assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

Those appointed as contract editors in Grades 3 and 6 will be required to:

1. Edit assessment instruments and prepare detailed reports electronically for Grades 3 and 6 assessment instruments and marking guidelines.
2. Sign a contract for a minimum of three (3) years.
3. Sign an agreement of confidentiality.
4. Hand over ownership of the assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.
5. Take responsibility for the linguistic and grammatical quality, standard and accuracy of the assessment instrument and marking guideline.
6. Hand over edited assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

Those appointed as adaptors in Grades 3 and 6 will be required to:

1. Adapt assessment instruments for deaf and blind learners.
2. Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard after adaptation.
3. Sign a contract for a minimum of three (3) years.
4. Sign an agreement of confidentiality.
5. Write reports on the adaptation of the assessment instrument.
6. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
7. Hand over adapted assessment instruments and marking guidelines to the Eastern Cape Department of Education on prescribed dates.

SUBMISSION OF APPLICATIONS

1. Applications must be submitted on the Application Form attached to this Assessment Instruction and must be accompanied by all documentation indicated as follows:
 - Annexure A for Grades 11 and 12
 - Annexure B for Grade 9
 - Annexure C for Grade 6
 - Annexure D for Grade 3
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, position and grade applied for.
4. Closing date at the District Office is Wednesday, 19 February 2014. Late applications will not be considered.
5. Districts to submit sealed applications to the Provincial Office by Friday, 21 February 2014.
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.
8. All shortlisted applicants who have applied for editing will be required to undertake a competency test after the interview.

CONCLUSION

The Department of Education encourages applications from those who meet the requirements, and more importantly, who can make a meaningful contribution to sustaining and enhancing the quality of teaching, learning and assessment in the Province of the Eastern Cape.



R. TYWAKADI
DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT



INSTRUCTIONS TO COMPLETE APPLICATION FORMS

NB.PRINCIPALS OF SCHOOLS MUST NOT APPLY

Please note:

1. **Closing Date at district offices, Examinations Section, is Wednesday, 12 February 2014 at 16H00.**
2. **A separate application form is to be completed for each position.**
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 **photograph** of yourself in the block provided on the application form.
 - A recently certified copy of your **identity document**.
 - A recently certified copy of your **salary advice slip**.
 - Recently certified copies of your **academic qualifications**.
 - An abridged Curriculum Vitae (CV) relevant to the application.
 - Letter(s) of **recommendation** from an appropriate referee. (CESCurriculum Management, Subject Planner, Subject Advisor, School Principal or Head of Department).





Province of the
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ANNEXURE A (Grades 11 and 12)
Assessment Instruction 09 of 2014

APPLICATION FORM FOR GRADES 11 and 12 PROVINCIAL EDITOR/ADAPTOR

Where Applicable mark Appropriate Block with a "X"

A. Position Indicate the desired appointment (only ONE position per form)

Editor	<input type="checkbox"/>	Adaptor	<input type="checkbox"/>
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Indicate the language in which you are able to edit or adapt/tape.

English Afrikaans Both

B. Personal Details

Surname		Please Print		Affix ID-photo here. Write Persal no., Surname and Initials on reverse	
Title		Initials			
Dr	Mr	Mrs	Ms		
First Name		Please Print			
Identity Number					
Tax Number					
Postal Address		Please Print		Code	
Physical Address		Please Print		Code	
Telephone Number (w)		Telephone Number (h)			
Fax Number (w)		Fax Number (h)			
Cellphone Number		Alternative contact no.			
E-Mail Address		Please Print (lower case)			
Institution where employed		Please Print			
Centre number (if Applicable)		District			
Present post		(e.g. Deputy Principal, Teacher, Subject Specialist)			



C. Academic Details

[Redacted]	
[Redacted]	
1	[Redacted]
2	[Redacted]
3	[Redacted]
[Redacted]	
1	[Redacted]
2	[Redacted]
3	[Redacted]
4	[Redacted]

D. Experience

Teaching experience in years in the subject you wish to be an Editor/Adaptor

Grade 10 Grade 11 Grade 12

PERFORMANCE AT OWN SCHOOL (Relative to the subject applied for on this application)					
Year	Subject	Grade	Score	Percentage	School (pass rate)
2010					
2011					
2012					

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

Year	Subject	Grade	Score	Percentage	Examination Board (Year)
					2009
					2010
					2011
					2012
					2013

E. NCS and CAPS Training Programmes

List the NCS and CAPS training programmes you attended

[Redacted]					



Computer Training

[Redacted]

Include certified copies of your certificates with the application.

F. Banking details

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted] Saving Current Transmission

G. Motor Vehicle Details (if Applicable)

[Redacted]

[Redacted] 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 ASSESSMENTINSTRUCTION 09 of 2014.

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

[Redacted]		
[Redacted]	[Redacted]	[Redacted]
----- Evaluator Name (Please Print)	----- Signature	----- Date





Province of the
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ANNEXURE B (Grade 9)
Assessment Instruction 09 of 2014

APPLICATION FORM FOR GRADE 9 PROVINCIAL EDITOR/ADAPTOR

NB. PRINCIPALS OF SCHOOLS MUST NOT APPLY

Where Applicable mark Appropriate Block with a "X"

A. Position Indicate the desired appointment (only one position per form)

Editor Adaptor

Indicate the language in which you are able to edit or adapt.

English Afrikaans Both

B. Personal Details

Surname											Affix ID-photo here. Write Persal no., Surname and Initials on reverse									
Title	Dr	Mr	Mrs	Ms	Initials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
First Name																				
Identity Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PERSAL Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postal Address	Please Print										Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Physical Address	Please Print										Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Telephone Number (w)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone Number (h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax Number (w)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Number (h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellphone Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax to e-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-Mail Address	Please Print (lower case)																			
Institution where employed	Please Print																			
Centre number (If Applicable)	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District									
Present post	Please Print										(e.g. Deputy Principal, Teacher, Subject Specialist)									

C. Academic Details

B. Degree Hons M. Degree D. Degree

University															
Major subjects											Course Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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/n Editor/Adaptor.

Grade 07 Grade 08 Grade 09

E. NCS Training Programmes

List the 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 with the application

F. Banking details

Name of Account Holder

Bank

Branch

Branch code

Account number

Type of Account (Mark with a "X") Saving Current Transmission

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





Province of the
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ANNEXURE C (Grade 6)
Assessment Instruction 09 of 2014

APPLICATION FORM FOR GRADE 6 EDITOR/ADAPTOR

NB: PRINCIPALS OF SCHOOLS MUST NOT APPLY

Where Applicable mark Appropriate Block with a "X"

A. Position

Indicate the desired appointment (only one position per form)

Editor Adaptor

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

English Afrikaans Both

B. Personal Details

Surname		Affix ID-photo here. Write Persal no., Surname and 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"/>
First Name		Please Print	
Identity Number	<input type="text"/>	PERSAL Number	<input type="text"/>
Tax Number		<input type="text"/>	
Postal Address	Please Print		Code <input type="text"/>
Physical Address	Please Print		Code <input type="text"/>
Telephone Number (w)	<input type="text"/>	Telephone Number (h)	<input type="text"/>
Fax Number (w)	<input type="text"/>	Fax Number (h)	<input type="text"/>
Cellphone Number	<input type="text"/>	Fax to e-mail	<input type="text"/>
E-Mail Address		Please Print (lower case)	
Institution where employed		Please Print	
Centre number (If Applicable)	4 <input type="text"/>	District	<input type="text"/>
Present post		Please Print (e.g Deputy Principal, Teacher, Subject Specialist)	



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 an Editor/Adaptor.

Grade 04 Grade 05 Grade 06

E. NCS and CAPS Training Programmes

List the 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 with the application

F. Banking details

Name of Account Holder										
Bank										
Branch										
Branch code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Account number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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 ASSESSMENTINSTRUCTION 09 of 2014.

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 OnlyAccept Reject -----
Evaluator Name (Please Print)-----
Signature-----
Date



Province of the
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ANNEXURE D (Grade 3)
Assessment Instruction 09 of 2014

APPLICATION FORM FOR GRADE 3 EDITOR/ADAPTOR

NB: PRINCIPALS OF SCHOOLS MUST NOT APPLY

Where Applicable mark Appropriate Block with a "X"

A. Position

Indicate the desired appointment (only one position per form)

Editor

Adaptor

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

English

Afrikaans

Both

B. Personal Details

Surname											Affix ID-photo here. Write Persal no., Surname and Initials on reverse									
Title	Dr	Mr	Mrs	Ms	Initials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
First Name																				
Identity Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		PERSAL Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tax Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postal Address	Please Print										Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Physical Address	Please Print										Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Telephone Number (w)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone Number (h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fax Number (w)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Number (h)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cellphone Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax to e-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-Mail Address	Please Print (lower case)																			
Institution where employed	Please Print																			
Centre number (If Applicable)	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District									
Present post	Please Print										(e.g. Deputy Principal, Teacher, Subject Specialist)									



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 an Editor/Adaptor.

Grade 01 Grade 02 Grade 03

E. NCS and CAPS Training Programmes

List the 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 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"/>	<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"/>
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"/>



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 09 of 2014.

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

