



Province of the
EASTERN CAPE
EDUCATION

DIRECTORATE: ASSESSMENT AND EXAMINATIONS
Old Bundy Building, Schornville, KWT * Private Bag X 4571, KWT, 5600
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

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ASSESSMENT INSTRUCTION 32 of 2017

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

DATE: 14 MARCH 2017

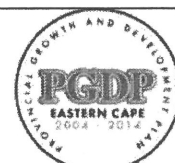
PROVINCIAL CENTRALISED NSC GRADE 12 SCHOOL BASED ASSESSMENT (SBA) AND MODERATION OF THE SCRIPTS OF THE JUNE 2017 NSC GRADE 12 EXAMINATION: REQUEST FOR APPLICATIONS AS PROVINCIAL SBA CHIEF MODERATORS AND MODERATORS

1. BACKGROUND

In 2017 Grade 12 learners will once again write the **National Senior Certificate** (NSC) in compliance with the Curriculum and Assessment Policy Statement (CAPS). In order for a learner to obtain the NSC, a learner must have marks for School Based Assessment (SBA) in addition to the marks he/she will obtain in the final external examinations.

All examination based marks for learners go through a stringent quality assurance process before, during and after examinations have been written. Therefore, it is imperative that the Department of Education ensures that School Based Assessment (SBA) marks follow a similar stringent quality control procedure.

Appointed SBA Chief moderators and moderators will embark on a Provincial Centralised SBA moderation process to ensure that valid, reliable and quality SBA marks for each learner are recorded. In addition, a team of moderators will moderate a sample selection of learners' scripts of the June 2017 NSC Grade 12 examinations.



These processes are informed by the **Curriculum and Assessment Policy Statement (CAPS)** for each subject and is in line with the **UMALUSI** requirements for valid and reliable SBA marks through verifiable procedures and processes.

2. ARRANGEMENTS FOR PROVINCIAL CENTRALISED SBA MODERATION

DATE: 02 - 08 October 2017

VENUE: EDUCATION LEADERSHIP INSTITUTE (ELI)
EAST LONDON / MTHATHA / PORT ELIZABETH

SUBJECTS TO BE MODERATED:

The following 27 **subjects** will be moderated during the Provincial Centralised SBA moderation processes:

	SUBJECT		SUBJECT
1	Accounting	15	Life Orientation
2	Agricultural Management Practice	16	Mathematical Literacy
3	Agricultural Sciences	17	Mathematics
4	Business Studies	18	Mechanical Technology
5	Computer Applications Technology	19	Music
6	Economics	20	Physical Sciences
7	Engineering Graphics and Design	21	SeSotho HL
8	English FAL	22	Tourism
9	English HL	23	Religion Studies
10	Geography	24	Afrikaans Home Language
11	History	25	Information Technology
12	Consumer Studies	26	Civil Technology
13	IsiXhosa HL	27	Dramatic Arts
14	Life Sciences		

3. ARRANGEMENTS FOR THE MODERATION OF THE SCRIPTS OF THE JUNE 2017 NSC GRADE 12 EXAMINATION

DATE: 03 - 06 July 2017

VENUE: EDUCATION LEADERSHIP INSTITUTE
PORT ELIZABETH (ALGOA COLLEGE)

SUBJECTS TO BE MODERATED:

The moderation of the scripts of the June 2017 NSC Grade 12 examination will focus on the following 11 **subjects**:

1. Accounting
2. Agricultural Sciences

3. Business studies
4. Economics
5. English FAL
6. Geography
7. History
8. Life Sciences
9. Mathematical Literacy
10. Mathematics
11. Physical Sciences

4. APPLICATION PROCESSES TO BE FOLLOWED FOR APPOINTMENT AS SBA MODERATORS

The moderation will be done by the appointed SBA Chief moderators and moderators.

The following **CATEGORIES** of applications will be considered in the 2017 Centralised SBA moderation process:

- a. Application by the Subject Planner / District DCES / Subject Advisor for appointment as SBA Chief moderator (ANNEXURE A).
- b. Application by the teacher / Subject Advisor / District DCES for appointment as SBA moderator of the Provincial centralised SBA moderation (ANNEXURE B).
- c. Application by the teacher / Subject Advisor / District DCES for appointment as a moderator of scripts for June 2017 NSC Grade 12 examination (ANNEXURE C)

Read the Instructions on the Application Forms.

All the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as with **EMIS**.

WHO QUALIFIES TO APPLY FOR MODERATING?

- Educators who are currently teaching the subject applied for in Grade 12.
- Principals who are currently teaching the subject applied for in Grade 12 and who have a strong support staff that will manage the school in his/her absence. Application form to be signed by the EDO.
- Subject Advisors / DCES in the FET phase with a teacher qualification in the subject that they are advising on.
- Subject Planners at Head office who advise on the subjects.

WHO DOES NOT QUALIFY FOR MODERATING?

- Office-based educators (EDOs, CES) as they do not teach the Grade 12 subjects.
- Subject Advisors in the GET phase may **not** apply to moderate Grade 12 SBA.
- SBA Co-Ordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.

ADDITIONAL CONDITION OF APPOINTMENT

- Appointed moderators may be compelled to attend the professional development and training programme which may be convened by the Provincial Head Office.

5. VERIFICATION OF APPLICATIONS

AT SCHOOL LEVEL:

- Principal and School Management Team.

INSTRUCTIONS TO PRINCIPALS

- Signature of approval must only be appended if an educator is currently teaching the subject in Grade 12.
- Do not sign application forms of educators who are not teaching the subject at Grade 12 level.
- Do not sign application forms of educators who are not teachers in your school.

AT DISTRICT LEVEL:

Verification, pre-selection and sorting will be done at District Offices by the Verification Committee selected by and headed by the CES: Curriculum.

- a. The members of the **Verification Committee** for **teachers** who apply to be **Moderators** will include:
 - CES : Curriculum (Chairperson).
 - CES : Governance.
 - DCES : Examinations.
 - EDO's.
 - Subject Advisors.
 - Teacher Union representatives as observers.
- b. The members of the **Verification Committee** for **Subject Advisors / DCES** who apply to moderate will include:
 - CES : Curriculum (Chairperson).
 - CES : Governance.
 - DCES : Examinations.
 - EDO
 - Teacher Union representatives as observers.

c. The members of the **Verification Committee** for **Subject Planners and Head Office DCES** will include:

- Acting Director: Assessment & Exams (Chairperson).
- Director: Curriculum FET Programmes
- CES: FET Curriculum Planning.
- CES: Internal Assessment.
- Teacher Union representatives as observers.

NOTE WELL!! All verification Committees are to submit to the Provincial Head Office CES: Internal Assessment the following verification documentation:

- Attendance Register.
- Minutes of verification meeting.
- Alphabetical list of all applicants per category.
- Alphabetical list of rejected applicants per category.
- Alphabetical list of recommended applicants per category.

AT PROVINCIAL OFFICE:

ACTUAL SELECTION AND APPOINTMENT PROCESS:

- CES: Exams (internal assessment) and CES: Curriculum (FET Programmes) to organize and manage the selection processes.
- Selection panels to consider all application forms from the 23 Districts.
- SBA Chief moderators to do the selection of SBA moderators.
- Unions to observe the selection process.
- Verification of selected moderators by exams and curriculum officials

NB: All officials are requested to check the Application Forms carefully in order to verify that only competent qualified SBA Moderators are appointed to these critically important positions.

REJECTION OF APPLICATIONS:

- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office and Head Office after **the indicated closing date** will not be considered.
- No application forms will be accepted at the Provincial Office which did not come through the District Office, except those of the subject planners.

The criteria followed for the selection of centralized Provincial moderators will be used for the selection of moderators of June scripts.

IMPORTANT DATES FOR PROVINCIAL CENTRALISED SBA MODERATION:

- a. Closing date for application forms of **SBA Chief moderators** at the District office:
28 April 2017
- b. Closing date for application forms of **SBA moderators for the Provincial centralized SBA moderation** at the District office: **05 May 2017**
- c. Closing date for application forms of **SBA Chief moderators** at the Provincial office:
05 May 2017
- d. Closing date for application forms of **SBA moderators** at the Provincial office:
12 May 2017
- e. Selection of **SBA Chief moderators**: **11 May 2017**
- f. Selection of **SBA moderators for the Provincial centralized SBA moderation** :
25 May 2017
- g. Selection of **SBA moderators for appointment as Moderators of the scripts for June 2017 NSC Grade 12 examination** : **08 June 2017**

Issuing out of the list of SBA Moderators to Districts: 23 June 2017

6. CONCLUSION:

The moderation of SBA marks is extremely important in the delivery of accurate, standardized and credible results as these marks form part of the final results of Grade 12 learners. All education stakeholders are therefore requested to disseminate this information widely to all those who meet the requirements to apply for these important posts.



MRS P.A. VINJEVOLD
(A) DDG: EPEM

2017-03-22

DATE



Province of the
EASTERN CAPE
EDUCATION

SUBJECT APPLIED FOR:

Place
ID Photo
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**APPLICATION: SBA CHIEF MODERATOR
2017 NSC GRADE 12
(SUBJECT PLANNER / DCES / SUBJECT ADVISOR)**

CLOSING DATE:
28 APRIL 2017

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

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will be disqualified from moderating in the future.
2. A **separate** application form must be completed for each subject applied for.
3. Certified copies of academic qualifications and ID Document **MUST** accompany every application.
4. Attach a recent ID Photo of yourself to the top right corner of this form.
5. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments will be accepted.

PERSONAL INFORMATION

PERSONAL INFORMATION																																	
PERSAL No.											ID No												Date of Birth	1	9	Y	Y	M	M	D	D		
Surname												First Names																					
Title								Initials								Postal Address																	
Tel. No. (W)																																	
Tel. No. (H)																																	
Cell Number																																	
Present Post	Subject Advisor / DCES																																
Subject												District Name																					

BANK PARTICULARS

Name of Bank		Branch Name	
Account Number		Branch Code	
Type of Account	<input type="checkbox"/> Savings Account <input type="checkbox"/> Current Account <input type="checkbox"/> Transmission Account		

SUBJECT APPLYING FOR

SUBJECT APPLICATOR									
Subject Code									
Subject Description									
Other Subjects, you applied to moderate in 2017									

QUALIFICATIONS (In the subject you are applying for on this form)

Qualification for Moderating: 1. At least a second year level pass in a tertiary education course in the subject to be moderated
 2. At least 3 years of recent teaching/advisory experience in the subject from Grade 10 - 12
 3. Should be the subject taught/advised in grade 10 – 12 in the last two years

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	<i>2</i>	<i>B. Sc.</i>	<i>1990</i>	<i>Fort Hare</i>

EXPERIENCE AS SUBJECT PLANNER / DCES / SUBJECT ADVISOR

Year	Subject Code	Subject Description
<i>E.g.</i>	<i>10030034</i>	<i>Mathematical Literacy</i>
2015		
2016		

SBA MODERATING EXPERIENCE

Year	Subject Code	Subject Description	Rank (e.g. Moderator/Senior Moderator)

DECLARATION

Should there be any change in my employment status, I will inform my district office or the moderation centre manager 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.

Applicant:

Print Name_____
Signature: Applicant_____
Date

CES Curriculum:

Print Name_____
Signature: CES - Curriculum_____
Date**DECLARATION BY DIRECTOR / DISTRICT MANAGER**

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as the first day of moderation and must return to work after the 2017 NSC Grade 12 Provincial centralized SBA moderation has been concluded. Subject Planners / Subject Advisors/ DCESs appointed as Chief Moderators are to complete their work at their institution before reporting to the moderation centre.

Print Name_____
Signature: Director/District
Manager_____
Date

OFFICIAL

STAMP

RECOMMENDATION BY CES: CURRICULUM (Chairperson of Verification Committee)

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as the first day of moderation and must return to work after the 2017 NSC Grade 12 Provincial centralized SBA moderation has been concluded. Subject Planners / Subject Advisors/ DCEs appointed as Chief Moderators are to complete their work at their institution before reporting to the moderation centre.

OFFICIAL

STAMP

Print Name

Signature: CES: Curriculum

Date

PROVINCIAL SELECTION PANEL**PROVINCIAL SELECTION PANEL'S REASON(S)
WHY APPLICANT IS NOT RECOMMENDED**

SUCCESSFUL

UNSUCCESSFUL

RESERVE LIST
NUMBER

SIGNATURE: _____

ACTING DIRECTOR: ASSESSMENT & EXAMINATIONS

DATE: _____

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]**Appointment of Moderators: Norms and Standards**

1. Moderators are appointed in terms of the Personnel Administration Measures (PAM).
2. All selection panels should be chaired by the relevant provincial Head of Education or his / her designee, since the provincial education department is finally responsible for the appointment of moderators.
3. In order to ensure that the information provided by the applicant for the position of moderator is correct, it must be verified by his or her employer. A person applying for the post of moderator must be an educator currently offering the subject for which he or she applies in the FET band.

LIST OF GRADE 12 SUBJECTS AND THEIR CODES

	SUBJECT	CODE			
			14	Geography	07060064
1	Accounting	03060034	15	History	07060094
2	Afrikaans Home Language	04010034	16	Hospitality Studies	11060064
3	Agricultural Science	01060064	17	Information Technology	10060124
4	Business Studies	03060064	18	IsiXhosa Home Language	04010304
5	Civil Technology	06060034	19	Life Orientation	07050034
6	Computer Applications Technology	10060094	20	Life Sciences	10060154
7	Consumer Studies	11060034	21	Mathematical Literacy	10030034
8	Design	02060064	22	Mathematics	10040064
9	Dramatic Arts	02060094	23	Music	02060124
10	Economics	03060094	24	Physical Sciences	10060184
11	Engineering Graphics and Design	06060124	25	Religion Studies	07060124
12	English First Additional Language	04020154	26	Tourism	11060094
13	English Home Language	04010124	27	Visual Arts	02060154



Province of the
EASTERN CAPE
EDUCATION

SUBJECT APPLIED FOR:

Place
ID Photo
Here

**APPLICATION: SBA MODERATOR FOR CENTRALISED SBA MODERATION
2017 NSC GRADE 12
(TEACHER / SUBJECT ADVISOR / DCES)**

CLOSING DATE:
05 MAY 2017

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

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will be disqualified from moderating in the future.
2. A **separate** application form must be completed for each subject applied for.
3. Certified copies of academic qualifications and ID Document **MUST** accompany every application.
4. Attach a recent ID Photo of yourself to the top right corner of this form.
5. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments will be accepted.

PERSONAL INFORMATION

PERSONAL INFORMATION																																				
PERSONAL No.										ID No																			Date of	1	9	Y	Y	M	M	D
Surname											First Names																									
Title						Initials					Postal Address																									
Tel. No. (W)																																				
Tel. No. (H)																																				
Cell Number																																				
											Postal Code																									
Present Post	<input type="checkbox"/> Principal		<input type="checkbox"/> Dep. Principal					<input type="checkbox"/> ES			<input type="checkbox"/> Educator					Specify Other:																				
Grade 12 Exam Centre Number													District Name																							
Institution Name																																				

POPULATION GROUP

To which population group do you belong?

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

HOSPITALITY

If successful, will you need accommodation during moderation period?	YES		NO	
Gender	M		F	
Meals - Normal	YES		NO	
- Vegetarian (NB: All meals HALAAL)	YES		NO	

BANK PARTICULARS

Name of Bank		Branch Name	
Account Number		Branch Code	
Type of Account	<input type="checkbox"/> Savings Account <input type="checkbox"/> Current Account <input type="checkbox"/> Transmission Account		

LANGUAGE COMPETENCY

Moderation abilities for content subjects	English Home/FAL		Afrikaans Huis	
	English Additional		Afrikaans Addisioneel	

QUALIFICATIONS (In the subject applied for on this form)

Qualification for Moderation:	1. At least a second year level passes in a tertiary education course in the subject to be moderated. 2. At least 3 years of recent teaching experience in the subject from Grade 10 - 12 levels for the subject.			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	<i>2</i>	<i>B. Sc.</i>	<i>1990</i>	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

PARTICULARS OF POST

Have you taught the subject in grade 10 – 11?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching the Subject in Grade 12?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you take VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you in a governing Body Post?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning your post in the Education Dept. in/before October 2017?	<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
Did the Department remunerate you for moderating in the previous years?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

EXPERIENCE AS TEACHER / SUBJECT ADVISOR (Relative to the subject applied for on this application)

Subject Code	Subject Description	Grade 10 - 12			Name of School	School Contact No.
		Year Start (Gr. 10)	Year End (Gr. 12)	Total Years		
10030034	<i>Mathematical Literacy</i>	<i>2014</i>	<i>2016</i>	<i>3</i>	<i>Bhisho High School</i>	<i>(040) 604 1234</i>

PERFORMANCE AT OWN CENTRE (Relative to the Subject applied for on this application)

Year	Subject Code	Subject Description	Average %	% Pass Rate	Highest Symbol
2014					
2015					
2016					

SBA MODERATION EXPERIENCE

Year	Subject Code	Subject Description	Rank (e.g. moderator, senior moderator)

DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform my district office or the moderation centre manager 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 / EDO / CES**

To my knowledge the above-mentioned information is correct. I recommend that the above person may leave the institution, if appointed, as early as the first day of moderation and must return to work after the 2017 NSC Grade 12 Provincial centralized SBA moderation has been concluded. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre.

Print Name_____
Signature: Principal/EDO/CES_____
DateOFFICIAL
STAMP

RECOMMENDATION BY CES: CURRICULUM (Chairperson of Verification Committee)

To my knowledge the above-mentioned information is correct. I recommend that the above person may leave the institution, if appointed, as early as the first day of moderation and must return to work after the 2017 NSC Grade 12 Provincial centralized SBA moderation has been concluded. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre

OFFICIAL

Print Name

Signature: CES: Curriculum

Date

STAMP

PROVINCIAL SELECTION PANEL**PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED**

SUCCESSFUL

UNSUCCESSFUL

RESERVE LIST
NUMBERSIGNATURE: _____
SBA CHIEF MODERATOR

DATE: _____

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]**Appointment of Moderators: Norms and Standards**

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10	Economics	03060094	24	Physical Sciences	10060184
11	Engineering Graphics and Design	06060124	25	Religion Studies	07060124
12	English First Additional Language	04020154	26	Tourism	11060094
13	English Home Language	04010124	27	Visual Arts	02060154



Province of the
EASTERN CAPE
EDUCATION

SUBJECT APPLIED FOR:

Place
ID Photo
Here

**APPLICATION: SBA MODERATOR FOR THE MODERATION OF THE SCRIPTS OF
THE JUNE 2017 NSC GRADE 12 EXAMINATION
(TEACHER / SUBJECT ADVISOR / DCES)**

CLOSING DATE:
05 MAY 2017

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

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will be disqualified from moderating in the future.
2. A **separate** application form must be completed for each subject applied for.
3. Certified copies of academic qualifications and ID Document **MUST** accompany every application.
4. Attach a recent ID Photo of yourself to the top right corner of this form.
5. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments will be accepted.

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PERSONAL INFORMATION																																					
PERSAL No.										ID No																			Date of	1	9	Y	Y	M	M	D	
Surname													First Names																								
Title							Initials						Postal Address																								
Tel. No. (W)																																					
Tel. No. (H)																																					
Cell Number																																					
																									Postal Code												
Present Post	<input type="checkbox"/> Principal						<input type="checkbox"/> Dep. Principal						<input type="checkbox"/> ES						<input type="checkbox"/> Educator						Specify Other:												
Grade 12 Exam Centre Number															District Name																						
Institution Name																																					

POPULATION GROUP

To which population group do you belong?

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

HOSPITALITY

If successful, will you need accommodation during moderation period?	YES		NO	
Gender	M		F	
Meals - Normal	YES		NO	
- Vegetarian (NB: All meals HALAAL)	YES		NO	

BANK PARTICULARS

Name of Bank		Branch Name	
Account Number		Branch Code	
Type of Account	<input type="checkbox"/> Savings Account <input type="checkbox"/> Current Account		<input type="checkbox"/> Transmission Account

LANGUAGE COMPETENCY			
Moderation abilities for content subjects	English Home/FAL		Afrikaans Huis
	English Additional		Afrikaans Addisioneel

QUALIFICATIONS (In the subject applied for on this form)				
Qualification for Moderation:	1. At least a second year level passes in a tertiary education course in the subject to be moderated. 2. At least 3 years of recent teaching experience in the subject from Grade 10 - 12 levels for the subject.			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	<i>2</i>	<i>B. Sc.</i>	<i>1990</i>	<i>Fort Hare</i>

PARTICULARS OF POST	
Have you taught the subject in grade 10 – 11?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you presently teaching the Subject in Grade 12?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did you take VSP?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you in a governing Body Post?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you resigning your post in the Education Dept. in/before October 2017?	<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
Did the Department remunerate you for moderating in the previous years?	<input type="checkbox"/> YES <input type="checkbox"/> NO

EXPERIENCE AS TEACHER / SUBJECT ADVISOR (Relative to the subject applied for on this application)						
Subject Code	Subject Description	Grade 10 - 12			Name of School	School Contact No.
		Year Start (Gr. 10)	Year End (Gr. 12)	Total Years		
<i>10030034</i>	<i>Mathematical Literacy</i>	<i>2014</i>	<i>2016</i>	<i>3</i>	<i>Bhisho High School</i>	<i>(040) 604 1234</i>

PERFORMANCE AT OWN CENTRE (Relative to the Subject applied for on this application)					
Year	Subject Code	Subject Description	Average %	% Pass Rate	Highest Symbol
2014					
2015					
2016					

SBA MODERATION EXPERIENCE			
Year	Subject Code	Subject Description	Rank (e.g. moderator, senior moderator)

DECLARATION BY APPLICANT			
<p>Should there be any change in my employment status, I will inform my district office or the moderation centre manager 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.</p>			
_____ Print Name	_____ Signature: Applicant	_____ Date	
DECLARATION BY PRINCIPAL/EDO/CES			
<p>To my knowledge the above-mentioned information is correct. I recommend that the above person may leave the institution, if appointed, as early as the first day of moderation and must return to work after the 2017 NSC Grade 12 Provincial centralized SBA moderation has been concluded. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre.</p>			
_____ Print Name	_____ Signature: Principal/EDO/CES	_____ Date	OFFICIAL STAMP

RECOMMENDATION BY CES: CURRICULUM (Chairperson of Verification Committee)

To my knowledge the above-mentioned information is correct. I recommend that the above person may leave the institution, if appointed, as early as the first day of moderation and must return to work after the 2017 NSC Grade 12 Provincial centralized SBA moderation has been concluded. Subject Advisors/ DCES appointed as moderators are to complete their work at their institution before reporting to the moderation centre...

DISTRICT OFFICE

STAMP

Print Name

Signature: CES: Curriculum

Date

PROVINCIAL SELECTION PANEL			PROVINCIAL SELECTION PANEL'S REASON(S) WHY APPLICANT IS NOT RECOMMENDED
SUCCESSFUL	UNSUCCESSFUL	RESERVE LIST NUMBER	
SIGNATURE: _____ <div style="text-align: center;">SBA CHIEF MODERATOR</div> DATE: _____			

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Moderators: Norms and Standards

- (1) Moderators are appointed in terms of the Personnel Administration Measures (PAM).
- (2) All selection panels should be chaired by the relevant provincial Head of Education or his / her designee, since the provincial education department is finally responsible for the appointment of moderators.
- (3) In order to ensure that the information provided by the applicant for the position of moderator is correct, it must be verified by his or her employer. A person applying for the post of moderator must be an educator currently offering the subject for which he or she applies in the FET band.

LIST OF GRADE 12 SUBJECTS AND THEIR CODES

	SUBJECT	CODE			
			14	Geography	07060064
1	Accounting	03060034	15	History	07060094
2	Afrikaans Home Language	04010034	16	Hospitality Studies	11060064
3	Agricultural Science	01060064	17	Information Technology	10060124
4	Business Studies	03060064	18	IsiXhosa Home Language	04010304
5	Civil Technology	06060034	19	Life Orientation	07050034
6	Computer Applications Technology	10060094	20	Life Sciences	10060154
7	Consumer Studies	11060034	21	Mathematical Literacy	10030034
8	Design	02060064	22	Mathematics	10040064
9	Dramatic Arts	02060094	23	Music	02060124
10	Economics	03060094	24	Physical Sciences	10060184
11	Engineering Graphics and Design	06060124	25	Religion Studies	07060124
12	English First Additional Language	04020154	26	Tourism	11060094
13	English Home Language	04010124	27	Visual Arts	02060154