



EXAMINATIONS AND ASSESSMENT DIRECTORATE

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

DATE: 15 JANUARY 2019

APPLICATIONS FOR EXAMINERS AND INTERNAL MODERATORS:

2019–2021 NATIONAL SENIOR CERTIFICATE: GRADE 10 NOVEMBER EXAMINATIONS

In its ongoing quest to improve standards and improving learner performance in the Eastern Cape Province, the Education Department has decided on a strategy to set common examinations for Grade 10 learners. As the National Senior Certificate is regarded as a three-year course, it was decided to standardise question papers for what is regarded as the key (gateway) subjects. This is in line with the national directives to improve the performance of learners in these key subjects. The mandate was thus given to the Assessment and Examinations Directorate to develop assessment instruments (question papers) for the Grade 10 November Examination for the specific subjects. These assessment instruments (question papers) will adhere to the Curriculum and Assessment Policy Statement (CAPS) prescripts and other related prescribed policies.

The Eastern Cape Department of Education hereby invites interested serving educators to apply for the positions of provincial examiners and internal moderators for Grade 10 from the November 2019 to November 2021 Examinations. Subject teachers from schools offering Grades 10, 11 and 12, including special schools, who are directly involved in the advertised subject, with the necessary knowledge, skills and experience in the National Curriculum Statement, CAPS are invited to apply for these important posts.

Subject advisors and deputy chief education specialists (DCEs), who operate as subject advisors in districts, can apply as internal moderators but preference will be given to serving educators for examiners' posts due to their direct involvement in the subject.

The attached **ANNEXURE A** contains the NSC subjects that are being advertised.

REQUIREMENTS FOR THE POST OF EXAMINER AND INTERNAL MODERATOR FOR GRADE 10.

NOTE: PREFERENCE WILL BE GIVEN TO SCHOOL-BASED EDUCATORS AS THEY ARE DIRECTLY INVOLVED IN THE SUBJECT.

In order to be considered to serve as an examiner or moderator for Grade 10, the applicant must have:

1. At least a recognised three (3) year post matric qualification and it must include the subject that is being applied for at a minimum of 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 Grade 10.
3. Experience as NSC Cluster/District Examiner or Internal moderator.
4. Extensive knowledge and experience of teaching, learning and assessment in the subject applied for.
5. Knowledge of the FET National Curriculum Statement, Subjects Assessment Guidelines as well as Curriculum and Assessment Policy Statements (CAPS).
6. Computer literacy – MS-Word and MS-Excel.
7. Must have taught the subject applying for in the previous three (3) years.
8. Not have been involved in any irregularities during the 2018 academic year.
9. Be professionally accredited with SACE.
10. In the case of a qualification acquired outside of South Africa, the applicant must have the qualification accredited by SAQA.

ROLES AND RESPONSIBILITIES OF EXAMINERS AND MODERATORS

Those appointed as examiners for Grade 10 will be required to:

1. Set assessment instruments and prepare marking guidelines, translation and adaptation for Grade 10 final 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 senior/deputy chief marker during a NSC marking period, when warranted by the ECDoE.
7. Write a qualitative report that will be used by schools for improvement purposes.

Those appointed as moderators in Grade 10 will be required to:

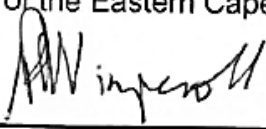
1. Provide an objective and critical review of the assessment instruments in terms of coverage of the curriculum and the overall standard.
2. Sign a contract for a minimum of three (3) years.
3. Sign a confidentiality agreement.
4. Write reports on the moderation of the assessment instrument.
5. Take responsibility for the quality, standard and accuracy of the assessment instrument and marking guideline.
6. 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, 22 February 2019. **Late applications will not be considered.**
5. Districts to submit verified applications to the Provincial Office by Friday, 01 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 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

16/01/2019

DATE

**LIST OF GRADES 10 SUBJECTS THAT
EXAMINERS AND MODERATORS ARE REQUIRED FOR**

	SUBJECTS	PAPER	POSITION
1	Accounting	1	Examiner
2	Accounting	1	Moderator
3	Accounting	2	Examiner
4	Accounting	2	Moderator
5	Agricultural Sciences	1	Examiner
6	Agricultural Sciences	1	Moderator
7	Agricultural Sciences	2	Examiner
8	Agricultural Sciences	2	Moderator
9	Business Studies	1	Examiner
10	Business Studies	1	Moderator
11	Business Studies	2	Examiner
12	Business Studies	2	Moderator
13	Economics	1	Examiner
14	Economics	1	Moderator
15	Economics	2	Examiner
16	Economics	2	Moderator
17	Geography	1	Examiner
18	Geography	1	Moderator
19	Geography	2	Examiner
20	Geography	2	Moderator
21	History	1	Examiner
22	History	1	Moderator
23	History	2	Examiner
24	History	2	Moderator
25	Life Sciences	1	Examiner
26	Life Sciences	1	Moderator
27	Life Sciences	2	Examiner
28	Life Sciences	2	Moderator
29	Mathematics	1	Examiner
30	Mathematics	1	Moderator
31	Mathematics	2	Examiner
32	Mathematics	2	Moderator
33	Mathematics Literacy	1	Examiner
34	Mathematics Literacy	1	Moderator
35	Mathematics Literacy	2	Examiner
36	Mathematics Literacy	2	Moderator
37	Physical Sciences	1	Examiner
38	Physical Sciences	1	Moderator
39	Physical Sciences	2	Examiner

40	Physical Sciences	2	Moderator
41	Technical Mathematics	1	Examiner
42	Technical Mathematics	1	Moderator
43	Technical Mathematics	2	Examiner
44	Technical Mathematics	2	Moderator
45	Technical Sciences	1	Examiner
46	Technical Sciences	1	Moderator
47	Technical Sciences	2	Examiner
48	Technical Sciences	2	Moderator

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, 22 February 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.

**APPLICATION FORM FOR GRADES 10 PROVINCIAL INTERNAL EXAMINER AND
MODERATOR**

Where applicable mark the appropriate block with a "X"

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

Moderator <input type="checkbox"/>	Examiner <input type="checkbox"/>
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Subject	Paper	1	2	3
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If applying for a language, indicate the level of the language.

Home Language <input type="checkbox"/>	First Additional Language <input type="checkbox"/>	Second Additional Language <input type="checkbox"/>
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Indicate the language in which you are able to moderate, examine or adapt.

English <input type="checkbox"/>	Afrikaans <input type="checkbox"/>	Both <input type="checkbox"/>
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In the case of technical subjects, please indicate area of specialisation

B. Personal Details

Surname	<input type="text"/>	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"/> <input type="text"/> <input type="text"/> <input type="text"/>	
First Name	<input type="text"/>	
	Please Print	

Identity Number	PERSAL Number
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Tax Number	<input type="text"/>
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Postal address	<input type="text"/>	Code				
Please Print						
Physical address	<input type="text"/>	Code				
Please Print						
Telephone number (w)	<input type="text"/>	Telephone Number (h)	<input type="text"/>			
Fax number (w)	<input type="text"/>	Fax Number (h)	<input type="text"/>			
Cellular Number	<input type="text"/>	Alternative contact no.	<input type="text"/>			
E-mail Address	<input type="text"/>					
	Please Print (lower case)					
Institution where employed	<input type="text"/>					
	Please Print					

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 setting/marking 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	<input type="text"/>	Course level	<input type="text"/>
1	<input type="text"/>	Course level	<input type="text"/>
2	<input type="text"/>	Course level	<input type="text"/>
3	<input type="text"/>	Course level	<input type="text"/>

Professional/Technical diploma	<input type="text"/>			
Major teaching subjects	1	<input type="text"/>	Teaching experience	<input type="text"/>
	2	<input type="text"/>	Teaching experience	<input type="text"/>
	3	<input type="text"/>	Teaching experience	<input type="text"/>
	4	<input type="text"/>	Teaching experience	<input type="text"/>

D. Experience

Teaching experience in years in the subject you wish to be an examiner/moderator.

Grade 10 Grade 11



PERFORMANCE AT OWN SCHOOL (Relative to the subject applied for on this application – must have obtained at least 80% in 2018 in the GRADE 12 NSC EXAMINATIONS)

Year	Subject description	No. of learners	Subject pass rate %	Subject level	School pass rate
2016					
2017					
2018					

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

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

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

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

E. NCS and CAPS Training Programmes

List the NCS and CAPS training programmes you attended.

Date	Place	Grades 10; 11; 12	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 07 of 2019.

.....
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

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Official use Only		
Accept	Reject	
_____ Evaluator Name (Please Print)		_____ Signature
		_____ Date

