



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 16 OF 2025

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

DATE: 03 MARCH 2025

APPLICATION AS PROVINCIAL MODERATORS FOR SCHOOL BASED ASSESSMENT (SBA), PRACTICAL ASSESSMENT TASKS (PAT) AND ARTS SUBJECTS

- 1. Application form by qualifying applicants for appointment as Moderators for SBA and PATS of the 2025 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 CAREFULLY.

NB: All officials are requested to check the Application Forms carefully to verify that only competent qualified applicants are appointed.

Application forms are to be handed in at **DISTRICT OFFICES**. Subject Advisors and DCESs 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 Districts.

Verification and sorting will be done at the School and District level by the Verification Committees.

1. BACKGROUND

All examination papers go through a stringent quality assurance process before, during and after examinations have been written. Therefore, Eastern Cape Department of Education must ensure that SBA and PAT components follow a similar stringent quality control procedures.

Grade 12 learners need to have the SBA component in all subjects and PAT in some subjects. These components are moderated at various levels to verify that the tasks that are administered by the schools comply with the policy as outlined in the Curriculum and Assessment Policy Statement (CAPS). For a learner to obtain the NSC, he/she must have marks for School Based Assessment (SBA) and PATs, in addition to the marks he/she will obtain in the final external examinations.

Examinations and Assessment Directorate will be conducting centralized moderation in the gateway subject, the sample subjects that had SBA rejections and irregularities in 2024. Qualifying applicants will be appointed as provincial moderators to ensure that valid, reliable and quality marks for each learner is registered. Moderation processes will include Practical Assessment Tasks (PAT) for subjects with practical components.

2. WHO QUALIFIES TO APPLY AS A MODERATOR?

- 2.1 Educators who have taught Grade 12 during the period 2022 to 2024.
- 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.
- 2.3 Subject Advisors and DCEs 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.
- 2.4 Educators who are employed by the 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 2022 to 2024 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 3-year post-matric qualification in the subject at second or third year level, without evidence of involvement in the subject, applying for.

- 3.4 Educators who do not comply with SBA moderation process in their schools/districts.
- 3.5 Officials employed in the Assessment and Examinations Directorate.
- 3.6 Educators/officials who were involved in examination irregularities in 2023 and 2024.
- 3.7 Educators/officials who will be on leave during the moderation process.

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 was responsible for teaching the subject in Grade 12 during the period 2022 to 2024.
- 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 is 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 CES/DCES: Examinations and Assessment
 - 6.1.4 Circuit Managers
 - 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 a full-time basis 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 DCEs** who apply as moderators will include:

- 7.1 CES: Curriculum (Chairperson)
- 7.2 CES: Governance
- 7.3 CES/DCEs: Assessment & Examinations
- 7.4 Circuit Managers
- 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: Curriculum Management and Delivery for appointment is as follows:

- 8.1 CES and officials from Policy Implementation Monitoring, Examination Ethics & School Based Assessment Management
- 8.2 Appointed panel members.
- 8.3 Teacher Union representatives as observers.
- 8.4 HR personnel 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 2022 to 2024.
- 9.2 **Application forms must be completely filled in.**
- 9.3 All required documents must be attached to the application form.
- 9.4 Applicant must have SACE certificate.

 Province of the EASTERN CAPE EDUCATION	ASSESSMENT INSTRUCTION 16 OF 2025			ANNEXURE A
	SUBJECT: _____			ATTACH PHOTO
	SBA		PAT	

APPLICATION FORM: 2025 MODERATOR (SBA/PAT/ORAL) GRADE 12 NSC EXAMINATIONS

CLOSING DATE: 27 MARCH 2025 (District Office)

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN ZWELITSHA 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 moderating.
3. SAPS 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 transcript must accompany the Certificate / Degree. This applies to ACE qualifications also.
4. A recommendation from the Principal and Subject Advisor must be attached if the applicant does not have the qualifications in the subject applying for as evidence of her / his involvement in the subject.
5. Attach a SAPS certified copy of your ID Document to this form.
6. Attach two recent ID Photos of yourself to the top right corner of this form.
7. Attach a certified copy of SACE certificate.
8. Contents of the Assessment Instruction are all fully applicable into this form and must be read together with this application form.
9. Only teachers from the Department Education, Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

A. PERSONAL INFORMATION

PERSAL No.		ID No		Date of Birth	
Surname				First Names	
Title	Initials				
Tel. No. (W)				Postal Address	
Tel. No. (H)					
Cell Number					
Present Post				Postal Code	
Employment status	<input type="checkbox"/> Temporal		<input type="checkbox"/> Permanent		
Grade 12 Examination 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: _____

C. HOSPITALITY

If successful, will you need accommodation during moderation period?	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 2022, 2023, 2024

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<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)	Rank (e.g. Chief Moderator / Moderator)
2022				
2023				
2024				

PARTICULARS OF POST

Have you taught/advised the subject in Grade 12 between 2022- 2024?	<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 2025?	<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.
	2022		
	2023		
	2024		

LIST OF GRADE 12 NSC SUBJECTS TO BE MODERATED IN 2025

	SUBJECT	SHORT CODE
1.	Accounting	ACCN
2.	Agricultural Science	AGRS
3.	Business Studies	BSTD
4.	Consumer Studies	CNST
5.	Economics	ECON
6.	English First Additional Language	ENGFA
7.	Geography	GEOG
8.	History	HIST
9.	Isixhosa Home Language	XHOHL
10.	Life Orientation	LIFO
11.	Life Sciences	LFSC
12.	Mathematical Literacy	MLIT
13.	Mathematics	MATH
14.	Physical Sciences	PHSC
15.	Technical Mathematics	TMAT
16.	Technical Sciences	TSCE
17.	Tourism	TRSM

LIST OF APPLICANTS – 2025 NSC (Minutes of the meeting must be attached)
NAME OF DISTRICT AND SUB-DISTRICT: _____
NAME OF SCHOOL: _____

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	PAPER	APPLICANT'S SIGNATURE	HOD SIGNATURE

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

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 2022 to 2024.

- 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 2022 to 2024.
- 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.