



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. <u>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.</u>

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.

Page 1 of 13
Assessment Instruction 16 of 2025
Eastern Cape Provincial Assessment Instruction





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 DCESs 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.

Page 2 of 13
Assessment Instruction 16 of 2025
Eastern Cape Provincial Assessment Instruction





- 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.

<u>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.</u>

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 <u>Verification Committee</u> 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

Page 3 of 13
Assessment Instruction 16 of 2025
Eastern Cape Provincial Assessment Instruction





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 <u>Verification Committee</u> to consider the application forms for Subject <u>Advisors and DCESs</u> 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.

Page 4 of 13
Assessment Instruction 16 of 2025
Eastern Cape Provincial Assessment Instruction



- 9.5 Applicant must attach an academic record if certificate does not specify area of specialization.
- 9.6 SGB employed educator/s or educator/s from independent schools with foreign qualifications must attach SAQA & DHET Certificate as well as work permit.
- 9.6 Foreign nationals must have a Passport and work permit which is valid at least for a period of more than six months, which includes the moderation period to 31 December 2025.
- 9.7 The Department reserves the right to disqualify any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information, both work and academic related records.

NB: For each applicant, the Subject Advisors should complete the checklist and sign it. Copies of minutes of school verification must be attached to each application form before submission to District/CMC.

10. CRITERIA FOR REJECTION OF APPLICATIONS:

- 10.1 Incomplete or illegible applications will not be considered.
- 10.2 Application forms that are not signed by Principals/Managers will not be considered and will be regarded as incomplete.
- 10.3 Application forms received at the District Office after the due date will not be considered.
- 10.4 No application forms from schools/districts will be accepted at the Provincial Office. All applications must be submitted through the District Office and be verified at the District level.

11. IMPORTANT DATES:

Closing date for receiving application forms at the District	27 March 2025
Closing date for receiving application forms at the Provincial Office	11 April 2025

Kindly note that all the information in the application forms will be **verified** with the **database** in the **Provincial Office** as well as the **EMIS database**. Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disqualification and disciplinary action.

The co-operation of all education stakeholders in this important process is both anticipated and appreciated.

MR R. TYWAKADI

DDG: CURRICULUM MANAGEMENT AND DELIVERY

DATE

Page 5 of 13
Assessment Instruction 16 of 2025
Eastern Cape Provincial Assessment Instruction





AS	SSESSMENT INSTRUCTION 16 0F 2025	ANNEXURE A
SUBJECT:		ATTACH PHOTO
ВА	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

- . AN APPLICANT MAY APPLY FOR ONE SUBJECT ONLY
- Any person found to have given fraudulent information will be disqualified from moderating.
- 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** ID Date of No No Birth First Surname Names Title Initials Tel. No. Postal (W) Address Tel. No. (H) Cell Postal Code Number Present Post Employment status ☐ Temporal Permanent Grade 12 Examination District Centre Number 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 YES NO period?

Page 7 of 13
Assessment Instruction 16 of 2025
Eastern Cape Provincial Assessment Instruction



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			LANCII	ACE COMPET	TNOV					
Langua	ge preference:	(Mark with	The same of the sa	AGE COMPET	Englis	sh	Afrikaar	ıs	Bot	th
	0	UAL IFICATI	IONS (In th	e subject app						
Qualification			1. At least a se	econd-year pass at a	a tertiary lev	el in the	subject to be	marke ubject i	ed. n Grade 12	2
	Subject		Years of	Degree/Diploi	ma Name	Yea	ar obtained		Obtained	
	E.g. Mathematics	;	Study 2	B. Sc			2001		TUT	ı aı
TEACHING	G QUALIFICATION	S (i.e. HDE)				-				
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							Desc.	
		And the second second	EXPERIEN	NCE IN MODE	RATION					
Year	Subject Code	Sı	ubject Descri	ption		nent Me SBA/PA	oderated (T)		ank (e.g. (or/
2022									Moderate	or)
2023			B-7/12					-		
2024										
			PARTIC	ULARS OF PO	ST					
Have you	taught/advised the	subject in Gr	ade 12 betwe	en 2022- 2024?			□ Y	'ES		NO
Are you p	esently teaching/a	advising/suppo	orting the Sul	bject in Grade 12	?		□ Y	'ES		NO
Are you in	a Governing Body	y Post? (applic	able to educ	ators)			ПΑ	ES		NO
Did you ta	ke the VSP?						□ч	ES		NO
Are you re	signing from your	post in the Ed	lucation Dept	t. on or before De	cember 20	25?	□ч	ES		NO
Are you cu	rrently employed	by the Easterr	n Cape Educa	ation Department			□Y	ES		NO
7	A CLUNIC / A DV "C	INO EVOE	VENOT /=	1.41					33/4 0 4/4	
ΙΕ	ACHING/ADVIS Subject Descrip		IENCE (Re	elative to the s		plied		s app	lication	1)
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					1401		Janoon Disti		The second secon	act No.
				2022						

Page 8 of 13 Assessment Instruction 16 of 2025 Eastern Cape Provincial Assessment Instruction

2023 2024



PERFOR	RMANCE AT OWN C	ENTRE/DISTRICT (Relative to t	he Subject appli	ed for on this	application)
Year	Subject Code	Subject Description	Subject Pass %	Subject Average %	No of learners in the subject
2022					
2023					
2024					
Experie	ence in moderation of Gra	ade 12 SBA/PAT:			

Position	From (Year)	To (Year)

DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform the District/Provincial office 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

CHECKLIST (School/District/Head Office)

	VERIFY AND TICK	SCHOOL (√)	DISTRICT (√)	HEAD OFFICE (√)
1.	Form completely filled in			
2.	3 years of recent teaching/advising experience in Gr 12 (2022 – 2024)			
3.	Two (2) ID photos attached			
4.	Certified copy of ID			
5.	Certified copies of academic qualifications			
6.	Transcript of results indicating subject applying for			
7.	SAQA and DHET evaluation certificates (Foreign nationals)			
8.	Passport and work permit valid for 6 months (Foreign Nationals)			

Page 9 of 13 Assessment Instruction 16 of 2025 Eastern Cape Provincial Assessment Instruction





Recommend	led	Not Recomm	nended
Reasons for	not recommending:		
SURNAME & INIT	TIALS (Print)	SIGNATURE	DATE
		SELECTION PA	NEL
ELECTED	CHIEF MODERATOR	SELECTION PA	IF NOT RECOMMENDED (Reasons for not recommending)
flark with where	CHIEF MODERATOR		IF NOT RECOMMENDED
Mark with	CHIEF MODERATOR		IF NOT RECOMMENDED

Page 10 of 13 Assessment Instruction 16 of 2025 Eastern Cape Provincial Assessment Instruction

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	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

Page 11 of 13
Assessment Instruction 16 of 2025
Eastern Cape Provincial Assessment Instruction





ANNEXURE B ASSESSMENT INSTRUCTION 16 0F 2025

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

NAME OF SCHOOL:

				The second section is the second seco	-		
NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	ЯЗЧАЧ	APPLICANT'S SIGNATURE	HOD SIGNATURE
					0.35		
NB. DISQ	NB. IF ANY OF THE INFORMATION PROVI	I PROVIDED ABOVE FFECT.	IS FOUND TO BE INCORI	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.	ATED I	N THE VERIFICATION	MEETING SHALL BE
	Principal Full Name (Print)	Ī	Principal Signature	Date		SCH	SCHOOL STAMP

Page 11 of 12

Eastern Cape Provincial Assessment Instruction Assessment Instruction 16 of 2025

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.



