

**DEPARTMENT OF EDUCATION
DIRECTORATE: ASSESSMENTS**

**ASSESSMENT GUIDELINE
No. 01 of 2014**

- TOPIC** : Guideline on the Moderation of the 2014 School-Based Assessment (SBA) for Grade 12
- TO** : DISTRICT DIRECTORS
CES (CURRICULUM)
DISTRICT ASSISTANT DIRECTORS: EXAMINATIONS
DISTRICT FET CURRICULUM CO-ORDINATORS
DISTRICT SUBJECT ADVISORS
DISTRICT ASSESSMENT OFFICIALS
PRINCIPALS OF SCHOOLS
TEACHER ORGANISATIONS AND UNIONS
RELEVANT NON-GOVERNMENTAL ORGANISATIONS
- ENCLOSURES** : **A:** Management plan for the moderation of SBA for Grade 12
B: Teacher Moderator's Application Form
C: Provincial Moderator's Application Form
- ENQUIRIES** : **TEL** : 011 355 0070
FAX : 011 355 0590
E-MAIL : Antoinette.Dliwayo@gauteng.gov.za

TO : District Directors
District CES: Curriculum
District FET Co-ordinators
District Assessment Officials
District Subject Advisors
Principals of all Secondary Schools
Teacher Organisations

FROM : Len Davids
Deputy Director General: CMD

SUBJECT : SBA Moderation NSC Grade 12 (2014)

Dear Sir/Madam

This Assessment Guideline serves to inform Heads of Institutions and District Offices of the procedures regarding the moderation of learner evidence of School-Based Assessment tasks.

The moderation of tasks and the quality control of computerized mark sheets is the responsibility of managers at School and District levels.

Regards

LEN DAVIDS
DDG : CMD
DATE:

Making education a societal priority

Office of the Assessments Director
16th Floor, 111 Commissioner Street, Johannesburg 2001
P.O. Box 7710, Johannesburg 2000. Tel: (011) 355 0603; Fax (011) 355 0945
e-mail: regina.chabeli@gauteng Website: www.education.gpg.gov.za

DEFINITION OF TERMS

Act of misconduct	means misbehaving, creating a disturbance or will fully disobeying legitimate instructions, which may have an adverse effect on the assessment process or the outcome of assessment
Assessment Task	This is an assessment activity or activities that are designed to assess a range of skills and competencies.
Comparable standards	Means assessment standards that are similar in all the Schools, Clusters and Districts in the province.
Department of Basic Education	means the National Department of Basic Education responsible for education.
External Assessment	Any assessment activity, instrument or programme where the design, development and implementation has been initiated, directed and co-ordinated by a Provincial Education Department and the Department of Basic Education either collectively or individually.
Irregularities committee	means the body established by the school to deal with all irregularities identified during the examination and assessment.
Moderation	The process of verifying results of School Based-Assessment and the external assessment.
Performance Standard	Explicit definitions of what learners must do to demonstrate proficiency at a specific level on the content standards.
Provincial Education Department	means the Provincial Department of Education that is responsible for administering education at Provincial level.
School-Based Assessment	Any assessment activity, instrument or programme where the design, development, administration, marking, recording and reporting has been initiated, directed, planned, organized, controlled and managed by the School.
Umalusi	Means the Council, contemplated in section 1 of the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)

ACRONYMS

DAIC	District Assessment Irregularity Committee
DSC	District Subject Committee
HEDCOM	Heads of Education Committee
HoDs	Heads of Department
CDS	Curriculum Development and Support
CES	Chief Education Specialist
CAPS	Curriculum and Assessment Policy Statements
NPRR	National Protocol on Assessment for Recording and Reporting
NQF	National Qualifications Framework
NSC	National Senior Certificate
SBA	School-Based Assessment
PATs	Practical Assessment Tasks
PEDs	Provincial Education Departments
SAIC	School Assessment Irregularity Committee
SMT	School Management Team
SAT	School Assessment Team

SBA MODERATION NSC GRADE 12 (2014)

1. INTRODUCTION

- 1.1 School-Based Assessment (SBA) comprises of assessments which are conducted by the teacher at school level. This includes assignments, projects, simulations, research, demonstrations, role plays, listening exercises, homework pieces, classwork pieces, tests and examinations. In subjects with a practical component, SBA includes assessment of the practical skills and in the case of languages, assessment of the oral skill.
- 1.2 SBA constitutes 25% of the final promotion mark in all subjects offered as part of the National Senior Certificate (NSC). In the case of the subjects with a practical component and the languages, the weighting of SBA is higher than 25%. In Life Orientation, the assessment is school-based (100% SBA). The composition of SBA for each subject is set out in the CAPS documents.
- 1.3 For administrative purposes, Practical Assessment Task (PATs), which are externally set, but administered and assessed by the teacher, and the Oral work, are recorded separately.
- 1.4 Moderation of SBA should be conducted at School, District and Provincial level to ensure credibility of the SBA.

2. PURPOSE AND SCOPE

- 2.1 This guideline seeks to establish a Provincial system of moderation in which the standard and quality of SBA is comparable across all schools.
- 2.2 Its focus is on formal assessment in Grade 12 which contributes to the final SBA mark which the candidate requires to obtain a NSC qualification.

3. LEGISLATIVE CONTEXT

The Assessment Guideline must be read in conjunction with

- The Curriculum and Assessment Policy Statements;
- Regulation for the Conduct , Administration and Management of Assessment for National Senior Certificate, 2005;
- The National Protocol on Assessment For Schools in the General and Further Education and Training Band, (Grade R-12) 2006 ; and the
- National Protocol for Reporting and Recording.

4. MODERATION APPROACH

4.1 Moderation of School-Based Assessment

- 4.1.1 Moderation must be conducted at the School, District and Provincial levels.
Moderation will be conducted at each of these levels to:
 - a) Confirm the validity, fairness and practicability of the assessment instrument.

- b) Establish whether assessment was conducted in a fair and consistent manner.
 - c) Establish the reliability and fairness of the assessment score.
 - d) Provide feedback on the moderation findings with a view to improving the quality of SBA.
- 4.1.2 A record must be kept of all assessment tasks and evidence of each individual learner and teacher as prescribed in the National Senior Certificate: A Qualification at level 4 on the National Qualifications Framework (NQF), regarding the National Protocol for Recording and Reporting (Grade R – 12).
- 4.1.3 Moderation findings must be reported to the relevant officials within the agreed time frames.
- 4.2 Moderation of Assessment instruments/tasks**
- 4.2.1 All assessment tasks for all subjects must be moderated by the Head of Department or senior teacher at school, prior to the administration of the assessment tasks.
- 4.2.2 Moderation of the assessment task should focus on the following:
- a) The assessment tasks are aligned to the assessment criteria for each subject;
 - b) The instructions relating to the assessment tasks are clearly stated;
 - c) The content must be in keeping with what the learner has been exposed to;
 - d) The assessment task must be free of any bias;
 - e) The language of the assessment task is in keeping with the language level of the learners for which it is designed; and
 - f) The cognitive levels at which the assessment tasks are pitched are consistent with the level of development of the learners.
- 4.2.3 For subjects that have a practical or an oral component, moderation of the practical or oral work will be conducted in accordance with the criteria outlined in the PAT and Official Language guidelines.
- 4.2.4 The moderator must also ensure that every assessment task is accompanied by a detailed marking guideline, which is accurately formulated and which makes provision for the various alternatives that may be provided to the assessment task.
- 4.2.5 The comments from the moderation process must be incorporated into the assessment and changes must be made before the task is implemented.
- 4.3 Moderation of learner evidence of work**
- 4.3.1 Moderation of the marking of the learner evidence of performance is done to ensure that the marking guideline was consistently applied by the teacher across all learner evidence of performances provided.
- 4.3.2 Learner evidence of performance produced for each formal assessment must be moderated at School, District and Provincial level.
- 4.3.3 At School level a minimum of 10% of the learner evidence of performance, for each assessment task, must be moderated by the senior teacher or head of department. At the District and Provincial level, a minimum of 3 - 5% of the learner evidence of performance must be moderated (depending on the number of learners in the institution).

4.3.4 A written report must be provided by officials involved in the various levels of moderation on the findings of the moderation.

5. CONDUCTING MODERATION AT DIFFERENT LEVELS

5.1 The SBA tasks, the marked learner evidence of performance together with the teacher record of assessment should be moderated at different levels including the School, District and Province.

5.2 Samples of learner evidence of performance and teacher record of assessment must be presented for moderation.

5.3 The teacher record of assessment must:

- a) Include a complete record of assessment in that particular subject;
- b) Be maintained by the teacher for every subject taught in respect of the National Senior Certificate;
- c) Be available for monitoring and moderation purposes at every level; and all reports presented at the SAT meetings must be filed in the teacher file.

5.4 School Moderation

Moderation of SBA at the school level will be undertaken in the following manner:

5.4.1 The principal must ensure that all teachers develop a formal programme of assessment which must be consolidated into the formal School assessment plan. This plan must be communicated to learners and parents.

5.4.2 The school must take full responsibility for moderation and monitoring of SBA.

5.4.3 At each SAT meeting the HOD must report on the moderation process during that period.

5.4.4 The principal must ensure that all irregularities discovered during the moderation process are resolved by the School Assessment Irregularities Committee (SAIC) and report at the SAT meeting.

5.5 District Moderation

5.5.1 Each District should recommend the appointment of teacher moderators who will be assigned the responsibility to moderate SBA from a cluster of Schools within the District.

5.5.2 The District should ensure that the following are adhered to regarding the recommendation of teacher moderators:

- a) Teacher moderators must be supervised by the subject advisors who must ensure that these teachers are provided with the necessary support in the moderation of SBAs.
- b) Teacher moderators should be recommended by the District Subject Advisors and appointed by the District Director based on the following criteria:
 - A minimum of a three year post matric qualification, with the specific subject at third year level.

- A minimum of 5 years' experience in the teaching of the subject, with at least three years at the Grade 12 level.
 - Must have at least two years' experience as a marker.
 - Must have produced a consistent and quality performance in his/her subject that he/she teaches (60%).
- c) Teachers are invited to complete Annexure B if they meet the requirements to become Teacher Moderators.
- d) All District Subject Advisors must complete the Annexure C to be appointed as Provincial Moderators.

5.5.3 The Teacher Moderator should:

- a) Take responsibility for the moderation of SBA for the selected schools allocated to him/her at least once a quarter. This will include remarking the learner evidence to establish whether the marking is accurate, precise and fair.
- b) Provide a report with recommendations to the subject advisor and the school principals on the outcomes of the moderation process. The subject report must describe the standard of the assessment instruments constructed, standard of marking and standard of learners' performance. The report should identify schools that are struggling in the implementation of SBA and recommend on-site visit by the subject advisor.
- c) Moderation should be scheduled to take place over the following periods:

Phase	Tasks	Period
First	Completed during Term 1	Two weeks after reopening of schools in Term 2 12 April to 26 April 2014
Second	Completed during Term 2	Two weeks after reopening of schools in Term 3 26 July to 10 August 2014
Third	Completed during Term 3	First week after re-opening of schools in Term 4 13 -18 October 2014

5.5.4 The Subject Advisor should:

- a) Meet all teacher moderators for a standard-setting meeting to establish a common interpretation of the tasks prior to any moderation occurring.
- b) Take responsibility for the moderation of SBA across all schools in the district
- c) Follow up on teacher moderators' reports regarding schools that are experiencing problems with the implementation of SBA. This will include acting on the recommendations made by the teacher moderator by visiting the schools and providing support.

5.5.5 Incorrect calculations and inflated SBA marks of learners from individual schools may only be adjusted by the subject advisor, based on the recommendation provided by the teacher moderator.

5.6 Provincial Moderation

5.6.1 Province should conduct sample moderation at selected schools across all districts.

5.6.2 The focus of the moderation must be to ensure the comparability of the standards across the Districts.

5.6.3 Moderation for all subjects will be conducted by the 3 regions on 25 October 2014 by appointed moderators. Each region will comprise of the 5 districts.

5.6.4 Each region will develop a report on the findings in his/her subject. The report will then be collated. All collated reports must reach the CES Moderation by 14 November 2014.

MANAGEMENT PLAN FOR THE MODERATION OF SBA

Timeframe	Function	Responsibility
28 March 2014	Compile a composite District Moderation Management Plan to be sent to schools and Moderation Sub-Directorate.	District Subject Advisors District Assessment Officials Chief Education Specialist
7-11 April 2014	Training of Teacher Moderator (before moderation starts)	District Subject Advisors District Assessment Official
5-6 May 2014	Submission of completed Annexure Bs and Annexure Cs to the Moderation Sub-Directorate	District Subject Advisors District Assessment Officials
12-26 April 2014	First phase of moderation of SBA Complete record of moderation	Teacher Moderator
26 July-10 August 2014	Second phase of moderation of SBA Complete record of moderation	Teacher Moderator
13-18 October 2014	Third phase of moderation of SBA Complete record of moderation and claim form	Teacher Moderator
5 May 2014	Reports to Schools and District Subject Advisors after each moderation phase	Teacher Moderator
11 August 2014		
20 October 2014		
7 May 2014	Report on each phase of moderation to the Deputy Chief Education Specialist, District Assessment Official and the Provincial Subject Co-ordinator	District Subject Advisor
13 August 2014		
24 October 2014		
12 May 2014	Moderation reports after each moderation phase to the Moderation Sub-Directorate	District Assessment Officials Chief Education Specialist
18 August 2014		
31 October 2014		
25 October 2014	Provincial Moderation at a centralized venue	Provincial Moderators
30 May 2014	Provincial Moderation reports (Annexure P) submitted to the Moderation Sub-Directorate	Provincial Moderators (Chief Moderators)
29 August 2014		
14 November 2014		
18 October 2014	Quality assure working mark sheets and computerized mark sheets. Signing-off of SBA computerized mark sheets of allocated schools	Teacher Moderator District Subject Advisors
	Complete claim forms to District Subject Advisors	Teacher Moderator
October-November 2014	Submit computerized mark sheets to System Admin as per Provincial Management Plan	Moderation Sub-Directorate
January 2015	Composite report on SBA to schools	Moderation Sub-Directorate Provincial Subject Co-ordinators

Annexure B



District No

APPLICATION TO BE APPOINTED AS A MODERATION OFFICIAL FOR THE 2014 NATIONAL SENIOR CERTIFICATE EXAMINATIONS SBA GRADE 12

SUBJECT: _____ **POSITION:** **TM**

For District Use: Verification by FET Subject Advisor

The information in this application is verified and correct, particularly with reference to teaching experience as stated in paragraph 4.

The application is **Recommended / Not Recommended*** (Delete if not applicable)

Reasons if not recommended _____

Signature	Print Name	Contact Number	Date
-----------	------------	----------------	------

1. PERSONAL PARTICULARS

Identity no

Persal

Surname

Initials Title

Maiden name

Gender Male Female Race Black White Coloured Indian

e-mail address _____

Telephone	Code	Number
Work/School	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 100px; height: 15px;" type="text"/>
Home	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 100px; height: 15px;" type="text"/>
Cell	<input style="width: 30px; height: 15px;" type="text"/>	<input style="width: 100px; height: 15px;" type="text"/>
Fax	<input style="width: 100px; height: 15px;" type="text"/>	

Residential Address:

Postal Code _____

PLEASE NOTE THE FOLLOWING:

1. The requirements for application are contained in the Assessment Guidelines.
2. Only one form should be completed.
3. As this application is for *ad hoc* appointment, applicants must attach a **certified copy** of:
 - Statement of academic record/transcript of tertiary qualifications. **NB: This statement must clearly indicate the qualification level (year) of the subject applying for.**
 - **Certified** copy of the Identity Document (GREEN ID).
 - Most recent GDE salary advice, clearly reflecting PERSAL number, month and pay point number.
 - Copy of SACE certificate

If an applicant qualifies and is recommended by the District, an offer of appointment will be issued for the moderation of the 2014 National Senior Certificate SBA GR12. **The offer of appointment, if accepted by the moderator, must be approved by the Principal and must be returned to the District office before an appointment is finalised.**
4. Applicants must be **available** to moderate on **Saturdays** and **Sundays** if necessary.

2. EMPLOYMENT DETAILS

GDE Perm GDE Temp Independent School SGB Post Other
 School: _____ Centre No: _____ District: _____

3. QUALIFICATIONS**Degrees:**

Name of Degree	Year	Institution	Major Subjects

Diplomas:

Name of Diploma	Year	Institution	Major Subjects

Additional Single Subjects relevant to application but not part of a formal qualification

Subject	Year	Institution	Course Level/Year Level

NB: Please indicate the highest qualification relevant to the subject applying for:

Subject(s) _____

Degree
 Year Level I II III Hon M D

Diploma
 1 2 3 4

4. TEACHING EXPERIENCE IN NCS

Total teaching experience (years) _____

Teaching experience in **SUBJECT** (years) **Gr.12** _____Please list the institutions where you are teaching/have **taught the subject concerned** on a **full-time basis** for this year and the preceding two years. (Be precise)

Year	Position	Subject(s)	Grade, e.g. 11 or 12	Name of School/Institution
2013				
2012				
2011				

5. MODERATION EXPERIENCE

Year	Subject/Level/Grade	Position held
2013	Moderating:	
2012	Moderating:	
2011	Moderating:	
		Yes/No
5.1	Are you a qualified assessor/ moderator? (Please attach certificate)	

6. APPLICATION DETAIL

Please list the subjects you are applying for in order of preference

Subject	Level

7. LANGUAGE PREFERENCE: Please indicate the language in which you wish to moderate:

English Afrikaans Both

8. DECLARATION BY APPLICANT

- I declare that the above information is **correct and accurate**.
- **I am currently teaching and/or have taught the subjects applied for at Gr. 12 level during the past two years on a full-time basis.**
- I undertake to complete my normal school duties and obligations.
- I have attached certified copies of the following documentation to the application: Copy of Identity Document (green ID), statement of academic record/transcript, GDE salary advice, copy of SACE certificate
- I am not turning 65 years old in 2014.
- I have NOT taken a Voluntary Severance Package (VSP).
- I understand that my appointment, conditions of service and remuneration will be according to the applicable legislation, rules and regulations.

Signature of Applicant Print Name Date

9. DECLARATION BY PRINCIPAL *

(* Only the Principal or officially Acting Principal may sign the declaration. If authority was delegated, please attach a copy of the official delegation.)

I declare that the information in this application is correct and that the applicant is qualified in all respects to moderate the subject applied for.

Signature of Principal Print Name

Contact Number of Principal Date

**OFFICIAL
STAMP**

Office Use

Checklist for all Application Forms

No	Aspect	For District Office Use	For Moderation Unit Use
1.	Signature of District Subject Advisor		
2.	All information entered		
3.	Original signature of Teacher		
4.	Original signature of Principal		
5.1	<u>Attachments:</u> Copy of statement of academic record/transcript of tertiary qualifications.		
5.2	Copy of SACE certificate		
5.3	Certified ID copy(green ID)		
5.4	Copy of most recent GDE salary advice/ school salary advice		
5.5	SAQA certificate and Bank statement (if not on Persal)		
6.	District Official Signature		
7.	<u>District Attachment</u> Acceptance Letter		

PLEASE NOTE THE FOLLOWING:

- 1. The requirements for application are contained in the Assessment Guidelines.
 - 2. Only one form should be completed.
 - 3. As this application is for *ad hoc* appointment, applicants must attach a **certified copy** of:
 - Statement of academic record/transcript of tertiary qualifications. **NB: This statement must clearly indicate the qualification level (year) of the subject applying for.**
 - **Certified** copy of the Identity Document (GREEN ID).
 - Most recent GDE salary advice, clearly reflecting PERSAL number, month and pay point number
 - Copy of SACE certificate
- If an applicant qualifies and is recommended by the District, an offer of appointment will be issued for the moderation of the 2014 National Senior Certificate SBA GR12. **The offer of appointment, if accepted by the moderator, must be approved by the CES: Curriculum and must be returned to the Head Office before an appointment is finalised.**
- 4. Applicants must be **available** to moderate on **Saturdays** and **Sundays** if necessary

2. EMPLOYMENT DETAILS

District : _____

3. QUALIFICATIONS

Degrees:

Name of Degree	Year	Institution	Major Subjects

Diplomas:

Name of Diploma	Year	Institution	Major Subjects

Additional Single Subjects relevant to application but not part of a formal qualification

Subject	Year	Institution	Course Level/Year Level

NB: Please indicate the highest qualification relevant to the subject applying for:

Subject(s) _____

Degree
Year Level I II III Hon M D

Diploma
1 2 3 4

4. TEACHING EXPERIENCE IN NCS

Total teaching experience (years) _____

Teaching experience in **SUBJECT** (years) **Gr.12** _____

Please list the institutions where you have **taught the subject concerned / district employed in** on a **full-time** basis for this year and the preceding two years. (Be precise)

Year	Position	Subject(s)	Grade, eg. 11 or 12	Name of School/Institution
2013				
2012				
2011				

5. MODERATION EXPERIENCE

Year	Subject/Level/Grade	Position held
2013	Moderating:	
2012	Moderating:	
2011	Moderating:	
		Yes/No
5.1	Are you a qualified assessor/ moderator? (Please attach certificate)	

6. APPLICATION DETAIL

Please list the subjects you are applying for in order of preference

Subject	Level

7. LANGUAGE PREFERENCE: Please indicate the language in which you wish to moderate:

English Afrikaans Both

8. DECLARATION BY APPLICANT

- I declare that the above information is **correct and accurate**.
- **I am currently a subject advisor and have taught the subjects applied for at Gr. 12 level.**
- I undertake to complete my normal district duties and obligations
- I have attached certified copies of the following documentation to the application:
Copy of Identity Document (green ID), statement of academic record/transcript, GDE salary advice, copy of SACE certificate
- I am not turning 65 years old in 2014.
- I have NOT taken a Voluntary Severance Package (VSP).
- I understand that my appointment, conditions of service and remuneration will be according to the applicable legislation, rules and regulations.

Signature of Applicant Print Name Date

9. DECLARATION BY CES*

I declare that the information in this application is correct and that the applicant is qualified in all respects to moderate the subject applied for.

Signature of CES Print Name

Contact Number of CES Date

**OFFICIAL
STAMP**

Office Use

Checklist for all Application Forms

No	Aspect	For District Office Use	For Moderation Unit Use
1.	Signature of Provincial Subject Coordinator		
2.	All information entered		
3.	Original signature of DSA		
4.	Original signature of CES		
5.1	<u>Attachments:</u> Copy of statement of academic record/transcript of tertiary qualifications.		
5.2	Copy of SACE certificate		
5.3	Certified ID copy(green ID)		
5.4	Copy of most recent GDE salary advice		
6.	District Official Signature		