



**GAUTENG PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF EDUCATION  
DIRECTORATE: ASSESSMENTS**

**ASSESSMENT GUIDELINE  
No. 02 of 2014**

**Topic : GUIDELINE FOR THE APPOINTMENT OF SITE-BASED ASSESSMENT PROVINCIAL MODERATORS FOR THE 2014 AET LEVEL 4 EXAMINATIONS**

**DATE : 4 March 2014**

**To : DISTRICT DIRECTOR (Information)  
CES (Information)  
DISTRICT ASSISTANT DIRECTORS (Information)  
DISTRICT FET/AET CURRICULUM CO-ORDINATOR (DCES)  
DISTRICT AET L4 CO-ORDINATORS (Information)  
DISTRICT AET L4 ASSESSMENT OFFICIALS (Action)  
PRINCIPALS OF CENTRES**

**Enclosures : Annexure A: APPLICATION FORM  
Annexure B: OFFER OF APPOINTMENT  
Annexure C: ACCEPT/DECLINE FORM**

**Enquiries : Tel: 011 355 0070  
Fax: 011 355 0590  
E-mail: Antoinette.dliwayo@gauteng.gov.za**

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**To :** District Director (Information)  
CES (Information)  
District Assistant Directors (Information)  
District AET Curriculum Coordinator (DCES)  
District AET L4 Coordinators (Information)  
District AET L4 Assessment Officials  
(Action)  
Principal of Centres

**From :** Mr. Len Davids  
DDG: CMD

**Subject :** GUIDELINES FOR THE APPOINTMENT OF  
SITE-BASED ASSESSMENT PROVINCIAL  
MODERATORS FOR THE 2014 AET LEVEL 4  
EXAMINATIONS

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This Assessment Guideline serves to inform Heads of Institutions and District Offices of the appointment of the moderator. This will be for the 2014 AET Level Provincial Moderation.

Your co-operation in this matter is appreciated

Regards

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**Len Davids**  
**DDG: CMD**  
**Date:**

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# **GUIDELINES FOR THE APPOINTMENT OF SITE- BASED ASSESSMENT PROVINCIAL MODERATORS FOR THE 2014 AET LEVEL 4 EXAMINATIONS**

## **1. Introduction**

All Heads of Institutions are requested to bring the following information to the attention of all members of their staff.

Educators who have the required qualifications and experience are invited to submit applications for appointment as AET Level 4 moderators and senior moderators.

**The senior moderators and moderators will be responsible for:**

- The moderation of SBA for the May/ June and September AET Level 4 Examinations.
- Attending all training sessions regarding moderation.
- Assisting the Chief Moderator in compilation of the Provincial Moderation Report.

## **2. Legislative Framework**

2.1 Personnel Administration Measures (PAM) determined by the Minister of Education in terms of Employment of Educators Act, 1998 (Act. No. 76 of 1998) and the regulations made in terms of the Act (Chapter E).

2.2 Circular 04/2012, Site –Based Assessment and Moderation Procedures for AET Level 4 Learners.

2.3 The National Education Policy Act, 1996 (Act, No. 237 of 1996)

2.4 The South African Schools Act, 1996 ( Act No. 84 of 1996) as amended

2.5 The National Education Policy Act, 1996 (Act No. 27 of 1996, National Policy on the Conduct of Adult Basic education and Training (ABET) Level 4 Examinations.

## **3. Application for moderation**

Learning Area experts (i.e. educators, Learning Area facilitators, examiners and moderators) with the necessary qualifications and experience in curriculum and assessment in the following Learning Areas are invited to submit applications for appointment as senior moderators and moderators for the 2014 AET Level 4 May/June and September examinations:

<b>Learning Areas:</b>	<b>CODE</b>
Information Technology L4	INCT4
Life Orientation L4	LIFO4
IsiXhosa L4	LCXH4
Sepedi L4	LCSP4
Xitsonga L4	LCXI4
Siswati L4	LCSW4
IsiNdebele L4	LCND4
IsiZulu L4	LCZU4
Sesotho L4	LC SO4
Tshivenda L4	LCVE4
Setswana L4	LCTS4
English L4	LCEN4
Technology L4	TECH4
Afrikaans L4	LCAF4
Mathematical Literacy L4	MLMM4
Mathematics and Mathematical Sciences L4	MMSC4
Small Medium and Micro Enterprises L4	SMME4
Travel and Tourism L4	TRVT4
Natural Sciences L4	NATS4
Human and Social Sciences L4	HSSC4
Economic and Management Science L4	EMSC4
Applied Agricultural and Agricultural Technology L4	AAAT4
Ancillary Health Care L4	ANHC4
Early Childhood Development L4	ECD4
Wholesale and Retail L4	WHRT4
Arts and Culture L4	ARTC4

#### 4. Minimum Criteria

4.1. The following minimum criteria are applicable to educators who wish to be appointed as senior moderators and moderators:

- Preference will be given to applicants who are GDE- AET educators, as well as officials of the GDE Teaching and Learning Support Services in the GET band.
- REQV 13 or higher, i.e. a B-degree, a higher/National (Technical) Diploma or Dip Tech, or a three-or four-year teaching diploma.
- Qualification in the Learning Area related or Subject on at least second-year university level.
- At least two years' teaching experience in the relevant Learning Area or related subjects.
- A minimum of three years' teaching experience in the Learning Area (or related subject) or a Departmental Official who has engaged with the relevant Learning Area (or related subject) within the past three (3) years.
- The applicant should be currently employed as an educator.

4.2. The following CS educators **will not** be considered for appointment as senior moderators and moderators:

- Pre-primary and primary school educators.
- Educators from outside the Gauteng Province.
- Educators who have taken the Voluntary Severance Package (VSP).
- Educators who will be on maternity leave.
- Educators on suspension.
- Educators on sick leave.
- **Educators who turn 65 years old in or before November 2014.**

## 5. Duties of Senior Moderators and Moderators

### Senior Moderators will:

- Moderate the work of the moderators allocated to him/her.
- Maintain discipline during moderation.
- Ensure that rules and regulations set by the DHET are adhered to.

### Moderators will ensure that:

- The portfolios allocated by the internal moderator are remarked
- Accurate transfer of marks from the learner portfolio to working mark sheet and computerised mark sheet is done
- Quality assurance of mark sheets is conducted

## 6. Application procedure

Educators are appointed (on an *ad hoc* basis) and are therefore required to submit the following documents with the application form (**Annexure A**):

- 6.1 A certified copy of the applicant's Identity Document
- 6.2 A certified copy of the applicant's most recent salary advice
- 6.3 Certified copies of the applicant's academic qualification including a transcript of subjects passed
- 6.4 A letter of recommendation from an appropriate supervisor
- 6.5 An abridged curriculum vitae relevant to the application

### The applicant must clearly indicate the following on the application form:

- The position being applied for i.e. **Senior Moderator or Moderator**; and the applicable Learning Area.

## 7. Closing date for applications

Applications must be submitted on or before 17 April 2014 to the relevant district office.

- 7.1 The District must submit all recommended application forms to the Moderation Sub-Directorate, Wits school of Education in Park Town on 5-6 May 2014.
- 7.2 Letters offering appointment will be sent to successful applicants in July 2014. The applicant is required to accept/decline the offer before an appointment is processed.  
The letter of acceptance/decline (**Annexure C**) must be countersigned by the Centre manager as Head of the Institution, indicating that he/she has no objection to the appointment and can release the educator/official from his/her normal duties for the purpose of moderation. Should the Head of the Institution decide not to approve the acceptance of the offer of appointment, it must be clearly indicated that the offer is declined and the document returned to the District Office.
- 7.3 All queries concerning the appointment of Educator moderators should be directed to the District Assessment Official.



**APPLICATION TO BE APPOINTED AS**

**SENIOR MODERATOR**

**MODERATOR**

**FOR AET LEVEL 4 (mark the appropriate box with "X")**

Please write only one character/number per block, or mark the appropriate block with an "X"

**A. PERSONAL DETAILS**

<b>Surname</b>		<b>Initial (s)</b>	
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<b>First name</b>	
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<b>Identity Number</b>		<b>Persal No</b>	
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<b>Tax Number</b>	
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<b>Postal Address</b>		<b>Code</b>	
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<b>Physical Address</b>		<b>Code</b>	
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<b>Telephone number (Work)</b>		(		)	
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<b>Telephone number (Home)</b>		(		)	
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<b>Cell Phone Number</b>		<b>Fax No</b>	
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<b>E-Mail Address</b>	
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<b>Institution where employed</b>	
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<b>GDE Centre Number</b>		<b>GDE District</b>	
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<b>Present Post</b>	
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**E. DECLARATION BY APPLICANT**

- I declare that the above information is **correct and accurate**.
- **I am currently teaching and/or have taught the Learning Area applied for at AET Level 4 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.
- 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-----

**F. DECLARATION BY CENTRE MANAGER\***

*(\* Only the Centre manager or officially Acting centre manager 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 Learning Area applied for.

\_\_\_\_\_  
Signature of Centre Manager

\_\_\_\_\_  
Print Name

**OFFICIAL STAMP**

\_\_\_\_\_  
Contact Number of Centre Manager

\_\_\_\_\_  
Date

**Office Use**

Checklist for all Application Forms

No.	Aspect	For District Office Use	For Moderation Sub Directorate Use
2	All information entered		
3	Original signature of educator		
4	Original signature of centre manager		
5.1	<b>Attachments:</b> Copy of statement of academic record/transcript of tertiary qualifications.		
5.2	<b>Copy</b> of SACE certificate		
5.3	<b>Certified</b> 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)		



## Offer of Appointment

**TO :**

**FROM :** DIRECTOR: ASSESSMENTS: REGINA CHABELI

**RE :** OFFER OF APPOINTMENT: SENIOR MODERATOR/  
MODERATOR

**DATE:** 2014

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The Assessments Directorate has pleasure in offering you an appointment as an AET Level 4 SBA moderator for 2014.

Nature of appointment: **Senior moderator/moderator**

District:

Subject:

Period: **September 2014**

Please note that you are required to attend training sessions arranged by Head Office. Appointed moderators who fail to attend the training session will not be allowed to moderate.

Date:

Venue:

Time:

Please return the Acceptance/Decline letter by fax to the attention Ms Antoinette Dliwayo at (011) 355 0590 on or before 30 July 2014.

Regards

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**Director: Assessments**

**Date:**



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**ANNEXURE C**

**Accept/Decline the offer of appointment**

# FAX

**TO: Moderation Sub-Directorate**  
**FAX No. (011) 355 0595**  
**ATTENTION: Antoinette**

\_\_\_\_\_

**I (print name)** \_\_\_\_\_

**Persal number:** \_\_\_\_\_

**ID number:** \_\_\_\_\_

ACCEPT / DECLINE (*delete if not applicable*) the offer of appointment as senior moderator/moderator for

**Learning Area** : \_\_\_\_\_

**District** : \_\_\_\_\_

**Period** : \_\_\_\_\_

I undertake to fulfill all duties and obligations associated with the position to which I am appointed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The acceptance of this offer of appointment is approved.

Centre Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**School Stamp**