



GAUTENG PROVINCE

Department: Education

REPUBLIC OF SOUTH AFRICA

GAUTENG DEPARTMENT OF EDUCATION DIRECTORATE: EXAMINATIONS AND ASSESSMENT

EXAMINATION INSTRUCTION No. 04 of 2013

DATE : 14 January 2013

TOPIC : **GUIDELINE FOR THE APPOINTMENT OF
TEACHER MODERATORS AND PROVINCIAL
MODERATORS FOR THE 2013 NATIONAL SENIOR
CERTIFICATE EXAMINATIONS**

TO : **DISTRICT DIRECTORS
CES : CURRICULUM
DISTRICT ASSISTANT DIRECTORS: EXAMINATION
DISTRICT FET CURRICULUM CO-ORDINATORS
DISTRICT SUBJECT ADVISORS
DISTRICT ASSESSMENT OFFICIALS
PRINCIPALS OF SCHOOLS
TEACHER ORGANISATIONS AND UNIONS
RELEVANT NON-GOVERNMENTAL ORGANISATIONS**

ENCLOSURES : **Annexure A: Application Form: Teacher Moderator
Annexure B: Offer of Appointment
Annexure C: Accept / Decline the offer of appointment
Annexure D: Application Form: Provincial Moderator
Annexure E: Management Plan**

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Department: Education
REPUBLIC OF SOUTH AFRICA

MEMORANDUM

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Ref: Application forms

TO : DISTRICT DIRECTORS
CES : CURRICULUM
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FROM : PRINCE MASILO

DATE : 14 JANUARY 2013

SUBJECT : GUIDELINES FOR THE APPOINTMENT OF TEACHER
MODERATORS AND PROVINCIAL MODERATORS FOR
THE 2013 NATIONAL SENIOR CERTIFICATE
EXAMINATIONS

This Examination Instruction serves to inform Heads of Institutions and District Offices of the guidelines for the appointment of moderators for the 2013 National Senior Certificate examinations.

Kindly note that any deviation from the conditions and procedures that are set out in this Examination Instruction will be considered as non-compliance to policy.

Your co-operation in this matter is appreciated.

Regards

PRINCE MASILO
DIRECTOR: EXAMINATIONS AND ASSESSMENT
DATE:

GUIDELINES FOR THE APPOINTMENT OF TEACHER MODERATORS AND PROVINCIAL MODERATORS FOR THE 2013 NATIONAL SENIOR CERTIFICATE EXAMINATIONS

1. INTRODUCTION

- 1.1 All Heads of Institutions are requested to bring the following information to the attention of all members of their staff.
- 1.2 Educators who have the required qualifications and experience are invited to submit applications for appointment as **Teacher moderators** for the 2013 National Senior Certificate Examinations. The application form for appointment as a Teacher moderator is attached (**Annexure A**).
- 1.3 District Subject Advisors are invited to submit application for appointment as Provincial Moderators (**Annexure D**) for the 2013 National Senior Certificate Examinations.

2. APPOINTMENT OF TEACHER MODERATORS

The following requirements are applicable to educators who want to be appointed as Teacher moderators:

- 2.1. REQV 13 or higher qualification, i.e. a B-degree, a higher/National (Technical) Diploma or Dip Tech, or a three-or four-year teaching diploma.
- 2.2. qualification for the subject or directly related field of study on at least second year university level or at fourth-year teachers' college level or equivalent.
- 2.3. at least five years' teaching experience in the relevant subject or directly related subject in the FET band,
- 2.4. preference will be given to educators
 - a. who have taught the subject in Grade 11 and 12 in 2011 and in Grade 12 in 2012 and who are teaching Grade 12 in 2013.
 - b. are occupying a **full-time teaching post** in a public or independent school
- 2.5. satisfy a criterion of a pass percentage rate in the relevant or related subject at Grade 12 level of not less than eighty percent (80 %) within the last three years (3 years) while teaching a Grade 12 class (where applicable). In Mathematics and Science, the district should select teachers who obtained results closest to the criteria.
- 2.6. obtained a subject average that was either the same or higher than the Provincial average within the last three years (3 years) while teaching a Grade 12 class (where applicable).
- 2.7. have the necessary language proficiency and subject content competency to moderate the relevant SBA tasks.
- 2.8. attend a compulsory training session. Appointed moderators who fail to attend this training session will not be allowed to moderate.

2.9 Applicants for the post of Teacher moderator should take note of the following:

- 2.9.1. a telephone/cell number and fax number should be provided.
- 2.9.2. the application **MUST** be signed and approved by the Principal.
- 2.9.3. the moderation should be conducted outside official teaching hours and should be coordinated by the District. The principal of the school must be informed of the intended moderation
- 2.9.4. late, incomplete and incorrect applications will be returned.
- 2.9.5. faxed or scanned application forms will be returned.
- 2.9.6. by recommending and signing the application form, Heads of Institutions, Directors and/or FET advisors certify that
 - the applicant's teaching experience in the subject appointed for, is correctly reflected in all respects;
 - the applicant's qualifications are authentic, correct and are appropriate to the relevant subject;
 - the applicant is suitable, in all respects, to carry out the responsible and onerous task of moderating the Grade 12 SBA tasks;
 - the applicant has **NOT** taken the voluntary severance package; and
 - the applicant does not turn 65 years old in 2013.
- 2.9.7. application forms must be submitted to the Examination Section of the District Office by 16:00 on or before **1 February 2013**.
- 2.9.8. appointed moderators will be required to moderate according to the specific subject requirements/tools provided and are expected to moderate all the schools allocated to them.
- 2.9.9. appointed moderators have to complete a report on each school moderated.
- 2.9.10. moderators are allowed to **moderate only in one subject**.

3. APPOINTMENT OF MODERATORS

- 3.1. Educators are appointed (on an *ad hoc* basis) and are therefore required to submit the following documents with each application form:
 - an academic record or transcript of the applicant's tertiary qualifications, indicating the level of all subjects. (Please note that a certificate does not indicate the level of a subject.)
 - in the case of GDE employees, the most recent salary advice. For verification purposes, it is important that the PERSAL number, the date and month and ID number are legible.
 - a **certified copy** of the applicant's **GREEN ID**.
- 3.2. Applicants **not paid by GDE** through the PERSAL system (educators in SGB posts and at independent institutions), and educators appointed in a temporary capacity with their contract expiring before or on 31 December should note that the processing of claims may take longer than for permanently employed GDE educators, as the above-mentioned educators first have to be registered/re-activated on PERSAL before a claim can be captured.
- 3.3. Applicants that are **Non-South African citizens** should note that the processing of claims may take longer than for permanently employed GDE educators, as the

above-mentioned educators first have to be registered/re-activated on PERSAL before a claim can be captured.

- 3.4. Letters offering appointment will be sent to successful applicants during February 2013. The applicant is required to accept the offer before an appointment is registered. The letter of acceptance **must be countersigned by the Principal 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.

4. REMUNERATION

Remuneration of Teacher and Provincial moderators is determined by the Personnel Administration Measures (PAM) document.

Successful applicants should take this into account when accepting an offer of appointment. It is the responsibility of the successful applicant to submit all claim form documentation on or before the submission date as indicated by the district to ensure that the applicant is paid.

5. GENERAL INFORMATION

- 5.1 The moderation of the SBA is scheduled to be staggered over the three terms of 2013. **Teacher moderators may be required to moderate during the school holiday.** A detailed district moderation management plan will be made available to schools during the month of February 2013.
- 5.2 All Teacher moderators appointed to moderate the SBA assessment tasks of the 2013 National Senior Certificate Examinations, will be required to attend the training session in February 2013 (as per district management plan).
- 5.3 The following CS educators **will not** be considered for appointment as Teacher moderators:
- Pre-primary and primary school educators.
 - Educators from outside the Gauteng Province.
 - Educators who have taken the Voluntary Severance Package (VSP). Such educators are specifically informed that they may not moderate. **Any such Teacher moderators, who are inadvertently appointed, will NOT be remunerated.**
 - Educators who have attained a pass percentage rate of less than fifty percent (50%) in the relevant or related subject within the last two years while teaching a Grade 12 class.
 - Educators who will be on maternity leave.
 - Educators on suspension.
 - Educators on sick leave.
 - **Educators who turn 65 years old in 2013.**

- 5.4 Applicants, who are not in the permanent employ of the GDE (e.g. educators at private schools, other institutions, in governing body posts or temporarily appointed with contract expiry date on or before 31 December of the year), **are requested to submit the following documentation at the end of the moderation period (together with their claim forms):**
- **Certified copy** of the identity document (GREEN ID).
 - The most **recent salary advice** from the institution they are employed at.
 - A copy of SACE and SAQA certificates.
 - A recent Bank statement
 - An **original GSSC Form FI030** (Application for payment of salary into Bank Account, available at Departmental Offices) so that registration on PERSAL can be done timeously. The form must be completed at the end of EACH moderation Phase of 2013 (*as per district management plan*). Faxed copies will not be accepted.
- 5.5 Heads of institutions are urged to encourage educators with subject expertise to apply for moderation.
- 5.6 All queries concerning the appointment of Teacher moderators should be directed to the District Assessment Official at districts.
- 5.7 In 2013 one Teacher moderator(TM) will be allocated to \pm 10 schools, excluding Tourism and Computer Application Technology/ Information Technology where one Teacher moderator(TM) will be allocated to \pm 5 schools. In these 3 subjects the SBA and PAT moderation will be conducted simultaneously.
- 5.8. Small subjects, as listed below, will be coordinated by the Provincial Coordinators. The Provincial Subject Coordinator, together with the curriculum coordinators and CES officials of the districts.w up a composite district moderation and monitoring plan across districts. They will also coordinate, control and manage the appointment of Teacher moderators for these subjects across districts in the Province.

The application form for the subjects listed below must also be submitted to the **district office by 01 February 2013:**

- **Design**
- **Music**
- **Dramatic Arts**
- **Visual Arts**
- **Dance**
- **Agricultural Management Practices**
- **Agricultural Sciences, and Agricultural Technology**
- **Electrical Technology**
- **Mechanical Technology**
- **Religion Studies**
- **African Languages** :Where there are less than 8 schools offering the subject in a district

These application forms will be submitted to the moderation unit and the Provincial Coordinators will make the selection of TMs.

6. Provincial Moderators

- 6.1 All District Subject Advisors must complete Annexure D to becoming a Provincial Moderator.
- 6.2 All Provincial Moderators must moderate outside working hours and conduct moderation for two phases.
- 6.3 All appointment letters will be issued via the Moderation Unit in April, therefore all application forms must be received by the Moderation Unit as per due date.

PLEASE NOTE THE FOLLOWING:

1. The requirements for application are contained in the Examination Instruction.
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.

If an applicant qualifies and is recommended by the District, an offer of appointment will be issued for the moderation of the 2013 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 Diploma
 Year Level I II III Hon M D 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, eg. 11 or 12	Name of School/Institution
2012				
2011				
2010				

5. MODERATION EXPERIENCE

Year	Subject/Level/Grade	Position held
2012	Moderating:	
2011	Moderating:	
2010	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.
- I am not turning 65 years old in 2013.
- 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		

Offer of Appointment

District Letterhead

Tel:
e-mail:

Fax:

TO:

FROM:

RE: OFFER OF APPOINTMENT – TEACHER MODERATOR

DATE: 2013

The District of _____ has the pleasure in offering you an appointment as a Teacher moderator in 2013.

Nature of appointment: **Teacher moderator**

District:

Subject:

Period: **March – October 2013**

Please note that you are required to attend a training session arranged by the District. Your attendance is compulsory. Appointed moderators who fail to attend this training session will not be allowed to moderate. All appointed moderators are requested to submit all claim form and records of moderation to the district office according to the district's management plan. Failure to submit all documentation will result in the delaying of payment in 2013.

Date:

Venue:

Time:

Please return the Acceptance/Decline letter by fax to the attention of District Subject Advisor at _____ on or before _____ 2013.

You have been appointed to moderate the following schools:

No	Name of School	No	Name of School
1		6	
2		7	
3		8	
4		9	
5		10	

Regards

District Director

Accept / Decline the offer of appointment

District Letterhead

FAX

TO:
FAX NO:
ATTENTION:

I (*print name*) _____.

Persal number: _____ ID number: _____

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

Subject : _____

District : _____

Period : _____

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

Signature

Date

The acceptance of this offer of appointment is approved.

Principal

Date

School Stamp

4. TEACHING EXPERIENCE IN NCS

Total teaching experience (years) _____

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

Please list the institutions you have **taught the subject concerned / district you** 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
2012				
2011				
2010				

10. MODERATION EXPERIENCE

Year	Subject/Level/Grade	Position held
2012	Moderating:	
2011	Moderating:	
2010	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.
- I am not turning 65 years old in 2013.
- 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		

MANAGEMENT PLAN OF THE TEACHER MODERATORS FOR 2013

Timeframe	Function	Responsibility
1 February 2013	Completed Application forms handed to District Office (Annexure A).	Educators
1 February 2013	Application for additional Teacher Moderators	District Directors District Subject Advisors District Assessment Officials
4 - 5 February 2013	Capture all application forms submitted to the district office	District Subject Advisors District Assessment Officials
6 - 8 February 2013	Selection and appointment of Teacher moderators (Annexure B and C sent to TM)	District Directors District Subject Advisors District Assessment Officials
13 - 15 February 2013	Fax Annexure C (Accept /Decline the offer of appointment) back to the District Office	District Subject Advisors District Assessment Officials
25 Feb – 2 March 2013	Training of Teacher moderators	District Subject Advisors District Assessment Officials
8 March 2013	Finalise the District Subject Moderation Management Plan per subject	District Subject Advisors Appointed Teacher moderators
14 March 2013	Completed Provincial Moderators' Application forms handed to CES:Curriculum (Annexure D).	District Subject Advisors
15 March 2013	Verify and approve the Provincial Moderators' Application forms and hand over to the District Assessment Official for submission to the Moderation Unit	CES:Curriculum
18-19 March 2013	Submission of completed Annexures A , C and D to the Moderation Unit	District Assessment Officials
	18 March 2013: GN,JC,TS,SE,JN,JS,TW,ES	
	19 March 2013 : TN,GE,EN,SW,JE,JW,GW	
	Annexure B to be filed and kept safely at the DO	
20 March 2013	Compile a composite District Moderation Management Plan to be sent to schools.	District Assessment Officials
20 March 2013	Composite District Moderation Management Plan to be submitted to the Moderation Unit.	District Assessment Officials
20 March 2013	Submit a composite list of appointed Teacher moderators to the Moderation Unit	District Subject Advisors District Assessment Officials
15 April – 28April 2013	First phase Moderation of SBA	Teacher moderators
	Complete claim forms	
22 July – 4 August 2013	Second phase Moderation of SBA	Teacher moderators
	Complete claim forms	
1 - 6 October 2013	Third phase Moderation of SBA	Teacher moderators
	Complete claim forms	
15 April – 5 May 2013	First phase Provincial Moderation of SBA	Provincial Moderator
	Complete claim forms	

Timeframe	Function	Responsibility
22 July – 11 August 2013	Second phase Provincial Moderation of SBA	Provincial Moderator
	Complete claim forms	
April – October 2013	Reports to District Subject Advisors and schools after each moderation	Teacher moderators
	Reports to Provincial Subject Coordinators	District Subject Advisors
	Composite Moderation Report to CDS Head Office	CES: Curriculum
January – October	Moderation reports to Moderation Unit	District Assessment Officials
15 April – 18 October 2013	Submit verified TM claim forms to the Moderation Unit	District Subject Advisors District Assessment Officials
15 April – 22 August 2013	Submit verified PM claim forms to the Moderation Unit	District Subject Advisors District Assessment Officials