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ASSESSMENT INSTRUCTION NO 24 OF 2019

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DHET REGIONAL MANAGER
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
ECET PRINCIPALS
ECET DEPUTY PRINCIPALS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
COMMUNITY LEARNING CENTRE MANAGERS
TEACHER UNIONS/TEACHER ORGANISATIONS
ECET COUNCIL
ECET ACADEMIC BOARD**

DATE: 28 MARCH 2019

**APPLICATION FOR APPOINTMENT - SBA MODERATORS
2019 ADULT EDUCATION & TRAINING (AET) L4- GETC**

Application by lecturers for Appointment as SBA Moderators of the 2019 Adult Education & Training Examination – AET L4 - ANNEXURE 1.

Read the Instructions on Application Forms.

NB: All officials are requested to check the Application Form carefully to verify that only competent qualified Markers are appointed to these critically important positions.

Application forms to be handed in at **DISTRICT HEAD OF EXAMINATIONS OFFICES** in relevant Districts. **AET Regional Officials** who qualify and wish to be appointed as SBA Moderators must also submit application forms to their relevant District Offices.

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

1. WHO QUALIFIES TO APPLY AS SBA MODERATOR?

- 1.1 CET lecturers who taught the Learning Area they are applying for in AET L4 during the period 2016 - 2018.
- 1.2 **CET lecturers must have at least a recognized three year post matric qualification in the Learning Area or directly related field of study at second or third year level. A transcript/statement of results must be attached, if the Learning Area is not specified on the certificate.**
- 1.3 **CET lecturers who do not have the required qualifications in the relevant learning area, BUT have been teaching the learning area on a full-time basis, must submit letters of recommendation from the Centre Manager as evidence of teaching the Learning Area with the required learner performance.**
- 1.4 Centre Management Team members who taught AET L4 during the period 2016 to 2018.
- 1.5 **Preference will be given to serving lecturers who are presently teaching the Learning Area concerned.**
- 1.6 **AET Regional Officials who have a three-year qualification in the Learning Area applying for, or a directly related field of study at tertiary level. A transcript of results must be attached if the Learning Area is not specified on the certificate.**

2. WHO DOES NOT QUALIFY TO MARK?

- 2.1 CET lecturers who never taught Level 4 during the period 2016 to 2018 in the Learning Area they are applying for.
- 2.2 Office-based educators who are not directly involved in training and supporting of lecturers in the Learning Area, e.g. CESs, EDOs, Curriculum Advisors in the GET Phase.
- 2.3 CET lecturers who do not have a qualification in the Learning Area or directly related field of study at second year University level or at fourth-year teachers' college level.
- 2.4 Non-South African citizens without SACE registration.
- 2.5 **CET lecturers who will be on leave at the time of moderation.**
- 2.6 **CET lecturers on suspension.**
- 2.7 **CET lecturers who have retired or been dismissed.**
 - 2.7.1 Officials employed in the Assessment and Examinations Directorate.
 - 2.7.2 AET lecturers /Officials involved in Examination Irregularities in 2018.
 - 2.7.3 CET lecturers who have missed moderation sessions in their districts.

3. VERIFICATION AT CENTRE LEVEL:

- 3.1 CET Centre Manager to convene a meeting with the applicants and the Centre Management Team.
- 3.2 All application forms must be quality assured jointly at this meeting.
- 3.3 Complete the LIST OF APPLICANTS (**ANNEXURE 2**), that will be signed by each applicant, and his/her Head of Department (HOD).
- 3.4 The signing of the application form is legally binding, and it certifies the accuracy and ownership of the information provided by all signatories.
- 3.5 Centre Managers must present the list of applicants to the whole team before signing it.
- 3.6 Centre Manager's application form must be signed by the AET Regional Official/Deputy Principal Academic.

Any false information supplied on this document will result in the disqualification of all the participants in the verification meeting from being appointed as SBA moderators for two years.

3.7 INSTRUCTIONS TO CENTRE MANAGERS

- 3.7.1 Approval must only be given by signing the form, if the lecturer was/is responsible for teaching the Learning Area at Level 4 during the period 2016 to 2018.
- 3.7.2 Do not sign application forms of lecturers who are **not teaching in your centre and those affected by paragraph 2 above.**
- 3.7.3 NB: AET Centre Managers must ensure that information provided on application forms is accurate and verifiable.
- 3.7.4 **Centre Managers to attach a letter of recommendation for lecturers who do not have the required qualifications in the relevant Learning Area, BUT have been teaching it on full time basis, motivating for the competence of the lecturers in the Learning Area.**

4. VERIFICATION AT DISTRICT LEVEL:

- 4.1 The members of the **Verification Committee** to consider the application forms for AET L4 Markers will include:
 - 4.1.1 CES: Curriculum (Chairperson)
 - 4.1.2 CES: IDS&G
 - 4.1.3 DCES: Assessment & Examinations
 - 4.1.4 Circuit Managers
 - 4.1.5 AET Regional Officials
 - 4.1.6 Teacher Union representatives as observers.
 - 4.1.7 **The committee must ensure that all criteria are met, and information provided is verified.**

- 4.1.8 Reasons must be written in the space provided on the application form in the event of the application not being recommended.
- 4.1.9 AET Regional Co-Ordinators must attach a letter of recommendation for lecturers who do not have the required qualifications in the relevant Learning Area, BUT have been teaching it on full time basis, motivating for the competence of the lecturer in the Learning Area.
- 4.1.10 All application forms must be signed by the Chairperson/Regional Officials after verification.
- 4.2 The members of the **Verification Committee** to consider the application forms for **AET Regional Officials who apply to moderate AET L4** will include:
- 4.2.1 CES: Curriculum (Chairperson)
- 4.2.2 CES: IDS&G
- 4.2.3 DCES: Assessment & Examinations
- 4.2.4 Circuit Managers
- 4.2.5 AET Regional Officials
- 4.2.6 Teacher Union representatives as observers
- 4.2.7 ***Under NO circumstances must the Verification Committee recommend both the AET Regional Official and the DCES.***
- 4.3 **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.**

5 VERIFICATION AT PROVINCIAL LEVEL:

- 5.1 The membership of the Provincial Committee that recommends AET L4 markers to the Superintendent General: Education, for appointment is as follows:
- 5.1.1 Assessment and Examinations official as Chairperson
- 5.1.2 ECCEt Deputy Principal-Academic, Deputy Principal-Corporate & Regional Officials
- 5.1.3 Teacher Union representatives as observers

6 CONDITIONS FOR APPOINTMENT

- 6.1 Appointed moderators will receive appointment letters which must be produced on arrival at the moderation venue, signed by the CET Centre Manager that he/she has been released from his/her centre/office.
- 6.2 Appointed moderators must attend a compulsory discussion session before the commencement of the moderation session.
- 6.3 Appointed moderators who have relatives who will be writing the AET L4 Examination in 2019 must declare this by signing the form attached to the application form – **(ANNEXURE 3)**.
- 6.4 Appointed lecturers must have SACE certificate.

6.5 Foreign qualifications must have DHET and SAQA evaluation certificates.

6.10 Foreign nationals must have a Passport and a valid work permit.

The Department reserves the right to disqualify any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or incorrect information, both work and academic record.

7 CRITERIA FOR REJECTION OF APPLICATIONS:

- 7.1 Incomplete or illegible applications will not be considered.
- 7.2 Application forms that are not signed by Centre Managers will not be considered and will be regarded as incomplete.
- 7.3 Application forms received at the District Office after the due date will not be considered.
- 7.4 No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Exams Office and be verified at District level.

8. IMPORTANT DATES:


| | |
|--|--------------------------------|
| Closing date for receiving application forms at the District Offices | Thursday, 18 April 2019 |
| Closing date for receiving application forms at the Head Office: | Tuesday, 30 April 2019 |

Kindly note that all the information in application forms will be **verified** against the **database** in the **DHET Regional office, as well as ECET College**. 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.



MS P. VINJEVOLD
DEPUTY DIRECTOR GENERAL: EPEM

| | | | |
|--|------------------|--|--------------------------------|
| For Office use: Captured By: _____ Signature Date | | ANNEXURE 1 ASSESSMENT INSTRUCTION 24 OF 2019 | |
|  Province of the EASTERN CAPE DEPARTMENT OF EDUCATION | LEARNING AREA | SHORT CODE: | Place Two ID Photos Here |

APPLICATION FORM: 2019 - AET L4 SBA MODERATOR

| |
|--|
| CLOSING DATE: 18 APRIL 2019 (District Office) CLOSING DATE: 30 APRIL 2019 (Head 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. Any person found to have given fraudulent information will be disqualified from marking.
2. A **separate** application form must be completed for each Learning Area applied for.
3. 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 **subject advice sheet/transcript** must accompany the Certificate/Degree. This applies to ACE qualifications also.
4. A recommendation from Centre Manager and AET Regional Official must be attached if the applicant does not have the qualifications in the subject applying for but has been teaching it.
5. Criteria for appointments: Please see the Government Gazette No 39684 of 12 February 2016 or refer to pages D 143 -145.
6. Attach a **certified copy** of your ID Document to this form.
7. Attach a recent ID Photo of yourself to the top right corner of this form.
8. Attach a certified copy of SACE certificate.
9. **Contents of the Assessment Instruction** are all fully applicable into this form and must be read together (Assessment Instruction & the form).
10. Only lecturers from the Department of Higher Education, Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

A. PERSONAL INFORMATION

| | | | | | | | | | | | | | | | | |
|---------------------------|-------------------------------|-------|--|----------------|---|--|--|--|-----------------------------------|--|--|--|---|--|--|--|
| PERSONAL No. | | ID No | | Date of Birth | | | | | | | | | | | | |
| Surname | First Names | | | | | | | | | | | | | | | |
| Title | Initials | | | | | | | | | | | | | | | |
| Tel. No. (W) | | | | Postal Address | | | | | | | | | | | | |
| Tel. No. (H) | | | | | | | | | | | | | | | | |
| Cell Number | | | | Postal Code | | | | | | | | | | | | |
| Present Post | <input type="checkbox"/> DCES | | <input type="checkbox"/> Regional Official | | <input type="checkbox"/> Centre Manager | | | | <input type="checkbox"/> Lecturer | | | | <input type="checkbox"/> Other: Specify | | | |
| AET L4 Exam Centre Number | | | | District Name | | | | | | | | | | | | |
| Institution/Centre Name | | | | | | | | | | | | | | | | |

POPULATION GROUP

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 marking period? | YES | Y | NO | No |
| Gender | Male | M | Female | F |
| Meals - Normal | YES | Y | NO | No |
| Vegetarian (NB: All meals HALAAL) | YES | Y | NO | No |

D. BANK PARTICULARS

| | | | |
|-----------------|--|--|---|
| Name of Bank | | Branch Name | |
| Account Number | | Branch Code | |
| Type of Account | <input type="checkbox"/> Savings Account | <input type="checkbox"/> Current Account | <input type="checkbox"/> Transmission Account |

E. LANGUAGE COMPETENCY

| | | | |
|--|-----------|--|--|
| Marking language preference for all subjects | English | | |
| | Afrikaans | | |

F. QUALIFICATIONS (In the subject applied for on this form)

| | | | | |
|--|---|---------------------|---------------|-------------|
| Qualification for Marking: | 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 Learning Area in AET L4 i.e. 2016, 2017 or 2018 | | | |
| Subject | Years of Study | Degree/Diploma Name | Year obtained | Obtained at |
| <i>E.g. Maths & Maths Sciences</i> | 2 | <i>B.Sc</i> | 2010 | <i>NMU</i> |
| | | | | |
| | | | | |
| TEACHING QUALIFICATIONS (i.e. HDE) | | | | |

F. MARKING/MODERATION EXPERIENCE

| Year | Learning Area Code | Learning Area Description | Marking/Moderation | Rank (Marker, Moderator) |
|------|--------------------|---------------------------|--------------------|--------------------------|
| 2016 | | | | |
| 2017 | | | | |
| 2018 | | | | |

G. PARTICULARS OF POST

| | | |
|--|------------------------------|-----------------------------|
| Have you taught/advised the Learning Area applied for, in AET L4 between 2016- 2018? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are you presently teaching/advising the Learning Area applied for, in AET L4? | <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 2019? | <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 |

H. TEACHING/ADVISING EXPERIENCE (Relative to the subject applied for on this application)

| Learning Area Code | Learning Area Description | Grade 12 | | | Name of Centre | Centre Contact No. |
|--------------------|---------------------------|------------|----------|-------------|------------------|--------------------|
| | | Year Start | Year End | Total Years | | |
| LCEN 4 | English | 2016 | 2018/19 | 2 | St Albans Prison | (041) 7622121 |
| | | 2017 | | | | |
| | | 2018 | | | | |

PERFORMANCE AT OWN CENTRE/DISTRICT (Relative to the Learning Area applied for on this application)

| Year | Learning Area Code | Learning Area Description | Learning Area Pass % | Learning Area Average % | No of learners in the Learning Area |
|------|--------------------|---------------------------|----------------------|-------------------------|-------------------------------------|
| 2016 | | | | | |
| 2017 | | | | | |
| 2018 | | | | | |

DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform the District office or the marking centre manager 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.....
Date**DECLARATION BY CENTRE MANAGER**

To my knowledge the above-mentioned information is true and correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2018 and must return to school if marking is completed prior to official closure of AET centres. Lecturers appointed as markers are to complete their work at their institution before reporting to the marking centre.

.....
Print Name/Initials.....
Signature: Centre Manager.....
Date

CENTRE

STAMP

**RECOMMENDATION BY AET CO-ORDINATOR/ CES:
CURRICULUM (Chairperson of Verification Committee)****(Reasons for not recommending)**

Recommended/Not Recommended
(Scratch the one not applicable)

.....
.....

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant is currently teaching AET L4 for the Learning Area applied for and fully complied with the SBA moderation requirements.

.....
Print Name.....
Signature: AET Regional Official (CES:
Curriculum.....
Contact
Number.....
Date

DISTRICT OFFICE

STAMP

| | | | | |
|--|--|---|---------------------|--------------|
| VERIFICATION & RECOMMENDATION BY PROVINCIAL PANEL: Recommended [] : Not Recommended [] | | PROVINCIAL SELECTION PANEL Indicate with a tick ✓ | | |
| If Not Recommended: Committee to state reason(s) why applicant is not recommended | | | | |
| | | SUCCESSFUL | RESERVE LIST NUMBER | UNSUCCESSFUL |
| | | | | |
| | | | | |
| | | | | |
| Surname/Initials (Print) (Chairperson of the Provincial Panel) | | Signature (Chairperson of the Provincial Panel) | | Date |

EXTRACT FROM GOVERNMENT GAZETTE, 12 FEBRUARY 2016 [No. 39684 Pages D 143-145]

CRITERIA FOR THE APPOINTMENT OF EDUCATORS FOR EXAMINATION-RELATED WORK (MARKERS)

- (1) Markers are appointed in terms of the Personnel Administration Measures (PAM), which states among other, the following: -
- (2) A recognised three-year post school qualification which must include the subject concerned at secondary or third year level or other appropriate post grade 12 qualifications.
- (3) Appropriate teaching experience, including teaching experience at the appropriate level (FET band), in the subject area concerned.
- (4) Preference should be given to serving educators who are presently teaching the subject concerned.
- (5) The selection of markers for a specific examination paper should be carried out by a panel comprising of Chief Marker and Marking Moderator; Relevant departmental officials; Teacher unions (as observers).



LIST OF APPLICANTS AS SBA MODERATORS – 2019 AET L4

NAME OF DISTRICT

NAME OF CENTRE

| NO | SURNAME & INITIALS | PERSAL NO. | ID NUMBER | LEARNING AREA | PAPER | APPLICANT'S SIGNATURE | SUPERVISOR/CENTRE MANAGER SIGNATURE |
|----|--------------------|------------|-----------|---------------|-------|-----------------------|-------------------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

NB. IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE INCORRECT, ALL LECTURERS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

Centre Manager Full Name (Print)

Centre Manager Signature

Date



CENTRE STAMP

CENTRE VERIFICATION

1. CENTRE VERIFICATION TEAM

Centre Manager – Chairperson

ALL LECTURERS APPLYING TO MODERATE 2019 AET L4

2. CENTRE 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 Centre Manager should table the lecturers' application forms before the Verification Committee.

3. The Committee must verify if each applicant qualifies to apply to be a moderator of the AET L4 Examination and if he/she has taught AET L4 during the period 2016 to 2018.

- When a lecturer's application has been approved, the lecturer must sign next to his/her name.
- The Supervisor must append his/her signature next to the name of the lecturer, he/she supervises.
- The List of Applicants must be presented to the whole staff.

3.2.1 The Centre signs the List of Applicants, after the staff has accepted that the applicants taught AET L4 during the period 2016 to 2018. First time applicants must have taught the Learning Area for at least two years.

- The Centre Manager 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.