



education

Department: Education

GAUTENG PROVINCE

**GAUTENG DEPARTMENT OF EDUCATION
DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

**EXAMINATION INSTRUCTION
No. 03 of 2011**

DATE : 12 January 2011

TOPIC : **GUIDELINE FOR THE APPOINTMENT OF
PROVINCIAL TEACHER MODERATORS
FOR THE NATIONAL 2011 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
Annexure B: Offer of Appointment
Annexure C: Accept / Decline the offer of appointment
Annexure D: Management Plan**

ENQUIRIES: Tel : **011 355 0781**
Fax : **011 355 0590**
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MEMO

TO : DISTRICT DIRECTORS
CES : CURRICULUM
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PRINCIPALS OF SCHOOLS
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FROM : PREM GOVENDER

DATE : 12 JANUARY 2011

SUBJECT : GUIDELINES FOR THE APPOINTMENT OF PROVINCIAL
TEACHER MODERATORS FOR THE 2011 NATIONAL
SENIOR CERTIFICATE EXAMINATIONS

This Examination Instruction serves to inform Heads of Institutions and District Offices of the guidelines for the appointment of Provincial Teacher Moderators for the 2011 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

PREM GOVENDER
DIRECTOR: EXAMINATIONS AND ASSESSMENT
DATE:

GUIDELINES FOR THE APPOINTMENT OF PROVINCIAL TEACHER MODERATORS FOR THE 2011 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:
Provincial Teacher Moderators for the 2011 National Senior Certificate Examinations
- 1.3 The application form for appointment as a Provincial Teacher Moderators is attached (Annexure A).

2. LEGISLATIVE FRAMEWORK

- 2.1 If needed, please refer to legislative framework in Circular 17 of 2009, as well as applicable National Regulations and Policy Documents.

3. APPOINTMENT OF PROVINCIAL TEACHER MODERATORS

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

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. 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.
3. At least five years' teaching experience in the relevant subject or directly related subject in the FET band,
4. Preference will be given to educators
 - a. who have taught the subject in the Grade 11 and 12 in 2009 and in Grade 12 in 2010 and who are teaching grade 12 in 2011.
 - b. are occupying a **full-time teaching post** in a public or independent school
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.
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).
7. Have the necessary language proficiency and subject content competency to moderate the relevant SBA tasks.
8. Attend a compulsory training session. Appointed moderators who fail to attend this training session will not be allowed to moderate.

Applicants for the post of Provincial Teacher Moderator should take note of the following:

1. A telephone/cell number and fax number should be provided.
2. The application **MUST** be signed and approved by the Principal.
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.
4. Late, incomplete and incorrect applications will be returned.
5. Faxed or scanned application forms will be returned.
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 subject appointed in;
 - the applicant is suitable, in all respects, to carry out the responsible and onerous task of moderating the Grade 12 SBA tasks; and
 - the applicant has **NOT** taken the voluntary severance package.
7. Application Forms must be submitted to the Examination Section of the District Office by 16:00 on or before 4 February 2011.
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.
9. Appointed moderators have to complete a report on each school moderated.
10. Moderators are allowed to moderate only in one subject.

4. APPOINTMENT OF PROVINCIAL TEACHER MODERATORS

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 slip. 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 ID document.
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 contract expiry before or on 31 December note that processing 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. Letters offering appointment will be sent to successful applicants during February 2011. 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.

5. REMUNERATION

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

Successful applicants should take this into account when accepting an offer of appointment.

6. GENERAL INFORMATION

6.1 The moderation of the SBA is scheduled to be staggered over the three terms of 2011. **Provincial 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 2011.

6.2 All Provincial Teacher Moderators appointed, to moderate the SBA assessment tasks of the 2011 National Senior Certificate Examinations, will be required to attend the training session in February 2011 (as per district management plan).

6.3 The following CS educators **will not** be considered for appointment as Provincial Teacher Moderators:

- Pre-primary and primary school educators.
- Non-South African citizens.
- 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 Provincial Teacher Moderators , who is 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.

6.4 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 together with their acceptance letters:**

- **Certified copy** of the identity document (ID).

- The most **recent salary advice slip** from the institution they are employed at.
 - A copy of SACE and SAQA certificates.
 - 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. (Faxed copies will not be accepted). The form must be completed at the end of the moderation process of 2011 (as *per district management plan*).
- 6.5 Heads of institutions are urged to encourage educators, with subject expertise, to apply for moderation.
- 6.6 All queries concerning the appointment of Provincial Teacher Moderators should be directed to the District Assessment Official at districts.
- 6.7 In 2011 one Provincial Teacher Moderator (PTM) will be allocated to \pm 10 schools, excluding Tourism and Computer Application Technology/ Information Technology where one Provincial Teacher Moderator (PTM) will be allocated to \pm 6 schools. In these 3 subjects the SBA and PAT moderation will be conducted simultaneously.
- 6.8. Subject Coordinated by the Provincial Coordinators in the subjects listed below , the Provincial Subject coordinator, together with the curriculum coordinators and CESs of the districts, will draw up a composite Provincial moderation and monitoring plan, across districts. They will also coordinate, control and manage the appointment of Provincial Teacher Moderators for these subjects offered across districts, in the Province.

The application forms for these subject should be delivered to Head Office: 111 Commissioner Street, Johannesburg , 16TH floor , Moderation Unit.

- Kindly note that faxed or scanned application forms will be returned.
- These application forms should reach the Moderation Unit by 16H00, 4 February 2011.
- The application forms and all attachments must be placed in an envelope attention: Name of Provincial Coordinator and subject.

No	Subject	Attention	Telephone No
1.	Design	Cathy Gibbons	011 355 0633
2.	Music		
3.	Dramatic Arts		
4.	Visual Arts		
5.	Dance		
6.	Electrical Technology	Chris Gryffenberg	011 355 0044
7.	Agricultural Management Practice , Agricultural Science, and Agricultural Technology	Susan Wiese	011 355 0227
8.	Religion Studies	Krishnie Perumal	011 355 0643
9.	African Languages Where there are less than 8 school offering the subject in a district	Kedike Babupi	011 355 0385
10.	Mechanical Technology	Pieter Bosman	011 355 0840
11.	Engineering Graphics and Design	Sarel De Bruin	011 355 0666



District No _____

Annexure A

APPLICATION TO BE APPOINTED AS A MODERATION OFFICIAL FOR THE 2011 NATIONAL SENIOR CERTIFICATE EXAMINATION SBA GR 12

SUBJECT: _____

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 4&5.

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 type="text"/>	<input type="text"/>
Home	<input type="text"/>	<input type="text"/>
Cell	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>	

Residential Address:

Postal Code _____

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 (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 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 Moderation Unit before an appointment is finalised.**

4. Applicants must be **available** to moderate on **Saturdays** and **Sundays** if necessary

2. EMPLOYMENT DETAIL

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 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 accurate)

Year	Position	Subject(s)	Grade, eg. 11 or 12	Name of School/Institution
2010				
2009				
2008				

5. MODERATION EXPERIENCE

Year	Subject/Level/Grade	Position held
2010	Moderating:	
2009	Moderating:	
2008	Moderating:	
		Yes/No
5.1	Are you a qualified assessor/ moderator? (Please attach certificate)	
5.2	Were you a cluster leader in the past for the subject you are applying for?	

6. APPLICATION DETAIL

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

Subject
1.
2.

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 subject 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: Identity Document, 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

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.

OFFICIAL STAMP		
	Signature of Principal	Print Name
	Contact Number of Principal	Date

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 educator		
4	Original signature of Principal		
5.1	<u>Attachments:</u> Copy of statement of academic record/transcript of tertiary qualifications.		
5.2	Certified ID copy		
5.3	Copy of most recent GDE salary advice/ school salary advice		
5.4	SACE certificate and SAQA certificate/ Bank statement(if not on persal)		
5.5	Work permit for foreigners/non-South African Citizens(if not on persal)		
6	District Official Signature		

Offer Of Appointment

District Letterhead

Tel:
e-mail:

Fax:

TO:

FROM:

RE: OFFER OF APPOINTMENT – PROVINCIAL TEACHER MODERATOR

DATE: 2011

The District of _____ has the pleasure in offering you an appointment as a Provincial Teacher Moderator in 2011.

Nature of appointment: **Provincial Teacher Moderator**

District:

Subject:

Period: **March – October 2011**

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.

Date:

Venue:

Time:

Please return the Acceptance/Decline letter by fax to the attention of District Subject Advisor at _____ on or before _____ 2011.

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 Provincial 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

MANAGEMENT PLAN OF THE PROVINCIAL TEACHER MODERATORS FOR 2011
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Timeframe	Function	Responsibility
4 February 2011	Completed Application forms handed to District Office (Annexure A).	Educators
28 January 2011	Application for additional Provincial Teacher Moderators	District Directors District Subject Advisors District Assessment Officials
7-9 February 2011	Capture all application forms submitted to the district office	District Subject Advisors District Assessment Officials
10-15 February 2011	Selection and appointment of Provincial Teacher Moderators (Annexure B and C sent to PTM)	District Directors District Subject Advisors District Assessment Officials
16 – 18 February 2011	Fax Annexure C (Accept /Decline the offer of appointment) back to the District Office	District Subject Advisors District Assessment Officials
1- 7 March 2011	Training of Provincial Teacher Moderators	District Subject Advisors District Assessment Officials
14 March 2011	Finalise the District Subject Moderation Management Plan per subject	District Subject Advisors Appointed Provincial Teacher Moderators
21 March 2011	Submission of completed Annexure As to the Moderation Unit	District Subject Advisors District Assessment Officials
21 March 2011	Compile a composite District Moderation Management Plan to be sent to schools.	District Assessment Officials
21 March 2011	Composite District Moderation Management Plan to be submitted to the Moderation Unit.	District Assessment Officials
21 March 2011	Submit a composite list of appointed Provincial Teacher Moderators to the Moderation Unit	District Subject Advisors District Assessment Officials
11 April – 21 April 2011	First phase school pre-moderation/First phase moderation.	Provincial Teacher Moderators
18 July – 29 July 2011	Second phase Moderation of SBA	Provincial Teacher Moderators
10 October – 14 October 2011	Third phase Moderation of SBA	Provincial Teacher Moderators
April – October 2011	Reports to District Subject Advisors and schools after each moderation	Provincial Teacher Moderators
	Reports to Provincial Subject Coordinators	District Subject Advisors
January – October 2011	Moderation reports to Moderation Unit	District Assessment Officials
October 2011	Submit verified PTM claim forms to the Moderation Unit	District Subject Advisors District Assessment Officials