



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

**EXAMINATION INSTRUCTION
No. 13 of 2011**

- DATE** : 15 March 2011
- TOPIC** : SBA Moderation for 2011 for Grade 12
- TO** : **DISTRICT DIRECTORS
CES (CURRICULUM)
DISTRICT ASSISTANT DIRECTORS: EXAMINATION
DISTRICT FET CURRICULUM COORDINATORS
DISTRICT SUBJECT ADVISORS
DISTRICT ASSESSMENT OFFICIALS
PRINCIPALS OF SCHOOLS
TEACHER ORGANISATIONS AND UNIONS
RELEVANT NON-GOVERNMENTAL ORGANISATIONS**
- ENCLOSURES** :
- Annexure A : Management plan for the moderation of SBA for Grade 12
 - Annexure B : Allocated number of Provincial Teacher Moderators per subject per district
 - Annexure C : Record of moderation
 - Annexure D : Removal of evidence of assessment task
 - Annexure E : Provincial Teacher Moderators database and evaluation
 - Annexure F : Example of letter for Provincial Teacher Moderators to gain access to schools and assessment tasks
 - Annexure G : Provincial Teacher Moderator's Report
 - Annexure H : District Subject Advisor's Report
 - Annexure I : Moderation Tool
 - Annexure J : Evidence of School Moderation
 - Annexure K : List of Provincial Teacher Moderators
 - Annexure L : District report on moderation for Grade 12
 - Annexure M : Moderation status of the district
 - Annexure N : Appeal Form
- ENQUIRIES** :
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education

Department: Education

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MEMORANDUM

TO : District Directors
District CES: Curriculum
District FET and GET Coordinators
District Assessment Officials
Principals of all Secondary Schools

FROM : Prem Govender
Director: Examinations and Assessment

DATE : 15 March 2011

SUBJECT : SBA Moderation for 2011 for Grade 12

This Examination Instruction serves to inform Heads of Institutions and District Offices of the procedures regarding the moderation of Learner Evidence of School-Based Assessment tasks.

Moderation of tasks and quality control of computerized mark sheets are the responsibility of managers at school and district levels. Non-compliance will be regarded as a serious deviation from policy.

Schools should note that the following annexures are applicable to them: Annexure A, Annexure J and Annexure N.

Your co-operation in this matter is appreciated

Regards

PREM GOVENDER
DIRECTOR: EXAMINATIONS AND ASSESSMENT
DATE:

Making education a societal priority

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SBA MODERATION FOR 2011 FOR GRADE 12

1 MODERATION

1.1. Moderation Guidelines

Moderation is a process of teachers sharing their expectations of the performance of learners and understanding of standards with each other in order to improve the consistency of their decisions about the learning of learners. It is the process of ensuring the same assessment standards are applied to learners from every school.

1.2 Pre-moderation

Pre-moderation is the process of quality assuring a task prior to it being administered to the learners. It involves establishing whether the learning outcomes taught are being assessed and whether the task conforms to the difficulty levels required. This can be conducted by the senior teacher/ HOD of the school.

1.3 Moderation

- a) After the assessment task has been written by the learner the learner's task must be moderated by the senior teacher/HOD as follows:
 - i) sampling of learner evidence (high, middle, low)
 - ii) sample to include learners from all teachers teaching the subject in that grade
 - iii) the HOD will review the assessment of the teachers by **remarking** the task and making adjustments
 - iv) Adjustments need to be conducted by mutual consultation and should be negotiated.
 - v) The adjusted mark must be recorded on the working mark sheet. It is important that the moderated marks are adjusted on the working mark sheets before any final calculations are performed.

1.4 Post-moderation (feedback)

- a) After moderation has been completed the senior teacher/HOD must provide feedback to the teacher:
 - i) Identify issues related to pupil performance, curriculum coverage and teaching and learning
 - ii) Feedback should be used as a platform to discuss expectations and interpretations in order to ascertain fair, valid and reliable assessments.

1.5 The Three Levels of Moderation

1.5.1 To ensure all marks are fair, valid and reliable, moderation must take place on three levels:

a) School Moderation

Internal moderation conducted by the HOD/Subject Head takes place continuously throughout the year. In those schools where there is only one educator for the subject, the internal school moderation will have to be conducted by a teacher/HOD

of another school. **Annexure J** (Evidence of school moderation) should be completed.

b) District Moderation

District moderation of assessment tasks will be conducted by District Subject Advisors during school visits or during a focused moderation session at the district.

c) Provincial Moderation

Provincial moderation will be conducted by Provincial Teacher Moderators. This moderation will be conducted in 3 phases (once per quarter) during the course of the year and will be managed by district officials.

The three levels of moderation must be adhered to as it is a pre-requisite of Umalusi (external moderation body).

2. MODERATION MODEL FOR 2011 (FOR GRADE 12 ONLY)

2.1 Appointment of Provincial Teacher Moderators and Remuneration of Provincial Teacher Moderators

- a) Subjects across all districts will be allocated Provincial Teacher Moderators.
- b) District Directors will be responsible for the appointment of the Provincial Teacher Moderators according to the criteria in Examination Instruction no 03 of 2011. The selection and appointment will be done by the District Subject Advisors and approved by the District Director.
- c) Please note that the District should ensure that the school of each Provincial Teacher Moderator is moderated by the District Subject Advisor or another Provincial Teacher Moderator.
- d) Each Provincial Teacher Moderator will be assigned \pm 10 schools. The subject allocation per district has been analysed to ascertain the number of moderators required. CAT/IT and Tourism Provincial Teacher Moderators will be allocated 6 schools each to cater for PAT moderation as well.
- e) The moderation activity will be divided into 3 phases. The duration will be expanded to cover moderation activities/ interventions during the course of the year. The hours will be more or less 30 hours per moderator.
- f) Remuneration of Provincial Teacher Moderators will be according to PAM document for Examination activities.
- g) The Provincial Teacher Moderators have to submit the claim forms to the District Subject Advisor who will submit the verified forms to the District Assessment official.

2.2 Procedure of moderation

- a) The Provincial Teacher Moderator has to sign a letter of appointment/ contract signed by the District Director and sanctioned by the principal of the teacher's school (Examination Instruction no 03 of 2011).
- b) The District Subject Advisor will, with the assistance of the Provincial Teacher Moderators for that subject, devise a management plan from 11 April to 30 October 2011. This plan must include:
 - i) Focused moderation of the subject.
 - ii) Compiling reports on each visit.

- c) The purpose of the moderation is to serve as focused intervention to improve results as well as to quality control all SBA mark sheets.
- d) The Head Office Moderation Unit will monitor the progress of moderation through visits to a sample of schools. Reports sent by the District Subject Advisors will be carefully analyzed by the Provincial Subject coordinators.
- e) This moderation merely supplements the work of the District Subject Advisor, whose responsibility must still be to ensure that all schools in the district adhere to the national requirements and also meet the provincial department's targets towards good performance.

3. ROLES AND RESPONSIBILITIES

3.1 Head Office

- a) The Examination and Curriculum Directorates will visit districts to ensure that effective moderation of SBA is being conducted. Through these visits officials at Head Office will establish whether:
 - i) Districts have monitoring/ support programmes to ensure that all underperforming schools are visited at least twice.
 - ii) Districts quality assure and control all working and computerized mark sheets before the computerized mark sheets are sent for capturing at the end of the year.

3.2 Examination and Assessment Directorate : The Moderation Unit will

- a) distribute Management Plans regarding all moderation.
- b) design generic monitoring tools.
- c) monitor the moderation processes for all subjects.
- d) coordinate the Art Subject Practical Examinations.
- e) coordinate the Practical Assessment Tasks (PAT) moderation of all subjects with a practical component..
- f) coordinate the Oral moderation of all official languages offered at schools.
- g) Collect verified computerized mark sheets from districts and submit them to Systems Administration for capturing.
- h) analyse all reports submitted by districts regarding moderation.
- i) follow-up on outstanding SBA marks.

3.3 Curriculum Directorate : The Provincial Subject Coordinator will

- a) decide on the specific tasks to be moderated during the current year together with Subject Advisors at a meeting scheduled at the beginning of the year.
 - b) design the subject specific moderation tool.
 - c) train District Subject Advisors on moderation requirements for each subject.
 - d) analyse reports compiled by District Subject Advisors.
 - e) quality assure the moderation process for his/her subject.
 - f) inform the Moderation Unit of cases of serious non-compliance.
- For subjects that are considered 'small' or 'scarce' (including the Arts and Technical subjects) 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 moderators for these 'small' or 'scarce' subjects offered across districts, in the province.

3.4 The District

- a) Districts must ensure that there is a District Quality Assurance/ Moderation Management Plan that addresses
 - i) General moderation practices.
 - ii) Focused moderation visits (apart from general visits to schools) to all schools.
 - iii) Regular Reports :-
 - with findings and recommendations
 - feedback to Head Office on problematic schools
 - iv) Follow-up visits to ensure that recommendations have been carried out.
 - v) The verification of all marks on computerized mark sheets that are submitted for capturing.
- b) District Subject Advisors are required to support all schools in their district and to ensure that all schools comply with national requirements.
- c) A different sample of learners should be moderated at each school visit for different phases/tasks/activities.

3.4.1 Districts should align their management plans to adhere to the following instructions:

3.4.1.1 Moderation should be scheduled to happen at the following periods:

Phase	Tasks	Period
First	Completed during term 1	First two weeks after reopening of schools in term 2 11 April to 22 April 2011
Second	Completed during term 2	First two weeks after reopening of schools in term 3 18 July to 29 July 2011
Third	Completed during term 3	First week after reopening of schools in term 4 10 October to 14 October 2011

3.4.1.2 Turnaround time for moderation

- a) Where possible, Provincial Teacher Moderators should conduct moderation on site. The Provincial Teacher Moderator must contact the allocated school and make an appointment after school (after teaching time) to collect the assessment tasks which can be moderated at the school with the subject teacher or be collected and moderated off-site as per prior arrangement.
- b) Where districts collect tasks on behalf of the Provincial Teacher Moderator, the following procedure should be followed:
 - i) the tasks should be submitted on a Friday morning by the schools
 - ii) they must be collected by the Provincial Teacher Moderator on Friday afternoon

- iii) all tasks must be returned by the PTM to the district on the following Thursday
- iv) schools should then collect the moderated tasks on the Friday
- c) **Tasks may not be kept for a period longer than a week unless it has been negotiated with the school.**
- d) Provincial Teacher Moderators may only call for **ONE** task to be moderated at a time.
- e) Learners must have all their tasks with them during the holidays for revision purposes. As teachers will still be marking the preliminary papers, this task will be moderated during the first week after reopening if required as per Provincial subject moderation plan.
- f) Where schools do not submit assessment tasks, the District Subject Advisor must investigate the non-compliance at the school.

3.4.1.3 Feedback

- a) After each moderation the school should receive feedback from the Teacher Moderator on the Provincial Teacher Moderator's Report (**Annexure G**)
 - i) A Provincial Teacher Moderator can also give the subject teacher a verbal report after moderation has taken place at the school.
 - ii) A Provincial Teacher Moderator can by arrangement meet the subject teacher and give the teacher a verbal report regarding the moderation.

3.4.2 The District Assessment Official will

- a) Conduct random school visits to monitor the implementation of the national assessment policy. During these visits he/she will:
 - i) ensure that the School Assessment Team (SAT) is established and is functional.
 - ii) ensure that all schools in the district have Assessment plans, programmes and policies.
 - iii) facilitate the appeals against decisions taken during SBA moderation.
- b) compile a composite list of Provincial Teacher Moderators and forward it to the Moderation Unit (**Annexure K**).
- c) compile a composite District Moderation Management Plan and forward a copy to the Moderation Unit.
- d) distribute the District Moderation Plan to all secondary schools.
- e) assist all District Subject Advisors in arranging moderation processes.
- f) compile a composite moderation report (**Annexure L**) on all serious cases of non-compliance. **Annexure L** must be submitted to the Moderation Unit within 10 working days after each moderation phase.
- g) compile a District Management Plan for the collection of all computerized mark sheets.
- h) ensure that all marks on marks sheets are verified; quality assured and signed-off by the relevant stakeholders.
- i) submit computerized mark sheets according to the Provincial requirements and Management Plan to the Moderation Unit for capturing.

3.4.3 The District Subject Advisor will:

- a) complete all duties mandated to them by the Curriculum Directorate at Head Office.
- b) identify Provincial Teacher Moderators based on the criteria stipulated in Examination Instruction no 3 of 2011.
- c) recommend appointments of Provincial Teacher Moderators.
- d) submit a list of appointed Provincial Teacher Moderators to the District Assessment Official (**Annexure K**).
- e) oversee the entire moderation process and provide direction to the appointed Provincial Teacher Moderators.
- f) train Provincial Teacher Moderators on subject specific moderation.
- g) prepare a District Subject Moderation management plan from 11 April till 21 October 2011. This will include pre-moderation discussions with schools; dates when district moderation will take place and dates for the submission of checked and verified computerized mark sheets, etc.
- h) monitor the moderation of the Provincial Teacher Moderators (especially those of underperforming schools) to ensure compliance and the maintenance of subject standards.
- i) ensure that the Provincial Teacher Moderator selects the names of learners for moderation process.
- j) collect and analyse Provincial Teacher Moderators' reports.
- k) consult with the Provincial Teacher Moderator and school In case of any adjustment of marks.
- l) manage all appeals with the IDSO and the SAIC of the school.
- m) forward a composite report (**Annexure H**) to Provincial Subject Coordinators and District Assessment Officials within 5 working days after the completed moderation phase.
- n) collect and verify claim forms and submit claim forms to District Assessment Official.
- o) complete an evaluation form for each Provincial Teacher Moderator (**Annexure E**) and submit a copy to the District Assessment Official.
- p) ensure that marks are correctly calculated and transferred to computerized mark sheets with the assistance of the Provincial Teacher Moderator.

3.4.4 Provincial Teacher Moderator (PTM) will:

- a) apply at the district office to be appointed as a Provincial Teacher Moderator (Examination Instruction no 03 of 2011).
- b) submit and sign letter of acceptance (Letter of acceptance and personal information - Examination Instruction no 03 of 2011) to the District Assessment Official.
- c) liaise with District Subject Advisor.
- d) attend all training organized.
- e) complete **Annexure C** (per school) to indicate time spent on moderation.
- f) record all kilometres travelled to perform the moderation on site (**Annexure C**)
- g) moderate a sample of SBA tasks from each of the schools assigned to him/her. The sample of learners chosen will include learners with good performance; learners with average performance and learners with poor performance. This sample should include learners from all the teachers teaching the subject.
- h) before the initial moderation
 - i) obtain the record sheet (working mark sheet) of the subject.

- ii) select the names of learner he/she will moderate for each moderation phase and inform the school. (NOTE: The school should not be given the opportunity to select the names of learners to be moderated.)
- i) moderate the educator file.
- j) complete the moderation in the expected time allocation of 30 hours between April and October 2011. This moderation will include a discussion meeting with the subject teachers of the schools, the physical remarking of the SBA tasks and the preparing of a report on the SBA compliance and good practices for each school in order to provide feedback (**Annexure G**) to the subject teacher. The Provincial Teacher Moderators must submit **Annexure G** to the District Subject Advisor within 2 working days after moderation occurred.
- k) recommend adjustments of marks to the Subject Advisor where necessary to ensure that standards are not compromised and that marks given are valid, fair and reliable.
- l) assist the District Subject Advisor in quality assuring mark sheets and signing-off the computerized mark sheets as moderator
- m) submit completed claim form to District Subject Advisor by due date.

3.5 The School

3.5.1 SMT and SAT must ensure that all moderation is ongoing and is directed towards the final submission of valid, fair and reliable SBA results. The Principal must ensure that the school conducts the following:-

- a) Pre-moderation/Quality assurance of tasks before they are administered to the learners
- b) Moderation
- c) Post-moderation (feedback)
- d) Adjustment of marks/transferring of marks onto computerized mark sheets
- e) Record keeping
- f) Irregularities – SAIC
- g) Appeals

3.5.2 The schools will at all times adhere to the District Moderation Management Plan and avail all evidence of learners' SBA when requested.

4 General Comments

4.2 Colour of pens

Teacher's original assessment	: Red
School moderation	: Black
District moderation	: Green
Provincial moderation/ (Provincial Teacher Moderator)	: Purple

4.3 All moderators must **sign and date** the top right-hand side of the first page of the learner's assessment task

MANAGEMENT PLAN FOR THE MODERATION OF SBA FOR GRADE 12

Timeframe	Function	Responsibility
March 2011	Training of Provincial Teacher Moderators	District Subject Advisors District Assessment Official
14 March 2011	Complete the District Subject Moderation Management Plan per subject	District Subject Advisors
21 March 2011	Submission of completed Annexure As and Annexure K 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
11 April – 21 April	First phase of moderation of SBA	Provincial Teacher Moderators
18 July – 29 July	Second phase of moderation of SBA	Provincial Teacher Moderators
10 October – 14 October 2011	Third phase of moderation of SBA	Provincial Teacher Moderators
2 May 2011	Reports to schools and District Subject Advisors after each moderation phase Reports to Provincial Subject Coordinators after each moderation phase	Provincial Teacher Moderators
10 August 2011		
31 October 2011		District Subject Advisors
9 May 2011	Moderation reports (Annexure L and M) after each moderation phase to the Moderation Unit	District Assessment Officials
15 August 2011		
4 November 2011		
10 October – 14 October 2011	Quality assure working mark sheets and computerized mark sheets	Provincial Teacher Moderators District Subject Advisors
	Complete claim forms to District Subject Advisors	Provincial Teacher Moderators
	Submit all F1030 forms with attachments to the District Subject Advisor {PTM with no persal number}	Provincial Teacher Moderators
	Completed claim forms to Moderation Unit	
	Submit all F1030 forms with attachments to the Moderation Unit {PTM with no persal number}	
17-21 October 2011	Signing- off of SBA computerized mark sheets of allocated schools	District Subject Advisors District Assessment Officials
	Processing of claim forms	
October - November 2011	Submit computerized mark sheets to System Admin as per Provincial Management Plan	Moderation Unit
26 October	Submission of District SBA report to Provincial Coordinators	District Subject Advisors
15 November 2011	Provincial Subject Report for SBA submitted to Moderation Unit	Provincial Subject Coordinators
January 2012	Composite report on SBA to schools	Moderation Unit Curriculum Development Unit – Provincial Coordinators AMU

2011 ALLOCATION OF PROVINCIAL TEACHER MODERATORS PER SUBJECT PER DISTRICT	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	No of sch per dist	No of ptm per Subj	TOTAL	PTM																																																																																																																																																																									
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Accounting	16	2	43	4	35	4	75	8	46	5	60	6	30	3	48	5	65	7	54	5	65	7	32	3	54	5	48	5	57	6	728	73																																																																																																																																																																							
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Sesotho First Additional Lang		0		0		0		0		0		1	0	4	0	1	0	3	0	3	0		0		0		0	1	0	13	1			
Sesotho Home Lang	2	0	10	1		0	2	0	17	2	8	1	10	1	40	4	9	1	18	2	35	4	14	1	24	2	1	0	29	3	219	22		
Setswana First Additional Lang	1	0		0	1	0	3	0		0		0		0	2	0	5	1		0	3	0		0	1	0	1	0	17	2				
Setswana Home Lang		0	26	3	19	2	29	3	9	1	8	1		0		0	9	1	20	2	15	2	15	2	18	2	37	4	8	1	213	21		
Setswana Second Additional Lang		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	0	0		
SiSwati First Additional Lang		0		0		0	1	0		0		0		0		0		0		0		0		0		0		0		0	1	0		
SiSwati Home Lang	1	0		0	1	0	2	0		0		0	1	0		0		0	1	0		0		0		0		0		0	6	1		
Tourism	9	2	30	5	19	3	50	8	23	4	34	5	15	3	29	5	33	6	26	4	35	6	29	5	20	3	30	5	30	5	412	69		
Tshivenda First Additional Lang		0		0		0	2	0		0		0		0		0		0		0		0		0		0		0		0	2	0		
Tshivenda Home Lang		0	1	0		0	2	0		0	2	0		0		0	7	1	3	0	10	1	3	0	4	0	4	0	2	0	38	4		
Xitsonga First Additional Lang		0		0		0		0	1	0		0		0		0		0		0		0		0		0		0		0	1	0		
Xitsonga Home Lang	1	0	2	0	8	1	13	1	6	1	6	1		0	1	0	10	1	5	1	10	1	6	1	6	1	4	0	9	1	88	9		
PILOT PROJECT																																		
Business Studies	12	1	41	4	32	3	59	6	48	5	55	6	27	3	46	5	46	5	48	5	55	6	28	3	36	4	29	3	27	3	589	60		
Economics	8	1	30	3	29	3	52	5	40	4	38	4	15	2	45	5	25	3	41	4	47	5	24	2	38	4	31	3	46	5	509	50		
Life Sciences	12	1	42	4	35	4	72	7	51	5	54	5	29	3	49	5	44	4	52	5	57	6	31	3	50	5	34	3	42	4	654	65		
Mathematical Literacy	12	1	42	4	34	3	54	5	52	5	57	6	27	3	48	5	35	4	50	5	65	7	31	3	33	3	30	3	32	3	602	61		
Mathematics	13	1	42	4	36	4	57	6	50	5	58	6	28	3	50	5	47	5	52	5	66	7	33	3	43	4	37	4	36	4	648	64		
Physical Sciences	15	2	43	4	37	4	55	6	49	5	63	6	29	3	50	5	46	5	53	5	65	7	33	3	45	5	44	4	57	6	684	70		
Sub Total	20	6	22	0	66	1	57	0	116	0	79	0	92	6	45	5	72	9	92	4	85	997	109	8	54	1	72	2	65	1	83	10380	109	
SMALL SUBJECTS																																		
Agricultural Science											5	1	2	0																			7	1
Mechanical Technology	2	0	10	1	3	0	8	1	8	1	9	1	5	1	1	0	2	0	5	1	4	0	2	1	6	1	6	1	7	1	78	8		
Engineering Graphics and Design	3	0	19	2	10	1	23	2	12	1	19	2	10	1	8	1	9	1	13	1	6	1	8	1	9	1	12	1	21	2	182	18		
Civil Technology	2	0	12	1	6	1	16	2	7	1	12	1	8	1	10	1	4	0	7	0	3	0	6	1	7	1	8	1	7	1	115	12		
Electrical Technology	1	0	9	1	4	0	11	1	5	1	8	1	4	0	4	0	2	0	4	0	3	0	6	1	6	1	8	1	9	1	84	8		
Religion Studies		0		0		0		0		0	0	0		0		0	3	0		0	3	0		0		0		0	3	0	9	1		
Music		0	2	0	6	1	10	1	1	0	3	0	1	0	2	0	7	1	1	1	2	0	1	0	1	0	1	0	1	0	39	4		
Dramatic Arts	3	0	6	1	4	0	12	1	4	0	9	1	1	0	2	0	6	1	7	0	3	0	3	0	2	0	1	0	2	0	65	7		
Design	2	0	3	0	3	0	12	1	1	0	8	1	1	0	2	0	8	1	4	0	3	0	3	0	0	0	0	0	4	0	54	5		
Dance Studies		0	3	0	1	0	6	1	0	0	2	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2	0	15	2		
Visual Arts	3		6	1	10	1	20	2	1	0	16	2	3	0	4	0	20	2	12	1	4	0	6	1	3	0	6	1	11	1	125	13		
SubTotal	16	0	70	7	47	4	118	12	39	4	91	9	35	3	33	2	61	6	53	5	32	1	35	5	34	4	42	5	67	6	773	79		
GRAND TOTAL	22	22	0	73	8	61	120	8	128	9	83	95	1	101	1	48	8	74	0	98	7	90	9	110	3	59	5	76	4	70	8	89	11153	8



RECORD OF MODERATION 2011

SUBJECT: **NAME OF MODERATOR:**

NAME OF SCHOOL: _____

CELL NO: _____ **SCHOOL TEL NO:** _____ **PERSAL NO:** _____

NO: _____ **EMAIL ADDRESS:** _____

FIRST PHASE / SECOND PHASE / THIRD PHASE MODERATION (CIRCLE THE CORRECT PHASE)

No	Name of School Moderating	No of minutes spent moderating	No of km travelled	Departure {please include the name of school /and area}	Report submitted to the District Subject Advisor
1	AREA:	min	km	AREA:	
2	AREA:	min	km	AREA:	
3	AREA:	min	km	AREA:	
4	AREA:	min	km	AREA:	
5	AREA:	min	km	AREA:	
6	AREA:	min	km	AREA:	
7	AREA:	min	km	AREA:	
8	AREA:	min	km	AREA:	
9	AREA:	min	km	AREA:	
10	AREA:	min	km	AREA:	
TOTAL		min	km	Approved by DSA: _____ Date: _____	

Name: _____ Signature: _____ Date: _____ 1st

phase: _____ + 2nd phase: _____ + 3rd phase: _____ = _____ minutes = _____ hours
Page ___ of ___ pages



REMOVAL OF EVIDENCE OF ASSESSMENT TASK

FIRST PHASE / SECOND PHASE / THIRD PHASE MODERATION (CIRCLE THE CORRECT PHASE)

SUBJECT

NAME OF SCHOOL

**PROVINCIAL TEACHER
MODERATOR**

CONTACT DETAILS

**ASSESSMENT TASK/S
REMOVED**

The assessment tasks of the following candidates were removed:

No	Name of Candidates	Mark obtained
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Reason for removal: _____

Expected date of return: _____

Tasks removed by: _____
Name Signature Date

Tasks handed to: _____
Name Signature Date

EXAMPLE OF LETTER FOR PROVINCIAL TEACHER MODERATORS TO GAIN ACCESS TO SCHOOLS AND ASSESSMENT TASKS

District Letterhead

TO : List of all allocated Schools

FROM : Director:

DATE : 2011

SUBJECT : National Senior Certificate 2011 moderation of School-Based Assessment tasks (SBA)

Kindly be informed that _____, identity number _____ has been appointed as a member of the Provincial Moderation Team in **[subject]**.

The brief of the Provincial Moderation Team is to ensure that School-Based Assessment (SBA) is conducted in accordance with Examination Instruction No. ?? of 2011.

The moderation process will take place from [April 2011](#) and will end [October 2011](#).

You are kindly requested to allow the Provincial Teacher Moderator access to the school. It will be appreciated if you could assist them in the execution of their moderation duties, thus ensuring the quality assurance of the SBA in the subject offered by your school.

Should you have any queries in this regard, please contact _____ at telephone number _____.

Kind regards

DIRECTOR:



PROVINCIAL TEACHER MODERATOR'S REPORT

FIRST PHASE / SECOND PHASE / THIRD PHASE MODERATION (CIRCLE THE CORRECT PHASE)

Name: _____ Subject: _____ District: _____

Name of School Moderated: _____ Task/s Moderated: _____

Number of learners: _____ Date: _____ Number of schools moderated: _____

Number of School where marks were Adjustment:

UPWARDS

DOWNWARDS

Findings		Recommendations	Follow-up Date
Good Practices	Problem Areas		

Name of School Principal/Official: _____ Signature: _____ Date: _____

Signature of PTM: _____

* Copies sent to the school and another to the District Subject Advisor



DISTRICT SUBJECT ADVISOR'S REPORT

FIRST PHASE / SECOND PHASE / THIRD PHASE MODERATION (CIRCLE THE CORRECT PHASE)

Name: _____ Subject: _____ District: _____
 Total Number of Schools offering the subject : _____ Number of schools moderated : _____

Number of School where marks were Adjustment : UPWARDS
 DOWNWARDS

Name of Provincial Teacher Moderators	Name of schools moderated	Problems	Recommendation	Planned intervention by District

Name of Provincial Teacher Moderators	Name of schools visited	Findings	Recommendation	Planned intervention by District

Names of Schools urgently in need of Support: _____

Signature of DSA: _____ Date : _____

* Copies sent to the District Assessment Official and to the Provincial Coordinator



MODERATION TOOL

FIRST PHASE / SECOND PHASE / THIRD PHASE MODERATION (CIRCLE THE CORRECT PHASE)

CENTRE NUMBER	8						
----------------------	---	--	--	--	--	--	--

NAME OF CENTRE: _____ **DATE:** _____

SUBJECT: _____ **NAME OF DISTRICT:** _____

DESCRIPTION OF TASKS/ACTIVITY MODERATING:		
1. EDUCATOR'S FILE		
Centre number on Educator's file	YES	NO
CONSOLIDATED MARK SHEET / MARK SHEET FOR EACH CLASS	YES	NO
Evidence of PRE-MODERATION	YES	NO
Evidence of SCHOOL MODERATION	YES	NO
PROGRAMME OF ASSESSMENT (included)	YES	NO
Quality of tasks given:		
Correct application of Bloom's/Barrett's Taxonomy:		
Memorandum/rubrics for all task/test completed	YES	NO
Is this an appropriate assessment tool ?	YES	NO
Tasks dated	YES	NO
Is the record sheet (working mark sheet) corresponding with the instructions in the SAG/NAP?	YES	NO
Correct calculation of marks	YES	NO
Does the working mark sheet reflect marks for all learners?	YES	NO

Learners with zero marks	YES	NO
If yes, was there evidence of extended opportunities?	YES	NO
Educator's file well arranged and neatly organized	YES	NO
2. LEARNER'S TASK		
Correctness of MARK ALLOCATION :		
STANDARD OF MARKING	TOO LENIENT	FAIR
Quality of MARKING :		
All tasks completed according to SAG	YES	NO

3. COMPUTERISED MARKSHEETS {final check}		
Correct transfer of marks	YES	NO
Learners with missing marks	YES	NO
If yes, have Annexures been completed?	YES	NO
All candidates have a mark/code next to their names	YES	NO

	CANDIDATE'S NAME	MARK OBTAINED	MODERATED MARK
1.			
2.			
3.			
4.			
5.			
6.			
NAME OF SUBJECT HEAD /HOD			
LIST OF EDUCATORS OFFERING THE SUBJECT		CLASS TEACHING	NUMBER OF LEARNERS TAUGHT
1.			
2.			
3.			
4.			
5.			
6.			
TOTAL NUMBER OF LEARNERS			

4. STANDARD OF EXAMINATIONS / TESTS / ACTIVITIES /TASK		
5. WORK SIGNED BY EDUCATOR	YES	NO
6. MARKS ACCEPTABLE	YES	NO
<i>(Comment if not acceptable)</i>		

7. GENERAL COMMENTS BY PROVINCIAL TEACHER MODERATOR

SIGNATURE OF PTM:

DATE:

8. DISTRICT SUBJECT ADVISOR COMMENT (IF APPLICABLE)

SIGNATURE OF DSA:

DATE:



District No

**EVIDENCE OF SCHOOL MODERATION
SCHOOL- BASED ASSESSMENT GRADE 12 – 2011**

SUBJECT		GRADE				NAME OF TEACHER							
NAME OF SCHOOL		NAME OF SENIOR TEACHER /HOD											
DATES OF MODERATION		1 ST MODERATION 2011	2 ND MODERATION 2011	3 RD MODERATION 2011	4 TH MODERATION 2011	5 TH MODERATION 2011	6 TH MODERATION 2011						
TASK MODERATED													
NAME OF LEARNERS	1												
	2												
	3												
	4												
	5												
	6												
DATE OF PRE-MODERATION OF TASK & COMMENTS		DATE: COMMENTS:	DATE: COMMENTS:	DATE: COMMENTS:	DATE: COMMENTS:	DATE: COMMENTS:	DATE: COMMENTS:	DATE: COMMENTS:	DATE: COMMENTS:	DATE: COMMENTS:	DATE: COMMENTS:	DATE: COMMENTS:	
CORRECTNESS OF RECORD SHEET													
MARK AWARDED		TEACHER	HOD	TEACHER	HOD	TEACHER	HOD	TEACHER	HOD	TEACHER	HOD	TEACHER	HOD
	1												
	2												
	3												
	4												
	5												
6													
SIGNATURES		TEACHER HOD		TEACHER HOD		TEACHER HOD		TEACHER HOD		TEACHER HOD		TEACHER HOD	



District No

** Please use another Annexure J if the subject has more than 6 SBA tasks (including tests and preliminary exams)

Annexure K

LIST OF PROVINCIAL TEACHER MODERATORS

N o	Subject	Surname, Initial	Name of School	Persal No	ID No	Cell No	Allocated schools
1							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
2							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
3							1
							2
							3
							4
							5
							6
							7
							8
							9
							10



DISTRICT REPORT ON MODERATION OF GRADE 12

District: _____ District Assessment Official: _____

FIRST PHASE / SECOND PHASE / THIRD PHASE MODERATION (CIRCLE THE CORRECT PHASE)

Total number of schools in district

Total number of schools Moderated

Number of School where marks were Adjustment : UPWARDS

DOWNWARDS

Name of schools needing support	List of subjects at the school in need of support	Nature of support needed	Planned District Intervention

Name of schools needing support	List of subjects at the school in need of support	Nature of support needed	Planned District Intervention
Please list subject/s and names of schools where no support can be provided because there is not an advisor with expertise in the subject	Subject/s:		Name of schools offering the subject:

Signature of DAO: _____



DISTRICT MODERATION BY DISTRICT SUBJECT ADVISORS

Subjects	TOTAL NO OF SCHOOL			SCHOOLS MODERATED IN TERM 1			SCHOOLS MODERATED IN TERM 2			SCHOOLS MODERATED IN TERM 3			SCHOOLS MODERATED IN TERM 4	
	GR 10	GR 11	GR 12	GR 10	GR 11	GR 12	GR 10	GR 11	GR 12	GR 10	GR 11	GR 12	GR 10	GR 11
Accounting														
Afrikaans First Additional Language														
Afrikaans Home Language														
Afrikaans Second Additional Language														
Agricultural Management Practices														
Agricultural Sciences														
Agricultural Technology														
Business Studies														
Civil Technology														
Computer Applications Technology														
Consumer Studies														
Dance Studies														
Design														
Dramatic Arts														
Economics														
Electrical Technology														
Engineering Graphics and Design														
English First Additional Language														
English Home Language														
Geography														
History														
Hospitality Studies														
Information Technology														
IsiNdebele Home Language														
IsiXhosa First Additional Lang														
IsiXhosa Home Language														
IsiZulu First Additional Language														
IsiZulu Home Language														
Life Orientation														
Life Sciences														
Mathematical Literacy														
Mathematics														
Mechanical Technology														
Music														
Physical Sciences														
Religion Studies														
Sepedi First Additional Language														
Sepedi Home Language														
Sesotho First Additional Language														
Sesotho Home Language														
Setswana First Additional Language														
Setswana Home Language														
SiSwati First Additional Language														
SiSwati Home Language														
Tourism														
Tshivenda First Additional Language														
Tshivenda Home Language														
Visual Arts														
Xitsonga First Additional Language														
Xitsonga Home Language														



**APPEAL FORM
SCHOOL-BASED ASSESSMENT GRADE 12 – 2011**

Principals of schools have the opportunity to appeal against SBA marks that have been adjusted. The appeal must be made within three (3) days from the date the SBA marks are received from the district after the moderation phase. The appeal must be made to the District Assessment Official.

The decision with regard to the appeal will be finalized by the District Director within seven (7) days of the appeal being lodged.

Principals are requested to complete the form below:

Centre Number		Centre Name	
Principal's Name		Subject	
School Tele no. Cell No.		Date	
Detail reason for the appeal (please attach extra pages if required)			

School stamp

Principal's Signature

District Office Use:

Appeal Accepted **Appeal Declined**

District Assessment Official
(name)

Signature

Date