



## **GAUTENG PROVINCE**

Department: Education

REPUBLIC OF SOUTH AFRICA

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

### **EXAMINATION INSTRUCTION No. 03 of 2012**

**DATE** : 18 January 2012

**TOPIC** : **GUIDELINE FOR THE APPOINTMENT OF  
DISTRICT SUBJECT MODERATORS  
FOR THE 2012 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  
Annexure B: Offer of Appointment  
Annexure C: Accept / Decline the offer of appointment  
Annexure D: Management Plan**

**ENQUIRIES: Tel** : **011 355 0781**  
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## **GAUTENG PROVINCE**

Department: Education  
REPUBLIC OF SOUTH AFRICA

# MEMORANDUM

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Ref: Application forms

**TO :** DISTRICT DIRECTORS  
CES : CURRICULUM  
DISTRICT ASSISTANT DIRECTORS: EXAMINATION  
DISTRICT FET CURRICULUM CO-ORDINATORS  
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PRINCIPALS OF SCHOOLS  
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RELEVANT NON-GOVERNMENTAL ORGANISATIONS

**FROM :** HELENE DE CLERCQ

**DATE :** 18 JANUARY 2012

**SUBJECT :** GUIDELINES FOR THE APPOINTMENT OF DISTRICT  
SUBJECT MODERATORS FOR THE 2012 NATIONAL  
SENIOR CERTIFICATE EXAMINATIONS

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This Examination Instruction serves to inform Heads of Institutions and District Offices of the guidelines for the appointment of District Subject Moderators for the 2012 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

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**HELENE DE CLERCQ**  
**ACTING DIRECTOR: EXAMINATIONS AND ASSESSMENT**  
**DATE:**

# **GUIDELINES FOR THE APPOINTMENT OF DISTRICT SUBJECT MODERATORS FOR THE 2012 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 District Subject Moderators for the 2012 National Senior Certificate Examinations **[The position of Provincial Teacher Moderators (PTMs) have been renamed to District Subject Moderators (DSM)]**
- 1.3 The application form for appointment as a District Subject Moderators is attached (Annexure A).

## **2. APPOINTMENT OF DISTRICT SUBJECT MODERATORS**

The following requirements are applicable to educators who want to be appointed as District Subject 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 2010 and in Grade 12 in 2011 and who are teaching grade 12 in 2012.
  - 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 District Subject 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.
  - the applicant does not turn 65 years old in 2012.
7. application Forms must be submitted to the Examination Section of the District Office by 16:00 on or before 10 **February 2012**.
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.

**3. APPOINTMENT OF DISTRICT SUBJECT 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 their contract expiring before or on 31 December should 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 2012. 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 District Subject Moderators is determined by the relevant Personnel Administration Measures (PAM) document.

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

#### 5. GENERAL INFORMATION

- 5.1 The moderation of the SBA is scheduled to be staggered over the three terms of 2012. **District Subject 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 2012.
- 5.2 All District Subject Moderators appointed to moderate the SBA assessment tasks of the 2012 National Senior Certificate Examinations, will be required to attend the training session in February 2012 (as per district management plan).
- 5.3 The following CS educators **will not** be considered for appointment as District Subject 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 District Subject 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.
  - Educators who turn 65 years old in 2012.
- 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 (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 2012 (*as per district management plan*).
- 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 District Subject Moderators should be directed to the District Assessment Official at districts.
- 5.7 In 2012 one District Subject Moderator(DSM) will be allocated to  $\pm$  10 schools, excluding Tourism and Computer Application Technology/ Information Technology where one District Subject Moderator(DSM) will be allocated to  $\pm$  5 schools. In these 3 subjects the SBA and PAT moderation will be conducted simultaneously.
- 5.8. Small subjects will be coordinated by the Provincial Coordinators in the subjects listed below , the Provincial Subject Coordinator, together with the curriculum coordinators and CES officials 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 District Subject Moderators for these subjects offered across districts, in the Province.

The application form for the subjects listed below must also be submitted to the district office:

- **Design**
- **Music**
- **Dramatic Arts**
- **Visual Arts**
- **Dance**
- **Agricultural Management Practice**
- **Agricultural Science, and Agricultural Technology**
- **Engineering Graphics and Design**
- **Electrical Technology**
- **Mechanical Technology**
- **Religion Studies**
- **African Languages** :Where there are less than 8 school 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 DSM.

District No

Annexure A



**GAUTENG PROVINCE**

Department: Education  
REPUBLIC OF SOUTH AFRICA

**APPLICATION TO BE APPOINTED AS A MODERATION OFFICIAL FOR THE 2012 NATIONAL SENIOR CERTIFICATE EXAMINATION SBA GR 12**

**SUBJECT:** \_\_\_\_\_ **POSITION:** *DSM*

**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
<b>Work/School</b>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Home</b>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Cell</b>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Fax</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <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 the 2012 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 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 precise)

Year	Position	Subject(s)	Grade, eg. 11 or 12	Name of School/Institution
2011				
2010				
2009				

**5. MODERATION EXPERIENCE**

Year	Subject/Level/Grade	Position held
2011	Moderating:	
2010	Moderating:	
2009	Moderating:	
		<b>Yes/No</b>
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	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 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: copy of Identity Document, statement of academic record/transcript, GDE salary advice.
- I am not turning 65 years old in 2012.
- 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	<b><u>Attachments:</u></b> Copy of statement of academic record/transcript of tertiary qualifications.		
5.2	<b>Certified</b> ID copy		
5.3	Copy of most recent GDE salary advice/ school salary advice		
5.4	SACE certificate <b>and</b> 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		

<b>Offer of Appointment</b>
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## District Letterhead

**Tel:**  
**e-mail:**

**Fax:**

**TO:**

**FROM:**

**RE: OFFER OF APPOINTMENT – DISTRICT SUBJECT MODERATOR**

**DATE: 2012**

The District of \_\_\_\_\_ has the pleasure in offering you an appointment as a District Subject Moderator in 2012.

Nature of appointment: **District Subject Moderator**

District:

Subject:

Period: **March – October 2012**

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 23 February 2012.

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 District Subject 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

<b>MANAGEMENT PLAN OF THE DISTRICT SUBJECT MODERATORS FOR 2012</b>
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<b>Timeframe</b>	<b>Function</b>	<b>Responsibility</b>
10 February 2012	Completed Application forms handed to District Office (Annexure A).	Educators
10 February 2012	Application for additional District Subject Moderators	District Directors District Subject Advisors District Assessment Officials
13-14 February 2012	Capture all application forms submitted to the district office	District Subject Advisors District Assessment Officials
15-17 February 2012	Selection and appointment of District Subject Moderators (Annexure B and C sent to DSM)	District Directors District Subject Advisors District Assessment Officials
22-23 February 2012	Fax Annexure C (Accept /Decline the offer of appointment) back to the District Office	District Subject Advisors District Assessment Officials
1- 9 March 2012	Training of District Subject Moderators	District Subject Advisors District Assessment Officials
16 March 2012	Finalise the District Subject Moderation Management Plan per subject	District Subject Advisors Appointed District Subject Moderators
23 March 2012	Submission of completed Annexure As to the Moderation Unit	District Subject Advisors District Assessment Officials
23 March 2012	Compile a composite District Moderation Management Plan to be sent to schools.	District Assessment Officials
23 March 2012	Composite District Moderation Management Plan to be submitted to the Moderation Unit.	District Assessment Officials
23 March 2012	Submit a composite list of appointed District Subject Moderators to the Moderation Unit	District Subject Advisors District Assessment Officials
16 April – 26 April 2012	First phase school pre-moderation/First phase moderation.	District Subject Moderators
23 July –3 August 2012	Second phase Moderation of SBA	District Subject Moderators
8 October – 12 October 2012	Third phase Moderation of SBA	District Subject Moderators
April – October 2012	Reports to District Subject Advisors and schools after each moderation	District Subject Moderators
	Reports to Provincial Subject Coordinators	District Subject Advisors
January – October 2012	Moderation reports to Moderation Unit	District Assessment Officials
October 2012	Submit verified DSM claim forms to the Moderation Unit	District Subject Advisors District Assessment Officials