

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

**EXAMINATION INSTRUCTION  
No.10 of 2012**

- DATE** : 2 March 2012
- TOPIC** : SBA Moderation for NSC Grade 12 (2012)
- 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** : **A: Management plan for the moderation of SBA for Grade 12  
B: Total number of District Subject Moderator per subject per district  
C: Record of moderation 2012  
D: Removal of evidence of assessment task  
E: District Subject Moderator database and evaluation  
F: Example of letter for District Subject Moderator to gain access to schools  
and assessment tasks  
G: District Subject Moderator's Report  
H: District Subject Advisor's Report  
I: District Moderation Tool  
J: Evidence of School Moderation  
K: List of District Subject Moderators  
L: District report on moderation for Grade 12  
M: District Moderation by District Subject Advisors  
N: Appeal Form  
O: Provincial Moderation Tool  
P: Provincial Subject Moderator's Report**
- ENQUIRIES** : **TEL : 011 355 0781  
FAX : 011 355 0590  
E-MAIL : [Renske.Pieterse@gauteng.gov.za](mailto:Renske.Pieterse@gauteng.gov.za)**

**TO :** District Directors  
District CES: Curriculum  
District FET and GET Coordinators  
District Assessment Officials  
District Subject Advisors  
Principals of all Secondary Schools  
Teacher Organisations

**FROM :** Prince Masilo  
Acting Director: Examinations and Assessment

**DATE :** 2 March 2012

**SUBJECT :** SBA Moderation NSC Grade 12 (2012)

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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 is 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

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**PRINCE MASILO**  
**ACTING DIRECTOR: EXAMINATIONS AND ASSESSMENT**  
**DATE:**

***Making education a social priority***

**Office of the Acting Director: Examinations & Assessment**  
12<sup>th</sup> Floor, 111 Commissioner Street, Johannesburg 2001  
P.O. Box 7710, Johannesburg, 2000 Tel: (011) 355 0588 Fax: (011) 355 0622  
Email: [Prince.Masilo@gauteng.gov.za](mailto:Prince.Masilo@gauteng.gov.za)  
Website: [www.education.gpg.gov.za](http://www.education.gpg.gov.za)

## **SBA MODERATION NSC GRADE 12 (2012)**

### **[A] MODERATION**

#### **1. Moderation Guidelines**

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

##### **1.1 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 / District Subject Moderators.

##### **1.2 Moderation**

After the assessment task has been written by the learner the learner's task must be moderated by the senior teacher /HOD/District Subject Moderators.

##### **1.3 Post-moderation (feedback)**

After moderation has been completed, the senior teacher / HOD / District Subject Moderators must provide feedback to the teacher:

- a) Identify issues related to pupil performance, curriculum coverage and teaching and learning
- b) Feedback should be used as a platform to discuss expectations and interpretations in order to ascertain fair, valid and reliable assessments.

### **2 Moderation Processes**

#### **2.1 The Moderation Unit will**

- a) coordinate the Oral, SBA and PAT moderation processes for Grade 12s and external moderation by DBE and Umalusi.
- b) collect quality assured computerized mark sheets for final capturing.
- c) analyse moderation reports sent by Districts and Curriculum Directorate.

#### **2.2 Curriculum Development and Support Directorate**

##### **The Provincial Subject Coordinator together with District Subject Advisors will**

- a) identify the tasks to be moderated for each phase.
- b) design a subject specific moderation tool.
- c) compile a composite report for each phase of moderation.
- d) submit a final report on SBA moderation to be issued to schools in 2013.
- e) coordinate the moderation in the small subjects.

## 2.3 The Three Levels of Moderation

To ensure all marks are fair, valid and reliable, moderation must take place at school, district and provincial level:

### [A] SCHOOL MODERATION

Internal moderation conducted by the HOD/Subject Head takes place continuously throughout the year. The Department of Basic Education has noted that there is limited evidence of School-Based moderation done by HODs/Subject Heads.

The School Management Team (SMT) and School Assessment Team (SAT) must ensure that all moderation 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 (remarking) of a sample of high, middle and low performers of all teachers teaching the subject in the grade.
- c) Post-moderation (feedback)
- d) Adjustment of marks/transferring of marks onto working mark sheets (record sheet)
- e) Record keeping
- f) Irregularities – SAIC
- g) Appeals

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.

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

### [B] DISTRICT MODERATION

#### 1. Process

- a) District moderation of assessment tasks will be conducted by District Subject Advisors during school visits.
- b) Moderation by the District Subject Moderators 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.
- c) Moderation will be conducted in three (3) phases during the course of the year and will be managed by district officials.
- d) Subjects across all districts will be allocated District Subject Moderators.
- e) District Directors will be responsible for the appointment of the District Subject Moderators according to the criteria in Examination Instruction no 03 of 2012. The selection and appointment will be done by the District Subject Advisors and approved by the District Director.
- f) Each District Subject 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 District Subject Moderator will be allocated 5 schools each to cater for PAT moderation as well.

- g) Remuneration of District Subject Moderator will be according to PAM document for Examination activities. Each DSM will be remunerated according to the number of schools they moderated.

## 2. Roles and responsibilities of the District Subject Moderators (DSMs)

- a) Apply at the district office to be appointed as a District Subject Moderator (Examination Instruction no 03 of 2012).
- b) Sign a letter of appointment/ contract signed by the District Director and sanctioned by the principal of the teacher's school. Submit and sign letter of acceptance (Letter of acceptance and personal information Examination Instruction no 03 of 2012 ) to the District Assessment Official. Please note that no appointment can be made without the required documentation.
- c) Liaise with District Subject Advisor.
- d) Attend all training organized.
- e) Assist the District Subject Advisor to devise a management plan from April to October 2012. This plan must include:
  - i. Focused moderation of the subject
  - ii. Compiling reports on each visit.
- f) Complete **Annexure C** (per school) to indicate time spent on moderation.
- g) Record all kilometres travelled to perform the moderation on site (**Annexure C**)
- h) 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. An educator file should accompany the learner evidence.
- i) Obtain the record sheet (working mark sheet), select the names of learners he/she will moderate for each moderation phase and inform the school before the initial moderation. (NOTE: The school should not be given the opportunity to select the names of learners to be moderated).
- j) Complete the moderation in the expected time allocation between April and October 2012. This moderation will include, 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, an arranged discussion meeting with the subject teachers of the schools should take place. The District Subject Moderator must submit **Annexure G** to the District Subject Advisor within 2 working days after moderation.
- 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 forms to the District Subject Advisor by the due date. Please note that it is the responsibility of the DSM to complete the claim forms in full and submit all relevant documentation. No payment will be processed if there are outstanding documents. No extensions will be granted for submission of claim forms.
- n) The District Subject Moderator must submit the claim forms to the District Subject Advisor who will submit the verified forms to the District Assessment official.

### 3. Coordination of District Moderation by the District Subject Advisor

- a) decide on the specific tasks to be moderated during the current year together with the Provincial Subject Coordinator at a meeting scheduled at the beginning of the year.
- b) provide the subject specific moderation tool.
- c) for subjects that are considered 'small' or 'scarce' (including the Arts and Technical subjects) 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 provincial moderators for these 'small' or 'scarce' subjects offered across districts in the province.

### 4. The Role of the District in the Moderation Procedure

#### 4.1 Moderation Management Plan:

4.1.1 Districts must ensure that there is a District Quality Assurance/ Moderation Management Plan that addresses

- a) general moderation practices.
- b) moderation visits to all schools (apart from general visits to schools).
- c) regular Reports :-
  - i) with findings and recommendations
  - ii) feedback to Head Office on problematic schools.
- d) follow-up visits to ensure that recommendations have been carried out.
- e) the verification of all marks on computerized mark sheets that are submitted for capturing.

4.1.2 District Subject Advisors are required to support all schools in their district and to ensure that all schools comply with national requirements.

4.1.3 A different sample of learners' tasks should be moderated at each school visit for different phases/tasks/activities.

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

4.2.1 Moderation should be scheduled to take place over the following periods:

Phase	Tasks	Period
<b>First</b>	Completed during term 1	Two weeks after reopening of schools in term 2 <b>16 April to 26 April 2012</b>
<b>Second</b>	Completed during term 2	Two weeks after reopening of schools in term 3 <b>23 July to 03 August 2012</b>
<b>Third</b>	Completed during term 3	First week after reopening of schools in term 4 <b>8 October to 12 October 2012</b>

#### 4.2.2 Turnaround time for moderation

- a) Where possible, the District Subject Moderator should conduct moderation on site. The District Subject 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) **Tasks may not be kept for a period longer than a week unless it has been negotiated with the school, or the school has been selected for Provincial Moderation.**
- c) District Subject Moderator may only call for **ONE** task to be moderated at a time.
- d) 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.
- e) Where schools do not submit assessment tasks, the District Subject Advisor must investigate the non-compliance at the school.

#### 4.3 PAT Moderation

- a) PAT moderation will be conducted during the course of the year for the following subjects:
  - i) Computer Application Technology / Information Technology
  - ii) Services Subjects (Consumer Studies, Hospitality Studies, Tourism )
  - iii) Technical Subjects (Electrical, Mechanical, Civil Technology, Engineering Graphics and Design )
  - iv) Art Subjects(Design, Visual Arts)
- b) Each District Subject Moderator is allocated a maximum of 5 schools which incorporates both SBA and PAT moderation in CAT/IT and Tourism.
- c) The PAT management plan

Subject	Phase 1	Phase 2	Phase 3[Final Phase]
Engineering Graphics & Design (EGD)	10 April – 18 May 2012	16 July – 08 August 2012	17 August – 26 October 2012
Electrical Technology (E-Tech)	16 April – 4 May 2012	4 - 22 June 2012	18 September – 31 October 2012
Civil Technology	10 April - 26 April 2012	16 July – 31 July 2012	20 August - 26 October 2012
Mechanical Technology	10 April - 26 April 2012	16 July - 31 July 2012	20 August - 26 October 2012
CAT / IT	1 – 22 June 2012	3 – 28 September 2012	8 – 31 October 2012
Consumer Studies Hospitality Studies	4 – 22 June 2012	16 July – 28 September 2012	
Tourism	4 – 22 June 2012	10 September - 19 October 2012	
Visual Arts and Design Retrospective/ Pat	1 August - 26 October 2012		

The Subject Advisors of these subjects must assist in the moderation of the PAT component as per Head Office directive.

#### **4.4 Roles and responsibilities of the District Moderation Coordinator. The District Assessment Official should**

- a) facilitate the appeals against decisions taken during SBA moderation.
- b) assist all District Subject Advisors in arranging moderation processes.
- c) receive **Annexure Hs**(District Subject Advisor's Report) from the FET Coordinator.
- d) ensure that all marks on marks sheets are verified; quality assured and signed-off by the relevant stakeholders according to the District Management Plan.
- e) submit computerized mark sheets according to the Provincial requirements and Management Plan to the Moderation Unit for capturing.

#### **4.5 Roles and responsibilities of the District Subject Advisor (DSA) The District Subject Advisor should**

- a) identify District Subject Moderators based on the criteria stipulated in Examination Instruction no 3 of 2012 and recommend appointments of District Subject Moderators.
- b) oversee the entire moderation process in his/her subject by training District Subject Moderator on subject specific moderation.
- c) prepare a District Subject Moderation management plan from April till October 2012.
- d) monitor the moderation of the District Subject Moderator (especially those of underperforming schools) to ensure compliance and the maintenance of subject standards.
- e) ensure that the District Subject Moderator selects the names of learners for the moderation process.
- f) collect and analyse District Subject Moderator' reports.
- g) consult with the District Subject Moderator and school in case of any adjustment of marks.
- h) manage all appeals with the IDSO and the SAIC of the school.
- i) forward a composite report (**Annexure H**) to the FET Coordinator within 5 working days after the completed moderation phase.
- j) collect and verify claim forms and submit claim forms to District Assessment Official by the due date.
- k) complete an evaluation form for each District Subject Moderator (**Annexure E**) and submit a copy to the District Assessment Official.
- l) ensure that marks are correctly calculated and transferred to computerized mark sheets with the assistance of the District Subject Moderator.

#### **4.6 Roles and responsibilities of the FET Coordinator The FET Coordinator should**

- a) receive all moderation reports (**Annexure H**) from the District Subject Advisors for all subjects.
- b) send copies to the District Assessment Official (DAO).
- c) submit composite report to the CES Official who will forward the District report to the CES of CDS.



## [C] PROVINCIAL MODERATION

Provincial moderation will be conducted by the Provincial Subject Moderator (PSM). This moderation will be conducted in 2 phases (2<sup>nd</sup> and 3<sup>rd</sup> term) during the course of the year.

### Moderation by the Provincial Subject Moderators (PSM)

- a) All District Subject Advisors must apply to become Provincial Subject Moderators.
- b) Moderation will occur in the clustered districts Tshwaga, Ekudibeng Johannesburg.
- c) The Provincial Subject Moderator will moderate assessment tasks of another district in that cluster.
- d) Each Provincial Subject Moderator will be assigned  $\pm$  10 District Subject Moderators and will moderate a sample of tasks of each District Subject Moderators.
- e) The Provincial Subject Moderators will :
  - i. moderate outside office hours (including weekends)
  - ii. draw up a Provincial Moderation Management Plan
  - iii. arrange with the district when they will collect the assessment tasks and moderate them
  - iv. complete a report on the quality of the moderation by the District Subject Moderators. These reports will be forwarded to the District and to the Moderation Unit.

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

## 2.4 General Comments

### 2.4.1 Colour of pens

Marking/Moderation(remarking)	Conducted by	Colour of Pen
Teacher's original assessment	Subject Teacher	Red
School Moderation	Head of Department	Black
District Moderation	District Subject Moderator District Subject Advisor	Green
Provincial moderation	Provincial Subject Moderator	Purple
	Provincial Subject Coordinator	Orange

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

### 2.4.3 Reporting

#### a) District Moderation

<b>Responsibility</b>	<b>Reports to be Completed</b>	<b>Submitted to</b>
District Subject Moderator	Annexure G	School District Subject Advisor
District Subject Advisor	Annexure H	FET Coordinator
FET Coordinator		District Assessment Official CES
District Assessment Official	Annexure L	Moderation Unit
CES		Curriculum Development and Support (CDS)

#### b) Provincial Moderation

<b>Responsibility</b>	<b>Reports to be Completed</b>	<b>Submitted to</b>
Provincial Subject Moderator	Annexure O	District Subject Advisor Coordinator
Coordinator	Annexure P	Moderation Unit

**MANAGEMENT PLAN FOR THE MODERATION OF  
SBA FOR GRADE 12**

<b>Timeframe</b>	<b>Function</b>	<b>Responsibility</b>
March 2012	Training of District Subject Moderator	District Subject Advisors District Assessment Official
16 March 2012	Complete the District Subject Moderation Management Plan per subject	District Subject Advisors
23 March 2012	Submission of completed Annexure As and Annexure K 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
16 April – 26 April	First phase of moderation of SBA	District Subject Moderator
23 July – 3 August	Second phase of moderation of SBA	District Subject Moderator
8 October – 12 October 2012	Third phase of moderation of SBA	District Subject Moderator
30 April 2012	Reports to schools and District Subject Advisors after each moderation phase	District Subject Moderator
6 August 2012		
15 October 2012		
30 April 2012	Report (Annexure H) on each phase of moderation to the Deputy Chief Education Specialist	District Subject Advisor
6 August 2012		
15 October 2012		
4 May 2012	Moderation reports (Annexure L and M) after each moderation phase to the Moderation Unit	District Assessment Officials
13 August 2012		
19 October 2012		
	Moderation report after moderation phase to CDS	Chief Education Specialist
2 - 4 May 2012	Provincial Moderation by Provincial Subject Moderators	Provincial Subject Moderators
6 – 8 August 2012		
9 May 2012	Provincial Moderation reports submitted to the Moderation Unit	Provincial Subject Moderators
15 August 2012		
8 October – 12 October 2012	Quality assure working mark sheets and computerized mark sheets	District Subject Moderator District Subject Advisors
	Complete claim forms to District Subject Advisors	District Subject Moderator
	Submit all F1030 forms with attachments to the District Subject Advisor {DSM with no persal number}	District Subject Moderator
	Completed claim forms to Moderation Unit	District Subject Moderator
	Submit all F1030 forms with attachments to the Moderation Unit {DSM with no persal number}	District Subject Advisors
8 October – 19 October 2012	Signing- off of SBA computerized mark sheets of allocated schools	District Subject Advisors
	Processing of claim forms	District Assessment Officials
October - November 2012	Submit computerized mark sheets to System Admin as per Provincial Management Plan	Moderation Unit
20 August 2012	Completed claim forms to Moderation Unit	Provincial Subject Moderator
16 November 2012	Provincial Subject Report for SBA submitted to Moderation Unit	Provincial Subject Coordinators
January 2013	Composite report on SBA to schools	Moderation Unit Provincial Subject Coordinators AMU

**Total number of District Subject Moderators per Subject per District**

**Annexure B**

Subject	EN - D6	No of DSM	ES - D16	No of DSM	GE - D5	No of DSM	GN - D1	No of DSM	GW - D2	No of DSM	JC - D14	No of DSM	JE - D9	No of DSM	JN - D10	No of DSM	JS - D11	No of DSM	JW - D12	No of DSM	SE - D7	No of DSM	SW - D8	No of DSM	TN - D3	No of DSM	TS - D4	No of DSM	TW - D15	No of DSM	Grand Total	Total DSMs	
Accounting	42	5	49	5	37	4	12	2	28	3	47	5	48	5	40	4	50	5	30	3	18	2	41	5	25	3	43	5	33	4	543	60	
Afrikaans First Additional Lang	34	4	16	2	10	1	5	1	7	1	19	2	35	4	20	2	35	4	7	1	9	1	4	1	5	1	28	3	14	2	248	30	
Afrikaans Home Language	6	1	11	2	13	2	2	1	10	1	10	1	3	1	2	1	1	1	4	1	8	1	3	1	3	1	12	2	8	1	96	18	
Afrikaans Second Add Lang		0	1	1		0		0	2	1		0		0	1	1		0	1	1	1	1	1	1	3	1		0	4	1	13	7	
Agricultural Management Practices		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	0	0	0
Agricultural Sciences	5	1	2	1	1	1	1	1	4	1	1	1	3	1		0	4	1		0	2	1	2	1	3	1		0	5	1	33	12	
Agricultural Technology		0		0		0		0		0		0		0		0		0		0		0		0		0		0		0	0	0	0
Business Studies	44	5	46	5	45	5	13	2	28	3	48	5	45	5	39	4	51	6	31	4	22	3	39	4	24	3	53	6	38	4	566	64	
Computer Applications Technology	33	7	30	6	20	4	7	2	25	5	14	3	38	8	20	4	16	4	17	4	17	4	11	3	15	3	52	11	17	4	332	72	
Consumer Studies	21	3	22	3	25	3	3	1	21	3	15	2	16	2	19	2	7	1	17	2	7	1	16	2	18	2	13	2	25	3	245	32	
Economics	30	3	41	5	34	4	10	1	22	3	42	5	37	4	34	4	47	5	23	3	12	2	39	4	21	3	39	4	29	3	460	53	
English First Additional Lang	21	3	35	4	37	4	9	1	27	3	39	4	33	4	23	3	29	3	24	3	12	2	37	4	19	2	40	4	34	4	419	48	
English Home Language	31	4	21	3	16	2	5	1	11	2	19	2	41	5	23	3	30	3	10	1	12	2	8	1	6	1	31	4	16	2	280	36	
English Second Additional Lang		0		0		0		0		0		0		0		0		0		0	1	1		0		0		0		0	1	1	1
Geography	36	4	37	4	33	4	11	2	29	3	43	5	49	5	37	4	50	5	30	3	14	2	35	4	24	3	39	4	34	4	501	56	
History	23	3	24	3	29	3	6	1	24	3	41	5	31	4	29	3	35	4	25	3	11	2	29	3	21	3	22	3	19	2	369	45	
Hospitality Studies	5	1	10	1	7	1	3	1	4	1	2	1	3	1	8	1	2	1	3	1	5	1	1	1	5	1	15	2	4	1	77	16	
Information Technology	11	3	10	2	6	2	1	1	4	1	2	1	10	2	11	3	2	1	3	1	8	2	4	1	9	2	21	5	4	1	106	28	
IsiNdebele First Additional Lang		0		0		0	1	1		0		0		0		0		0		0		0		0		0		0		0	1	1	1
IsiNdebele Home Language		0		0		0	1	1		0		0		0		0		0		0		0		0		0	1	1		0	2	2	2
IsiXhosa First Additional Lang	1	1	1	1		0		0		0		0		0	1	1		0		0	1	1		0		0	2	1		0	6	5	5
IsiXhosa Home Language	7	1	9	1	7	1		0	14	2	14	2	12	2	4	1	9	1	8	1	2	1	5	1		0	1	1	1	1	1	93	16
IsiZulu First Additional Lang	2	1	4	1		0	1	1		0	4	1	8	1	10	1	13	2	1	1	2	1		0	1	1	4	1	1	1	51	13	
IsiZulu Home Language	11	2	21	3	18	2	3	1	7	1	27	3	36	4	16	2	24	3	18	2	4	1	25	3	10	1	24	3	7	1	251	32	
IsiZulu Second Additional Lang		0		0		0		0		0	1	1		0	1	1	1	1		0		0		0		0		0		0	3	3	3
Life Orientation	69	7	63	7	53	6	16	2	46	5	59	6	72	8	58	6	66	7	40	4	29	3	49	5	37	4	87	9	53	6	797	85	
Life Sciences	46	5	54	6	42	5	13	2	34	4	50	5	47	5	42	5	55	6	31	4	22	3	45	5	30	3	54	6	41	5	606	69	
Mathematical Literacy	35	4	40	4	37	4	10	1	30	3	46	5	40	4	40	4	45	5	27	3	15	2	41	5	20	2	41	5	35	4	502	55	

Subject	EN - D6	No of DSM	ES - D16	No of DSM	GE - D5	No of DSM	GN - D1	No of DSM	GW - D2	No of DSM	JC - D14	No of DSM	JE - D9	No of DSM	JN - D10	No of DSM	JS - D11	No of DSM	JW - D12	No of DSM	SE - D7	No of DSM	SW - D8	No of DSM	TN - D3	No of DSM	TS - D4	No of DSM	TW - D15	No of DSM	Grand Total	Total DSMs
Mathematics	51	6	49	5	42	5	15	2	36	4	51	6	56	6	42	5	57	6	34	4	18	2	48	5	27	3	51	6	44	5	621	70
Physical Sciences	42	5	54	6	44	5	16	2	38	4	55	6	55	6	43	5	54	6	32	4	20	2	46	5	32	4	52	6	45	5	628	71
Religion Studies		0	3	1		0		0		0	1	1	2	1		0	5	1		0	1	1		0		0		0		0	12	5
Sepedi First Additional Lang	2	1	2	1		0	2	1		0		0		0	2	1		0		0		0		0		0	7	1	1	1	16	6
Sepedi Home Language	12	2	12	2	11	2	5	1	1	1	8	1	15	2	12	2	13	2	6	1		0	0	0	9	1	28	3	12	2	144	22
Sesotho First Additional Lang		0	2	1	17	2		0		0	1	1	1	1	1	1	1	1		0	2	1	1	1		0		0		0	26	9
Sesotho Home Language	2	1	19	2		0		0	5	1	22	3	4	1	12	2	22	3	14	2	10	1	29	3		0	2	1	2	1	143	21
Setswana First Additional Lang		0	1	1	8	1	1	1		0		0	1	1	3	1	2	1	1	1		0		0	2	1	4	1		0	23	9
Setswana Home Language	7	1	6	1		0		0	19	2	17	2	11	2	14	2	12	2	17	2		0	2	1	10	1	18	2	25	3	158	21
SiSwati First Additional Lang		0		0		0		0		0		0		0		0		0		0	1	1		0		0	1	1		0	2	2
SiSwati Home Lang		0		0		0		0		0		0		0		0		0		0		0		0	1	1		0		0	1	1
Tourism	42	9	36	8	36	8	9	2	30	6	20	4	35	7	23	5	29	6	31	7	13	3	33	7	19	4	51	11	30	6	437	93
Tshivenda First Additional Lang		0		0		0		0		0		0		0		0		0		0		0		0		0	1	1		0	1	1
Tshivenda Home Language	1	1	2	1	3	1	1	1		0	4	1	4	1	2	1	6	1	4	1		0		0		0	4	1	4	1	35	11
Xitsonga First Additional Lang		0		0	7	1		0		0		0		0		0		0		0	1	1		0		0		0		0	8	2
Xitsonga Home Language	7	1	9	1		0		0	1	1	7	1	7	1	4	1	5	1	7	1		0	1	1	6	1	10	1	3	1	67	12
<b>Grand Total</b>	<b>679</b>	<b>94</b>	<b>742</b>	<b>99</b>	<b>638</b>	<b>83</b>	<b>182</b>	<b>37</b>	<b>507</b>	<b>67</b>	<b>729</b>	<b>90</b>	<b>798</b>	<b>103</b>	<b>635</b>	<b>84</b>	<b>779</b>	<b>99</b>	<b>495</b>	<b>67</b>	<b>300</b>	<b>52</b>	<b>595</b>	<b>77</b>	<b>405</b>	<b>56</b>	<b>851</b>	<b>116</b>	<b>588</b>	<b>79</b>	<b>8923</b>	<b>1203</b>

**RECORD OF MODERATION 2012**

**Annexure C**

DISTRICT NO

\*\* the information must correspond with the actual number of hours claimed and the kilometres travelled

**SUBJECT:**  **NAME OF MODERATOR:**

**NAME OF MODERATOR'S SCHOOL:** \_\_\_\_\_ **AREA:** \_\_\_\_\_

**PHYSICAL HOME ADDRESS:** \_\_\_\_\_ **AREA:** \_\_\_\_\_

**CELL NO:** \_\_\_\_\_ **SCHOOL TEL NO:** \_\_\_\_\_ **PERSAL NO:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**FIRST PHASE /SECOND PHASE /THIRD PHASE MODERATION** (CIRCLE THE CORRECT PHASE) **SBA/ PAT/ORAL** (CIRCLE THE CORRECT COMPONENT)

Date	Name of School Moderating	No of minutes spent moderating	No of km travelled	Time	From School to Moderation Venue (include the name of school and area)	Time	Departure for Home (include the name of school and area)	Report submitted to the District Subject Advisor
	School: Area:	min	km	H	From	H	From	
	School: Area:	min	km	H	To:	H	To:	
	School: Area:	min	km	H	From	H	From	
	School: Area:	min	km	H	To:	H	To:	
	School: Area:	min	km	H	From	H	From	
	School: Area:	min	km	H	To:	H	To:	
	School: Area:	min	km	H	From	H	From	
	School: Area:	min	km	H	To:	H	To:	
	School: Area:	min	km	H	From	H	From	
	School: Area:	min	km	H	To:	H	To:	
	School: Area:	min	km	H	From	H	From	
	School: Area:	min	km	H	To:	H	To:	
Total		min	km	Approved by DSA: (name)		Sign :	Date: ____ 2012	Signature of DSM:

**1<sup>st</sup> phase:** \_\_\_\_\_ min + **2<sup>nd</sup> phase:** \_\_\_\_\_ min + **3<sup>rd</sup> phase:** \_\_\_\_\_ min = \_\_\_\_\_ minutes = \_\_\_\_\_ hours = \_\_\_\_\_

**REMOVAL OF EVIDENCE OF ASSESSMENT TASK**

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

**SUBJECT**

**NAME OF SCHOOL**

**DISTRICT SUBJECT 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 DISTRICT SUBJECT MODERATOR TO GAIN ACCESS TO SCHOOLS AND ASSESSMENT TASKS**

## District Letterhead

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**TO :** List of all allocated Schools

**FROM :** Director:

**DATE :** 2012

**SUBJECT :** National Senior Certificate 2012 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 10** of 2012.

The moderation process will take place from **April 2012** and will end **October 2012**.

You are kindly requested to allow the District Subject 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:**



# DISTRICT SUBJECT 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 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 DSM: \_\_\_\_\_

\* 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**

Best Practices	Challenges	Recommendation / Intervention	Planned intervention by District	Support required from Head Office
<i>Name of school:</i>	<i>Name of school:</i>			
<i>Name of school:</i>	<i>Name of school:</i>			
<i>Name of school:</i>	<i>Name of school:</i>			
<i>Name of school:</i>	<i>Name of school:</i>			
<i>Name of school:</i>	<i>Name of school:</i>			
<i>Name of school:</i>	<i>Name of school:</i>			
<i>Name of school:</i>	<i>Name of school:</i>			
<i>Name of school:</i>	<i>Name of school:</i>			
<i>Name of school:</i>	<i>Name of school:</i>			

Signature of DSA: \_\_\_\_\_ Date: \_\_\_\_\_

\* Copies sent to the FET Coordinator, District Assessment Official and to the Provincial Coordinator  
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**FIRST PHASE / SECOND PHASE / THIRD PHASE MODERATION** (CIRCLE THE CORRECT PHASE)

<b>CENTRE NUMBER</b>	<b>8</b>						
----------------------	----------	--	--	--	--	--	--

**NAME OF CENTRE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_ **NAME OF DISTRICT:** \_\_\_\_\_

<b>DESCRIPTION OF TASKS/ACTIVITY MODERATING:</b>		
<b>1. EDUCATOR'S FILE</b>		
Centre number on Educator's file	<b>YES</b>	<b>NO</b>
<b>CONSOLIDATED MARK SHEET / MARK SHEET FOR EACH CLASS</b>	<b>YES</b>	<b>NO</b>
Evidence of <b>PRE-MODERATION</b>	<b>YES</b>	<b>NO</b>
Evidence of <b>SCHOOL MODERATION</b>	<b>YES</b>	<b>NO</b>
<b>PROGRAMME OF ASSESSMENT</b> (included)	<b>YES</b>	<b>NO</b>
<b>Quality of tasks given:</b>		
<b>Correct application of Bloom's/Barrett's Taxonomy:</b>		
<b>Level 1:</b> Recall of information (what? which? when? list ; label; name; give; explain; identify; interpret; describe)		
<b>Level 2:</b> Understanding and using information (interpret; summarize; classify ;solve; apply rules; discuss; calculate; prove)		
<b>Level 3:</b> Applying information (distinguish; specify; compare; design ;explain; investigate ;interpret; give your input)		
<b>Level 4:</b> Analysis of information (classify; compare; give reasons; give causes and effects)		
<b>Level 5:</b> Synthesize information (summarize; construct; argue; create; relate; design; formulate)		
<b>Level 6:</b> Evaluate information (judge; assess; evaluate; choose; support; compare; estimate)		
<b>Refer to Sample Taxonomy Grid</b>		
<b>Memorandum/rubrics</b> for all task/test completed	<b>YES</b>	<b>NO</b>
Is this an appropriate assessment <b>tool</b> ?	<b>YES</b>	<b>NO</b>
Tasks dated	<b>YES</b>	<b>NO</b>
Is the record sheet (working mark sheet) corresponding with the instructions in the SAG/NAP?	<b>YES</b>	<b>NO</b>
Correct calculation of marks	<b>YES</b>	<b>NO</b>
Does the working mark sheet reflect marks for all learners?	<b>YES</b>	<b>NO</b>
Learners with zero marks	<b>YES</b>	<b>NO</b>
If yes, was there evidence of extended opportunities?	<b>YES</b>	<b>NO</b>
Educator's file well arranged and neatly organized	<b>YES</b>	<b>NO</b>



<b>5. WORK SIGNED BY EDUCATOR</b>	<b>YES</b>	<b>NO</b>
<b>6. MARKS ACCEPTABLE</b>	<b>YES</b>	<b>NO</b>
<i>(Comment if not acceptable)</i>		
<b>7. GENERAL COMMENTS BY DISTRICT SUBJECT MODERATOR</b>		
<b>SIGNATURE OF DSM: _____ DATE: _____</b>		
<b>8. DISTRICT SUBJECT ADVISOR COMMENT (IF APPLICABLE)</b>		
<b>SIGNATURE OF DSA: _____ DATE: _____</b>		

## Sample Taxonomy Grid

Question	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Total
Describe the question example : <b>Vectors</b>							
1.1.	2						
1.2.		1					
1.3.			3				
1.4.		3					
1.5.				2			
1.6.			1				
1.7.					1		
1.8.				2			
1.9.						2	
1.10.					3		
Total mark	2	4	4	4	4	2	
Total %	30		40		30		100%

**All subjects must adhere to the requirements as stipulated in the SAG documents.**

District No

Annexure J



**GAUTENG PROVINCE**  
EDUCATION  
REPUBLIC OF SOUTH AFRICA

## EVIDENCE OF SCHOOL MODERATION SCHOOL- BASED ASSESSMENT GRADE 12 – 2012

SUBJECT		GRADE				NAME OF TEACHER							
NAME OF SCHOOL		NAME OF SENIOR TEACHER /HOD											
DATES OF MODERATION		1 <sup>ST</sup> MODERATION 2012	2 <sup>ND</sup> MODERATION 2012	3 <sup>RD</sup> MODERATION 2012	4 <sup>TH</sup> MODERATION 2012	5 <sup>TH</sup> MODERATION 2012	6 <sup>TH</sup> MODERATION 2012						
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:						
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		TEACHER		TEACHER		TEACHER		TEACHER		TEACHER	
		HOD		HOD		HOD		HOD		HOD		HOD	

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

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District No

**LIST OF DISTRICT SUBJECT MODERATORS**

No	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
<i>Name of school:</i>	<i>All subjects:</i>		

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:

**Comments / Concerns:**

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Signature of DAO: \_\_\_\_\_



## DISTRICT MODERATION BY DISTRICT SUBJECT ADVISORS

Subjects	TOTAL NO OF SCHOOLS			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														

Name of FET Coordinator: \_\_\_\_\_

Name of DAO : \_\_\_\_\_



<b>APPEAL FORM</b> <b>SCHOOL-BASED ASSESSMENT GRADE 12: 2012</b>
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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:

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

**School stamp**

\_\_\_\_\_  
**Principal's Signature**

District Office Use:

**Appeal Accepted**

**Appeal Declined**

\_\_\_\_\_  
**District Assessment Official**  
 (name)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# PROVINCIAL MODERATION TOOL

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

**Subject:** \_\_\_\_\_

**Name of District Subject Moderator:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_ **Sample Size:** \_\_\_\_\_

<b>[1] Is there evidence of moderation conducted by the District Subject Moderator?</b>
Explain.
<b>[2] Comment on aspects the District Subject Moderator moderated.</b>
<b>[3] In your opinion did the District Subject Moderator have the relevant subject knowledge when moderating?</b>
<b>[4] In your opinion did the District Subject Moderator display knowledge of moderation principles?</b>
<b>[5] Do you agree with the challenges and recommendations made by the District Subject Moderator?</b>
If not comment.
<b>[6] Do you declare the marks as moderated by the District Subject Moderator to be fair, valid and reliable?</b>
<b>[7] Comments</b>

**Name of Provincial Subject Moderator:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Copies sent to the .DSA & Cluster Coordinator



**PROVINCIAL SUBJECT MODERATOR'S REPORT**

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

**Name:** \_\_\_\_\_ **Subject:** \_\_\_\_\_ **District Moderated:** \_\_\_\_\_

**Total Number of District Subject Moderators allocated:** \_\_\_\_\_ **Number of District Subject Moderators moderated:** \_\_\_\_\_

Name of DSM	Finding / Challenges	Recommendation	Intervention required

Signature of PSM: \_\_\_\_\_ Date: \_\_\_\_\_

\* Copies sent to the Moderation Unit: [Lavina.Naidoo@gauteng.gov.za](mailto:Lavina.Naidoo@gauteng.gov.za)