



**GAUTENG PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

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

**EXAMINATION INSTRUCTION  
No. 11 of 2013**

- DATE** : 2 March 2013
- TOPIC** : SBA Moderation for NSC Grade 12 (2013)
- TO** : **DISTRICT DIRECTORS  
CES (CURRICULUM)  
DISTRICT ASSISTANT DIRECTORS: EXAMINATIONS  
DISTRICT FET CURRICULUM CO-ORDINATORS  
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 Teacher Moderator per subject per district  
C: Record of moderation 2013  
D: Removal of evidence of assessment task  
E: Teacher Moderator database and evaluation  
F: Example of letter for Teacher Moderator to gain access to schools  
and assessment tasks  
G: Teacher Moderator's Report  
H: District Subject Advisor's Report  
I: District Moderation Tool  
J: Evidence of School Moderation  
K: List of Teacher 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 Moderator's Report  
Q: Composite Provincial Moderation Report**
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**TO :** District Directors  
District CES: Curriculum  
District FET Co-ordinators  
District Assessment Officials  
District Subject Advisors  
Principals of all Secondary Schools  
Teacher Organisations

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

**DATE :** 2 March 2013

**SUBJECT :** SBA Moderation NSC Grade 12 (2013)

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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 the 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**  
**DIRECTOR: EXAMINATIONS AND ASSESSMENT**  
**DATE:**

***Making education a social priority***

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## **SBA MODERATION NSC GRADE 12 (2013)**

### **[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 / Teacher Moderators.

##### **1.2 Moderation**

The moderation process involves ensuring that the assessments are fair, valid and reliable. It also involves teachers sharing their expectations and understanding of standards with each other in order to improve consistency in their decision on learner performance.

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

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

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

#### **2 Moderation Processes**

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

- a) co-ordinate the Oral, SBA and PAT moderation processes for Grade 12s and external moderation by DBE and Umalusi.
- b) collect the 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 Co-ordinator 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) co-ordinate the moderation of the “small “ subjects.

## 2.3 The Three Levels of Moderation

To ensure that 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 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 (re-marking) of a sample of high, middle and low performers of all teachers teaching the subject in the grade.
- c) Post-moderation to ensure that corrective feedback is provided.
- d) Adjustment /transferring of marks from the learner evidence onto working mark sheets (record sheet)
- e) Record keeping
- f) SAIC meetings for reported irregularity cases
- g) Appeals

In schools where there is only one educator for the subject, the internal school moderation must 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 Teacher 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 Teacher Moderators.
- e) District Directors will be responsible for the appointment of the Teacher Moderators according to the criteria in Examination Instruction no. 04 of 2013. The selection and appointment will be done by the District Subject Advisors and approved by the District Director.
- f) Each Teacher Moderator will be assigned  $\pm$  10 schools. The subject allocation per district needs to be analysed to ascertain the number of moderators required.

CAT/IT and Tourism Teacher Moderators will be allocated 5 schools each to cater for PAT moderation as well.

- g) Remuneration of Teacher Moderators will be in accordance with the to PAM document for Examination activities. Each TM will be remunerated according to the number of schools they moderated.

## 2. Roles and responsibilities of the Teacher Moderators (TM)

### The Teacher Moderator should:

- a) Apply at the district office to be appointed as a Teacher Moderator (Examination Instruction no. 04 of 2013).
- b) Sign a letter of appointment/ contract signed by the District Director and sanctioned by the principal of the teacher's school. Submit a signed letter of acceptance (Letter of acceptance and personal information Examination Instruction no. 04 of 2013 ) 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 scheduled training.
- e) Assist the District Subject Advisor to devise a management plan from April to October 2013. This plan must include:
  - i. Focused moderation of the subject
  - ii. The compiling of 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 2013. This moderation will include, the actual re-marking of the SBA tasks and the preparation 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 Teacher 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 TM 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 Teacher Moderator must submit the claim forms to the District Subject Advisor who will submit the verified forms to the District Assessment official.

### 3. Co-ordination of District Moderation by the District Subject Advisor

#### The District Subject Advisor should:

- a) Decide on the specific tasks to be moderated during the current year together with the Provincial Subject Co-ordinator at a meeting scheduled at the beginning of the year.
- b) Provide the subject specific moderation tool.
- c) The Provincial Subject Co-ordinator should draw up a composite provincial moderation plan for subjects that are considered 'small' or 'scarce' (including the Arts and Technical subjects), together with the curriculum co-ordinators and CES officials of the district, across districts. They will also co-ordinate, 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
First	Completed during term 1	Two weeks after reopening of schools in term 2 <b>15 April to 28 April 2013</b>
Second	Completed during term 2	Two weeks after reopening of schools in term 3 <b>22 July to 04 August 2013</b>
Third	Completed during term 3	First week after reopening of schools in term 4 <b>1 October to 6 October 2013</b>

#### 4.2.2 Turnaround time for moderation

- a) Where possible, the Teacher Moderator should conduct moderation on site. The 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) **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) The Teacher 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)
  - i) Agricultural Management Practices and Agricultural Technology
- b) Each Teacher Moderator is allocated a maximum of 5 schools which incorporates both SBA and PAT moderation in CAT/IT and Tourism.
- c) The table below indicates the PAT management plan

Subject	Phase 1	Phase 2	Phase 3 (Final Phase)
<b>Engineering Graphics &amp; Design (EGD)</b>	9 April – 10 May 2013	15 July – 2 August 2013	16 August – 25 October 2013
<b>Electrical Technology</b>	9 April – 10 May 2013	15 July - 8 August 2013	26 August – 31 October 2013
<b>Civil Technology</b>	9 April - 10 May 2013	15 July - 8 August 2013	26 August – 31 October 2013
<b>Mechanical Technology (E-Tech)</b>	9 April - 10 May 2013	15 July - 8 August 2013	26 August – 31 October 2013
<b>CAT / IT</b>	3 – 21 June 2013	26 August – 20 September 2013	1 October – 31 October 2013
<b>Consumer Studies Hospitality Studies</b>	03 – 21 June 2013	22 July - 31 October 2013	
<b>Tourism</b>	27 May– 21 June 2013	26 August – 18 October 2013	
<b>Visual Arts and Design Retrospective/ PAT</b>	1 August - 5 October 2013		
<b>Agricultural Technology Agricultural Management Practices</b>	9 September – 11 October 2013		

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 Assessment Official.**

##### **The District Assessment Official should:**

- a) Facilitate the appeals decisions taken during SBA moderation.
- b) Assist all District Subject Advisors in arranging the moderation processes.
- c) Receive **Annexure H** (District Subject Advisor's Report) from the FET Co-ordinator.
- 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.
- f) Submit moderation report (**Annexure L**) to the Moderation Unit.

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

##### **The District Subject Advisor should:**

- a) Identify Teacher Moderators based on the criteria stipulated in Examination Instruction no. 4 of 2013 and recommend the appointments of Teacher Moderators.
- b) Oversee the entire moderation process in his/her subject by training Teacher Moderators on subject specific moderation.
- c) Prepare a District Subject Moderation management plan from April to October 2013.
- d) Monitor the moderation of the Teacher Moderators (especially in those of underperforming schools) to ensure compliance and the maintenance of subject standards.
- e) Ensure that the Teacher Moderator selects the names of learners for the moderation process.
- f) Collect and analyse Teacher Moderator's reports.
- g) Consult with the Teacher 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 Co-ordinator 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 Teacher 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 Teacher Moderator.

#### **4.6 Roles and responsibilities of the FET Co-ordinator**

##### **The FET Co-ordinator 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 a 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 Moderator (PM). 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 Moderators (PM)

- a) All District Subject Advisors must apply to become Provincial Moderators.
- b) Moderation will occur in the Tshwaga, Ekudibeng Johannesburg regions.
- c) The Provincial Moderator will moderate assessment tasks of another district in that cluster.
- d) Each Provincial Moderator will be assigned  $\pm$  10 Teacher Moderators and will moderate a sample of tasks of each Teacher Moderator.
- e) The Provincial 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 Teacher Moderators. These reports (**Annexures O and P**) will be forwarded to the District and to the Provincial Moderation Co-ordinator.
- f) The Provincial Moderation Co-ordinator will compile the composite report (**Annexure Q**) from the Provincial Moderators' report. This report will then be sent 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 the Department of Basic Education.

## 2.4 General Comments

### 2.4.1 Colour of pens

Marking/Moderation (re-marking)	Conducted by	Colour of Pen
Teacher's original assessment	Subject Teacher	Red
School Moderation	Head of Department	Black
District Moderation	Teacher Moderator District Subject Advisor	Green
Provincial moderation	Provincial Moderator	Purple
	Provincial Subject Co-ordinator	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 The assessment tasks are official documents and **no tippex** should be used by a teacher. If an error is made during the marking process, then the teacher must correct the error or make the relevant changes and append his/her signature.

#### 2.4.4 Calculation of SBA marks

Three scenarios are used to explain the awarding of SBA marks as shown below:  
SBA components for subject X

##### Scenario 1

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6
<b>Max Marks</b>	<b>5</b>	<b>5</b>	<b>30</b>	<b>10</b>	<b>20</b>	<b>30</b>
<b>Learner Y</b>	Did not offer <i>No valid reason</i>	Did not offer <i>No valid reason</i>	Did not offer <i>No valid reason</i>	Did not offer <i>No valid reason</i>	Did not offer <i>No valid reason</i>	Did not offer <i>No valid reason</i>

The above scenario is where the candidate completed no SBA component at all and no valid reason was provided. The case must be referred to the district assessment official, who will be responsible for placing '444' against the learner's name. The candidate will have an incomplete statement and must repeat the entire subject.

##### Scenario 2

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6
<b>Max Marks</b>	<b>5</b>	<b>5</b>	<b>30</b>	<b>10</b>	<b>20</b>	<b>30</b>
<b>Learner Y</b>	4	Did not offer <i>No valid reason</i>	16	Did not offer <i>No valid reason</i>	15	20

Once a learner has offered one or more of the SBA components, he or she must receive a SBA mark

The SBA mark is calculated as follows:

$$\begin{aligned} \text{SBA Mark} &= (4+0+16+0+15+20) / (5+5+30+10+20+30) \\ &= 55/100 \\ &= 55\% \end{aligned}$$

Award a "0" mark to Learners for a component he/she did not offer **without** any valid reason.

##### Scenario 3

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6
<b>Max Marks</b>	<b>5</b>	<b>5</b>	<b>30</b>	<b>10</b>	<b>20</b>	<b>30</b>
<b>Learner Y</b>	4	Did not offer <i>Valid reason given</i>	16	Did not offer <i>Valid reason given</i>	15	20

$$\begin{aligned} \text{SBA Mark} &= (4+16+15+20) / (5+30+20+30) \\ &= 55/85 \\ &= 65\% \end{aligned}$$

For those components that the learner did not offer **with** valid reasons; disregard the specific component and scale the remaining components to equal that of the full SBA component.

## 2.4.5 Reporting

### a) District Moderation

<b>Responsibility</b>	<b>Reports to be Completed</b>	<b>Submitted to</b>
Teacher Moderator	Annexure G	<ul style="list-style-type: none"><li>• School</li><li>• District Subject Advisor</li></ul>
District Subject Advisor	Annexure H	<ul style="list-style-type: none"><li>• FET Co-ordinator</li><li>• Provincial Subject Co-ordinator</li><li>• District Assessment Official</li></ul>
FET Co-ordinator	Composite Annexure H	<ul style="list-style-type: none"><li>• CES</li></ul>
CES	Composite Annexure H	<ul style="list-style-type: none"><li>• CES: Curriculum Development and Support (CDS)</li></ul>
District Assessment Official	Composite Annexure L	<ul style="list-style-type: none"><li>• Moderation Unit</li></ul>

### b) Provincial Moderation

<b>Responsibility</b>	<b>Reports to be Completed</b>	<b>Submitted to</b>
Provincial Moderator	Annexure O and P	<ul style="list-style-type: none"><li>• District Subject Advisor Co-ordinator</li></ul>
Provincial Moderation Co-ordinator	Annexure Q	<ul style="list-style-type: none"><li>• Moderation Unit</li><li>• Provincial Subject Co-ordinator</li></ul>

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

<b>Timeframe</b>	<b>Function</b>	<b>Responsibility</b>
20 March 2013	Training of Teacher Moderator	District Subject Advisors District Assessment Official
20 March 2013	Complete the District Subject Moderation Management Plan per subject	District Subject Advisors
20 March 2013	Submission of completed Annexure As and Annexure K to the Moderation Unit	District Subject Advisors District Assessment Officials
20 March 2013	Compile a composite District Moderation Management Plan to be sent to schools.	District Assessment Officials
20 March 2013	Composite District Moderation Management Plan to be submitted to the Moderation Unit.	District Assessment Officials
15 April – 28 April 2013	First phase of moderation of SBA Complete record of moderation (Annexure C)	Teacher Moderator
22 July – 4 August 2013	Second phase of moderation of SBA Complete record of moderation (Annexure C)	Teacher Moderator
1 October – 6 October 2013	Third phase of moderation of SBA Complete record of moderation (Annexure C) and claim form	Teacher Moderator
29 April 2013 5 August 2013 7 October 2013	Reports to schools and District Subject Advisors after each moderation phase	Teacher Moderator
30 April 2013 6 August 2013 8 October 2013	Report (Annexure H) on each phase of moderation to the Deputy Chief Education Specialist, District Assessment Official and the Provincial Subject Co-ordinator	District Subject Advisor
6 May 2013 12 August 2013 14 October 2013	Moderation reports (Annexure L and M) after each moderation phase to the Moderation Unit Moderation report (Composite Annexure H) after each moderation phase to CDS	District Assessment Officials Chief Education Specialist
15 April – 5 May 2013 22 July - 11 August 2013	Provincial Moderation Complete record of moderation (Annexure C) and claim form	Provincial Moderators
8 May 2013 14 August 2013	Provincial Moderation reports (Annexure P) submitted to the Provincial Moderation Co-ordinator	Provincial Moderators
14 May 2013 20 August 2013	Compile Provincial Moderation report (Annexure Q) per subject submitted to the Moderation Unit	Provincial Moderation Co-ordinator
5 October – 9 October 2013	Quality assure working mark sheets and computerized mark sheets	Teacher Moderator District Subject Advisors
	Complete claim forms to District Subject Advisors	Teacher Moderator
	Submit all F1030 forms with attachments to the District Subject Advisor {TM with no persal number}	Teacher Moderator
	Completed claim forms to Moderation Unit Submit all F1030 forms with attachments to the Moderation Unit {TM with no persal number}	Teacher Moderator District Subject Advisors
5 October – 9 October 2013	Signing- off of SBA computerized mark sheets of allocated schools	District Subject Advisors District Assessment Officials
	Processing of claim forms	District Assessment Officials
October - November 2013	Submit computerized mark sheets to System Admin as per Provincial Management Plan	Moderation Unit

<b>Timeframe</b>	<b>Function</b>	<b>Responsibility</b>
22 August 2013	Completed claim forms to Moderation Unit	Provincial Moderator
16 November 2013	Provincial Subject Report for SBA submitted to Moderation Unit	Provincial Subject Co-ordinators
January 2013	Composite report on SBA to schools	Moderation Unit Provincial Subject Co-ordinators AMU

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

**Annexure B**

Subject	EN - D6	No of TM	ES - D16	No of TM	GE - D5	No of TM	GN - D1	No of TM	GW - D2	No of TM	JC - D14	No of TM	JE - D9	No of TM	JN - D10	No of TM	JS - D11	No of TM	JW - D12	No of TM	SE - D7	No of TM	SW - D8	No of TM	TN - D3	No of TM	TS - D4	No of TM	TW - D15	No of TM	Grand Total	Total TMs	
Accounting	45	5	45	5	40	4	11	2	30	3	45	5	47	5	38	4	51	6	29	3	13	2	37	4	31	4	56	6	34	4	552	62	
Afrikaans First Additional Lang	32	4	16	2	11	2	5	1	6	1	18	2	42	5	22	3	36	4	6	1	9	1	6	1	5	1	40	4	12	2	266	34	
Afrikaans Home Language	9	1	13	2	12	2	3	1	11	2	8	1	2	1	1	1	0	4	1	4	1	8	1	4	1	5	1	19	2	7	1	106	18
Afrikaans Second Add Lang			1	1		0		0		0		0	0	0		0	1	1		0	1	1	4	1	7	1		0	4	1	18	6	
Business Studies	48	5	45	5	46	5	14	2	25	3	46	5	45	5	35	4	54	6	33	4	20	2	41	5	27	3	52	6	41	5	572	65	
Computer Applications Tech	33	7	30	6	19	4	8	2	23	5	11	2	36	8	21	5	19	4	17	4	19	4	10	2	18	4	51	11	17	4	332	72	
Consumer Studies	23	3	23	3	29	3	3	1	22	3	15	3	17	2	19	2	8	1	16	2	7	1	19	2	20	2	15	2	25	3	261	33	
Economics	32	4	41	5	36	4	10	1	22	3	37	7	34	4	33	4	48	5	23	3	11	2	39	4	24	3	43	5	34	4	467	58	
Engineering Graphics and Design	19	2	21	3	13	2	3	1	18	2	8	2	9	1	14	2	6	1	9	1	10	1	7	1	12	2	26	3	12	2	187	26	
English First Additional Lang	22	3	36	4	37	4	8	1	24	3	30	6	27	3	19	2	31	4	26	3	13	2	37	4	22	3	45	5	35	4	390	51	
English Home Language	31	4	26	3	16	2	5	1	16	2	15	3	42	5	25	3	35	4	16	2	9	1	9	1	7	1	33	4	17	2	317	38	
English Second Additional Lang		0		0		0		0		0		0	0	0		0		0		0	0	0		0		0		0		0	15	0	
Geography	44	5	40	4	36	4	11	2	28	3	28	6	46	5	38	4	56	6	28	3	12	2	34	4	26	3	40	4	36	4	475	59	
History	27	3	34	4	33	4	6	1	22	3	44	9	42	5	27	3	45	5	26	3	9	1	29	3	23	3	30	3	18	2	399	52	
Hospitality Studies	5	1	11	2	6	1	4	1	4	1	2	0	4	1	8	1	1	1	3	1	5	1	1	1	6	1	15	2	4	1	121	16	
Information Technology	9	2	10	2	5	1	1	1	4	1	1	0	10	2	11	3	5	1	3	1	6	2	4	1	10	2	22	5	4	1	106	25	
IsiNdebele First Additional Lang						0	1	1	0	0		0	0	0		0		0		0		0		0		0		0		0	2	1	
IsiNdebele Home Language						0	1	1	0	0		0	0	0		0		0		0		0		0		0		0		0	1	1	
IsiXhosa First Additional Lang			1	1		0		0	1	1		0	1	1		0		0		0	1	1		0		0	1	1		0	5	5	
IsiXhosa Home Language	6	1	12	2	10	1		0	15	2	12	2	7	1	19	2	16	2	10	1	1	1	5	1		0	0	0		0	101	16	
IsiZulu First Additional Lang	3	1	6	1		0	2	1		0	2	1	28	3	10	1	11	2	1	1	1	1	1	1		0	4	1		0	79	14	
IsiZulu Home Language	17	2	23	3	28	3	4	1	4	1	28	3	17	2	17	2	32	4	21	3	4	1	28	3	8	1	31	4	10	1	246	34	
IsiZulu Second Additional Lang						0		0	0	0		0	1	1		0		0		0		0		0		0		0		0	29	1	
Life Orientation	72	8	63	7	54	6	17	2	46	5	58	6	72	8	59	6	68	7	41	5	28	3	48	5	38	4	93	10	54	6	753	88	
Life Sciences	55	6	59	6	47	5	16	2	36	4	45	5	53	6	43	5	59	6	35	4	23	3	47	5	34	4	57	6	45	5	667	72	
Mathematical Literacy	38	4	41	5	38	4	11	2	28	3	44	5	37	4	43	5	48	5	30	3	12	2	42	5	24	3	54	6	37	4	528	60	

Subject	EN - D6	No of TM	ES - D16	No of TM	GE - D5	No of TM	GN - D1	No of TM	GW - D2	No of TM	JC - D14	No of TM	JE - D9	No of TM	JN - D10	No of TM	JS - D11	No of TM	JW - D12	No of TM	SE - D7	No of TM	SW - D8	No of TM	TN - D3	No of TM	TS - D4	No of TM	TW - D15	No of TM	Grand Total	Total TMs	
Mathematics	53	6	52	6	43	5	14	2	36	4	47	5	59	6	44	5	59	6	34	4	17	2	47	5	30	3	65	7	48	5	645	71	
Physical Sciences	47	5	57	6	46	5	14	2	37	4	40	4	57	6	43	5	59	6	35	4	19	2	46	5	35	4	65	7	49	5	656	70	
Religion Studies	1	1	4	1		0	1	1		0		0	2	1		0	4	1		0	1	1		0		0		0		0	53	6	
Sepedi First Additional Lang	2	1	2	1		0	2	1		0		0	0		1	1		0		0		0		0	1	1	6	1		0	14	6	
Sepedi Home Language	9	1	10	1	10	1	7	1	1	1	4	1	13	2	13	2	13	2	6	1		0	1	1	9	1	28	3	14	2	134	20	
Sesotho First Additional Lang						0		0		0	0	0	1	1		0	1	1		0	0	0	0	1	1		0	1	1		0	8	4
Sesotho Home Language	7	1	1	1	12	2		0	8	1	20	2	7	1	11	2	24	3	15	2	9	1	30	3		0	2	1	1	1	127	21	
Setswana First Additional Lang			1	1		0	1	1	1	1		0	1	1	4	1		0	1	1		0		0	0	0	1	1		0	30	7	
Setswana Home Language	7	1	4	1	7	1		0	17	2	14	2	7	1	12	2	13	2	16	2		0	3	1	11	2	17	2	24	3	138	22	
SiSwati First Additional Lang						0		0		0		0	0	0		0		0		0	1	1		0		0	1	1		0	16	2	
SiSwati Home Language						0		0		0		0	0	0		0		0		0		0		0		0	2	1		0	2	1	
Tourism	41	9	44	9	39	10	10	2	29	6	20	0	33	7	23	5	36	8	31	7	15	3	30	6	19	4	58	12	36	8	444	96	
Tshivenda First Add Lang				0		0		0	0	0		0	0	0		0		0		0		0		0		0	2	1		0	22	1	
Tshivenda Home Language	2	1	1	1		0		0	0	0	4	1	4	1	1	1	8	1	4	1		0		0		0	3	1	2	1	25	9	
Xitsonga First Additional Lang						0		0		0		0	0	0	1	1		0		0		0		0		0		0		0	5	1	
Xitsonga Home Language	7	1	9	1	6	1	1	1	1	1	4	1	8	1	3	1	8	1	8	1		0	1	1	8	1	9	1	3	1	72	14	
<b>Grand Total</b>	<b>746</b>	<b>98</b>	<b>782</b>	<b>105</b>	<b>679</b>	<b>86</b>	<b>194</b>	<b>39</b>	<b>515</b>	<b>71</b>	<b>650</b>	<b>89</b>	<b>811</b>	<b>106</b>	<b>658</b>	<b>88</b>	<b>855</b>	<b>106</b>	<b>527</b>	<b>72</b>	<b>284</b>	<b>46</b>	<b>611</b>	<b>78</b>	<b>460</b>	<b>62</b>	<b>987</b>	<b>130</b>	<b>623</b>	<b>82</b>	<b>9386</b>	<b>1258</b>	

**RECORD OF MODERATION 2013**

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:	
	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: ____ 2013	Signature of TM:

**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**

**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



<b>EXAMPLE OF LETTER FOR TEACHER MODERATOR TO GAIN ACCESS TO SCHOOLS AND ASSESSMENT TASKS</b>
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## District Letterhead

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<b>TO</b>	:	<b>List of all allocated Schools</b>
<b>FROM</b>	:	<b>Director:</b>
<b>DATE</b>	:	<b>2013</b>
<b>SUBJECT</b>	:	<b>National Senior Certificate 2013 moderation of School-Based Assessment tasks (SBA)</b>

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Dear Sir/Madam

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 2013.

The moderation process will take place from April 2013 and will end October 2013.

You are kindly requested to allow the 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:**



# 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 where marks were Adjustment:

UPWARD	
DOWNWARDS	

Findings		Recommendations	Follow-up Date
Good Practices	Problem Areas		

Name of School Principal/Official: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of TM: \_\_\_\_\_

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





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

<b>CENTRE NUMBER</b>	8							
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**NAME OF CENTRE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

<b>DESCRIPTION OF TASKS/ACTIVITY MODERATED:</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 tasks/tests 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>
Does the record sheet (working mark sheet) correspond 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>N/A</b>	<b>YES</b> <b>NO</b>
Educator's file well arranged and neatly organized	<b>YES</b>	<b>NO</b>
Are all the tasks for the term completed according to the SAG?	<b>YES</b>	<b>NO</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.**



## EVIDENCE OF SCHOOL MODERATION SCHOOL- BASED ASSESSMENT GRADE 12 – 2013

SUBJECT		GRADE				NAME OF TEACHER							
NAME OF SCHOOL		NAME OF SENIOR TEACHER /HOD											
DATES OF MODERATION		1 <sup>ST</sup> MODERATION 2013		2 <sup>ND</sup> MODERATION 2013		3 <sup>RD</sup> MODERATION 2013		4 <sup>TH</sup> MODERATION 2013		5 <sup>TH</sup> MODERATION 2013		6 <sup>TH</sup> MODERATION 2013	
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	
	1												
	2												
	3												
	4												
	5												
6													
SIGNATURES		TEACHER HOD		TEACHER HOD		TEACHER HOD		TEACHER HOD		TEACHER HOD		TEACHER HOD	

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

## LIST OF TEACHER MODERATORS

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

## DISTRICT REPORT ON MODERATION OF GRADE 12

Annexure L

**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 Schools where marks were Adjustment:**                      **UPWARD**

**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	
List the schools and the subjects where the completion of SBA tasks in the term is not according to the SAG	School	Subject	School	Subject	School	Subject	Comments
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 Co-ordinator: \_\_\_\_\_

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





# PROVINCIAL MODERATION TOOL

## FIRST PHASE / SECOND PHASE / THIRD PHASE MODERATION

(CIRCLE THE CORRECT PHASE)

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

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

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

**[1] Is there evidence of moderation conducted by the Teacher Moderator?**

Explain.

**[2] Comment on aspects of moderation by the Teacher Moderator.**

**[3] In your opinion did the Teacher Moderator have the relevant subject knowledge when moderating?**

**[4] In your opinion did the Teacher Moderator display knowledge of moderation principles?**

**[5] Do you agree with the challenges and recommendations made by the Teacher Moderator?**

If not comment.

**[6] Do you declare the marks as moderated by the Teacher Moderator to be fair, valid and reliable?**

**[7] Comments**

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

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

\* Copies sent to the DSA





**PROVINCIAL MODERATOR'S REPORT**

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

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

Total Number of Teacher Moderators allocated: \_\_\_\_\_ Number of Teacher Moderators moderated: \_\_\_\_\_

Name of TM	Findings / Challenges	Recommendation	Intervention required

\* Copies sent to the .DSA & Provincial Moderation Co-ordinator

Signature of PM: \_\_\_\_\_ Date: \_\_\_\_\_



## COMPOSITE PROVINCIAL MODERATOR'S REPORT

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

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

Provincial Moderation Co-ordinator: \_\_\_\_\_

District		Findings / Challenges	Recommendation	Intervention required
<b>TSWAGA</b>	<b>1</b>			
	<b>2</b>			
	<b>3</b>			
	<b>4</b>			
	<b>15</b>			
<b>JHB</b>	<b>9</b>			
	<b>10</b>			
	<b>11</b>			
	<b>12</b>			
	<b>14</b>			
<b>EKUDIBENG</b>	<b>5</b>			
	<b>6</b>			
	<b>7</b>			
	<b>8</b>			
	<b>16</b>			

\* Copies sent to the Moderation Unit & Provincial Subject Co-ordinator

Signature of PM Co-ordinator: \_\_\_\_\_ Date: \_\_\_\_\_

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