



Assessment & Examinations Directorate

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ASSESSMENT INSTRUCTION 06 OF 2015

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
(GRADES 10-12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 13 JANUARY 2015

**NATIONAL SENIOR CERTIFICATE (NSC)
PROCEDURE FOR CHANGE OF SUBJECTS
GRADES 10 – 12 IN 2015**

BACKGROUND

The Department issued the following Assessment Instructions relating to the procedure to be followed when changing a subject/s in Further Education & Training Band (FET):

- Assessment Instruction 05 of 2009,
- Assessment Instruction 03 of 2010,
- Assessment Instruction 49 of 2010
- Assessment Instruction 09 of 2011
- Assessment Instruction 05 of 2012.
- Assessment Instruction 04 of 2013.
- Assessment Instruction 05 of 2014

The preliminary schedule of learner entries generated from the promotion of learners in the system consistently reveal that some Principals of schools did not follow the

procedure for subject change at all and permitted learners to move to subjects that were not offered in Grades 10 and 11 and for which they are not registered to write. This non-compliance affects the resulting of learners negatively as their results are withheld due to this irregularity.

Principals are hereby reminded that Assessment and Examinations Directorate cannot continue to accept late subject changes or allow the writing of subjects for which the candidates are not registered. Disciplinary action will be instituted against officials who continue to ignore the procedures and the closing dates for change of subjects.

PROCEDURE FOR CHANGING SUBJECTS IN GRADES 10 TO 12

The Department of Basic Education has formulated the procedure to be followed for the change of subjects relating to the National Senior Certificate in Grades 10 – 12.

1. *The Government Gazette no 36042 dated 28 December 2012, amendment of paragraph 6 of National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) Chapter 1 no. 6 states that:*
 - (i) A learner may change a maximum of **two** subjects in Grade 10, provided this is done by the beginning of the third term, subject to the approval of the Principal of the school where the learner is registered.
 - (ii) A learner may change **two** subjects in Grade 11, provided this is done before 28 February subject to the approval of the Principal of the school where the learner is registered.
 - (iii) In exceptional cases a learner may change **one** subject in Grade 12, provided this is done before 30 January of the Grade 12 year. **The school may take such a decision only after consultation with the Head of Department or his/her delegate.**
2. Approval for changing a subject in Grade 12 must be obtained from the Head of the Assessment Body. The following documents (information) accompanied by the attached template, **MUST BE** furnished: :
 - (i) a letter of motivation from the parent or guardian of the learner:
 - (ii) a letter from the Principal either supporting or providing reasons for not supporting the change; and

- (iii) a letter from the subject teacher outlining the programme to be followed to assist the learner in covering those aspects of the Curriculum and Assessment Statement for the previous grades that were not completed.
3. A learner who changes a subject in Grades 10, 11 or 12 will be exempted from the School Based Assessment requirement of the new subject for the period before the change was effected, provided that:
- (a) he or she has complied with all the School-Based Assessment requirements of the subject he or she wants to change for the period the change is to be effected; and
- (b) he or she complies with the remaining School-Based Assessment requirements of the new subject from the date the change was effected
4. In order to assist learners who for legitimate reasons wish to change a subject in **Grade 10 and 11**, the following procedure must be followed:
- In approving the subject changes, the Principal must not exceed the stipulated number of subjects to be changed, i.e. approval cannot be made for more than two subjects.
 - A signed template for all approved cases must be submitted to the District Examination Office.
5. Full time repeaters are allowed to change a subject provided that the change is done for the first time in his/her Grade 12 year/s.
6. The learner, or the parent or guardian of the learner who changes a subject in Grade 10, 11 or 12 and who encounters learning difficulties due to the subject change may not hold the provincial education department responsible for changing a subject.

SPECIAL INSTRUCTIONS

1. Principals must adhere to the above policy and closing date without fail.
2. Learners must not be taught the new subject without written prior approval from Director: Assessment & Examinations.
3. The support programme outlined to assist learners (as required in 2 (iii) above), is a paper exercise and must be carried out. This will be monitored by officials from Assessment and Examinations in 2015.
4. The National Senior Certificate is a three year qualification; therefore, subjects are to be studied in Grades 10, 11 and 12. Changing subjects for wrong reasons is a contributory factor to the poor matric results in the Eastern Cape.

5. Grade 9 learners are not guided sufficiently and correctly when making subject choices for Grade 10. As part of career guidance, there should be full disclosure of the impact of subjects not on the designated list for University entrance.
6. Subject changes should not be forced on learners by schools for various reasons, for example, subject changed to fit the school stream, improvement of the matric pass rate etc. This is unacceptable.
7. Additional subject (e.g. eighth subject) is offered from Grade 10.

APPLICABLE DATES

The following closing dates for the change of subject must be adhered to:

- Grade 12: Friday 30 January 2015
- Grade 11: Friday 27 February 2015
- Grade 10: Friday 17 July 2015

CONCLUSION

It is in the best interests of learners that proper guidance be given to parents and learners in Grade 9 concerning the choice of subjects for the FET band. This will help obviate the necessity for subject changes that have implications for School-Based Assessment (SBA), in Grades 10 – 12.

Subject change must be done in such a way that it will benefit the learner in the long run as some tertiary institutions do not accept certain subject combinations. Principals are therefore, requested to disseminate this information to parents, learners and teachers in the interests of improving the results of learners in the NSC examination and informing the choice of the correct subjects for career and further study purposes.



A.S. NUKU

(A)DDG: INSTITUTIONAL OPERATIONS MANAGEMENT (IOM)

13/01/2015



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Template for Subject Changes (Grade12):

School Name: _____

Candidate Name (Alphabetical)	ID Number	Subject dropped	New Subject	Reason For Change	Documents Attached			
					Principal letter	Parent's letter	Catch up plan	Prom Schedule

I _____ (Principal) declare that:

1. All planned subject changes have been discussed & verified with the learners and their parents / guardians.
2. The learners have complied with the SBA requirements of the dropped subject/s.
3. All teachers involved have signed declarations that the learners will be assisted and guided in the new subject/s.

 SIGNATURE OF THE PRINCIPAL

 DATE

