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**ASSESSMENT INSTRUCTION 03 OF 2010**

**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:** 05 JANUARY 2010

<p><b>NATIONAL SENIOR CERTIFICATE (NSC) PROCEDURE FOR CHANGE OF SUBJECTS GRADES 10 - 12</b></p>
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**BACKGROUND**

Assessment Instruction 5 of 2009, issued at the beginning of 2009, clearly outlined the procedure and closing dates for changing subjects. However, after the 2009 National Senior Certificate (NSC) examination was written it was evident that some Principals of schools did not follow this procedure at all and permitted candidates to write subjects that were not offered in Grades 10 and 11 and for which they were not registered to write. This has led to these candidates not receiving results.

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

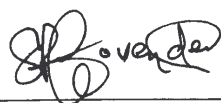
## PROCEDURE FOR CHANGING SUBJECTS IN GRADES 10 TO 12

The National Department of 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 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 one or more subjects in his or her Grade 10 year.
  - (ii) Learners may change a subject in Grade 11 or 12 if the school deems it is in the best interests of the learner to change a subject. The school may take such a decision only after consultation with the Head of Department or his/her delegate.
2. In order to assist learners who for legitimate reasons wish to change a subject in either Grade 10, 11 or 12, the following procedure is relevant:
  - (a) The approval for a subject change must be obtained from the Director: Assessment and Examinations, provided the following is 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;
    - (iii) a letter from the subject teacher outlining the programme to be followed to assist the learner to cover the aspects of the curriculum statement for the previous grades that were missed.
  - (b) **The closing date for the change of subject in Grade 12 will be 29 January in the year in which the examination will be written. This will ensure that the learning programme is not compromised by a change later in the year.**
  - (c) The closing date for the change of subject in **Grades 10 and 11** will be no later than **30 June** in the year in which the examination will be written. This will give teachers, parents and learners adequate time to make a decision about the learners' need to change a subject or subjects.

Principals are requested to give this information to parents, learners and teachers in the interests of improving the results of learners in the NSC examination and allowing the choice of the correct subjects for career and further studies.

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



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**S. P. GOVENDER**  
**CHIEF DIRECTOR: CURRICULUM MANAGEMENT**