



ASSESSMENT AND EXAMINATIONS DIRECTORATE

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REPUBLIC OF SOUTH AFRICA * REFERENCE 13/P

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ASSESSMENT INSTRUCTION 49 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: 22 OCTOBER 2010

<p>NATIONAL SENIOR CERTIFICATE (NSC) PROCEDURE FOR CHANGE OF SUBJECTS GRADES 10 – 12 IN 2011</p>

BACKGROUND

Assessment Instruction 5 of 2009, issued at the beginning of 2009, and Assessment Instruction 03 of 2010, dated 05 January 2010, clearly outlined the procedure and closing dates for changing subjects. However, after the 2009 Grade 11 schedules were quality assured and compared with the 2010 National Senior Certificate entries it was evident that some Principals of schools did not follow this procedure at all and permitted candidates to move to subjects that were not offered in Grades 10 and 11 and for which they were not registered to write. This will again lead to some 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 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 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 from the Director: Assessment and Examinations must be obtained **BEFORE** a learner changes classes to the new subject.
 - (b) The following **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;
 - (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.

OBSERVATIONS MADE IN 2010

1. Principals did not adhere to the above policy and closing date.
2. The support programme outlined to assist learners (as required in 2(b) (iii) above), is a paper exercise and is not carried out. This will be monitored by officials from Assessment and Examinations in 2011.
3. It is evident that some Principals and teachers do not accept that the National Senior Certificate is a three year qualification and that all subjects are to be studied in Grade 10, 11 and 12. This is a contributory factor to the poor matric results in the Eastern Cape.
4. Grade 9 learners are not guided sufficiently and correctly when making subject choices for Grade 10. There should be a full disclosure of the impact of subjects not on the designated list for university entrance.
5. In some cases, subject changes were forced on learners by schools for various reasons, for example, a subject educator left the school and improvement of the matric pass rate, etc. This is unacceptable.
6. Learners who changed more than one subject or who changed subjects without written permission may have incomplete results for the 2010 NSC.

7.

CLOSING DATES

The closing date for the change of subject for full-time learners in Grade 11 going to Grade 12 in 2011 will be 10 December 2010. Kindly ensure that Grade 11 learners and the parents are informed that the decision to change ONE SUBJECT ONLY for 2011 (Grade12) MUST be finalised this year. This will ensure that the learning programme is not compromised.

The closing date for the change of subjects in **Grades 10 and 11** will be no later than 30 **April** in the year in which the examination will be written. This will allow teachers, parents and learners adequate time to make a decision about the learners' need to change a subject or subjects.

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.

Principals are 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.

S. P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT