



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 09 OF 2011

**TO: DEPUTY DIRECTOR-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: 06 JANUARY 2011

**NATIONAL SENIOR CERTIFICATE (NSC)
CHANGE OF SUBJECTS GRADES 10 - 12
CONCESSION APPLICATIONS**

1. Assessment Instructions 2 and 3 of 2010 and 49 and 50 of 2010 as well as Assessment Instructions 5 and 9 of 2009 all have reference to the policy and requirements of the Eastern Cape Department of Education in respect of subject changes, especially in Grade 12, and concession applications.
2. **GRADE 12 SUBJECT CHANGES**
 - In an attempt to implement full compliance to the subject change closing date for Grade 12 learners, Assessment Instruction 49 of 2010 required the documents in connection with these changes by 10 December 2010.
 - The attempt was unsuccessful as both Teacher Organisations and school Principals cited the National policy that has a closing date of 31 January each year.
 - This is conceded. However, every year this deadline is generally ignored

as School Principals either plead for leniency blaming teachers or District officials for tardiness and the resultant disadvantage to the learner, or of forgetting the date in the busy time of reopening schools.

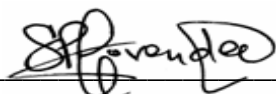
- The result is that regulations concerning registration and subject changes are ignored and learners change subjects anyway (often more than one) in defiance of policy, leading to incomplete results and unhappiness.
- The Eastern Cape Department of Education has been told by both the Department of Basic Education and UMALUSI that this practice MUST stop.
- ALL Principals are to note that after **31 January 2011 NO subject changes** in Grade 12 will be allowed. Learners who change to other subjects without the school administration and teachers knowing this will not receive results at the end of the year.
- Note that the change of subject policy applies to repeaters also.
- Any Principal who submits subject changes late will have to report to the Chief Director Curriculum Management at Head Office. Disciplinary action will follow.

3. **CONCESSIONS**

- After results schedules were checked on 30 December 2010 there were two cases where Principals claimed to have submitted Grade 12 concession documents and could not substantiate this claim. This resulted in the marks of all learners being blocked until resolution thereof.
- Principals are referred to Assessment Instruction 50 of 2010 that required concession documents by 10 December 2010.
- The same extension of dead line, i.e. 31 January 2011 is given for full documentation to reach the Directorate of Assessment & Examinations through the District Office.
- Kindly remember that concessions must be applied for EVERY year. The Department has no way of knowing whether the concession from a previous grade still applies if this is not done.

4. **CONCLUSION**

The non-compliance with policy by some Principals is unacceptable and can no longer be tolerated. All policies and regulations governing the National Senior Certificate have been distributed to all schools offering Grades 10 – 12. It is expected that all Principals will inform teachers, learners and parents of the Department's expectation in these two processes.



S. P. GOVENDER
CHIEF DIRECTOR CURRICULUM MANAGEMENT