



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT & EXAMINATIONS

Bundy Park Building, Schornville, King William's Town, Private Bag 4571, King William's Town, 5600
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za
E-mail: Nomvuyo.Mbeleki@edu.ecprov.gov.za

Ref. No 13/P

Tel: (043) 604 7788

Enquiries: Ms N Mbeleki

Fax: 043 604 7795/0866 035 085

ASSESSMENT INSTRUCTION 05 of 2012

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 ALL PUBLIC AND INDEPENDENT SCHOOLS
(GRADES 10-12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 05 JANUARY 2012

**2012 NATIONAL SENIOR CERTIFICATE (NSC)
PROCEDURE FOR CHANGE OF SUBJECTS
GRADES 10 – 12**

A. BACKGROUND

The following Assessment Instructions, which were issued to schools, clearly outlined the procedures and closing dates for the change of subjects:

- Assessment Instruction 5 of 2009,
- Assessment Instruction 03 of 2010,
- Assessment Instruction 49 of 2010
- Assessment Instruction 09 of 2011.

However, when comparing the quality assurance of Grade 11 promotion schedules with the 2011 National Senior Certificate entries it was evident that some Principals of schools did not follow the procedure for subject change 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.

B. 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 dated 03 November 2009, 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 two subjects in his or her Grade 10 year.
 - (ii) A learner may change two subjects in his or her Grade 11 year.
 - (iii) **In exceptional cases** a learner may change ONE subject in Grade 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. This applies to Grade 11 and 12 only. Grade 10 subject changes will be managed by the schools.
 - (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.

3. 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.

1. SPECIAL INSTRUCTIONS

2. Principals must adhere to the closing date without fail.
3. Learners must not be taught any new subject without written prior approval from Director: Assessment & Examinations.
4. The support programme outlined to assist learners (as required in 2(b) (iii) above), must be carried out and not merely a paper exercise only. This will be monitored by officials from Assessment and Examinations in 2012.
5. National Senior Certificate is a three year qualification, therefore, subjects are to be studied in Grade 10, 11 and 12. Changing subjects for wrong reasons is a contributory factor to the poor matric results in the Eastern Cape.
6. Grade 9 learners are not guided sufficiently and correctly when making subject choices for Grade 10. As part of career guidance, there should be a full disclosure of the impact of subjects not on the designated list for University entrance.
7. Subject changes should not be forced on learners by schools for various reasons, for example, improvement of the matric pass rate, subject changed to fit the school stream etc. This is unacceptable.

C. CLOSING DATES

The closing date for the subject change for Grade 12 learners is 31 January 2012.

The closing date for the change of subjects in **Grade 11** will be **20 July** 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.

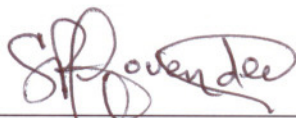
D. CONCLUSION

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.

Learners who changed more than one subject or who changed subjects without written permission may have incomplete results for the 2012 NSC.

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.



S. P. GOVENDER

CHIEF DIRECTOR: CURRICULUM MANAGEMENT