



**EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE**

Steve Vukile Tswete Complex, Zone 6, Zwelitsha, 5608\* Private Bag X0032, BISHO\* 5608\*

REPUBLIC OF SOUTH AFRICA, website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

E-mail: [funiwe.bikitsha@ecdoe.gov.za](mailto:funiwe.bikitsha@ecdoe.gov.za)

Ref. no. 13/P  
Enquiries: Ms F. Bikitsha

Tel.: 072 378 2817/083 846 5754

**ASSESSMENT INSTRUCTION 06 OF 2018**

**TO:** DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF SCHOOLS IN THE GET AND FET BAND  
TEACHER UNIONS/ORGANISATIONS  
SCHOOL GOVERNING BODIES

**DATE:** 12 JANUARY 2018

**ASSESSMENT AND EXAMINATION ACCOMMODATIONS AND  
CONCESSIONS APPLICATIONS: 2018**

**POLICY REQUIREMENTS CONCERNING CONCESSIONS**

The following policies deal with concessions:

- *The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF).*
- *National Policy pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R–12.*

The aim of this Assessment Instruction is to provide guidelines with regard to aspects regarding the classification and application for concession for deserving candidates.

**1. IMMIGRANTS**

**1.1 An immigrant learner is:**

- (i) A child or a dependent of a diplomatic representative of a foreign government accredited in South Africa; or

- (ii) A person who:
  - First enrolled at, and entered a South African school in Grade 7 or a more senior grade, or
  - Having begun his or her schooling at a school in South Africa; attended a school outside South Africa for two or more consecutive years after Grade 3 or its equivalent, and has subsequently returned to South Africa.

**1.2 An immigrant learner in the General Education and Training Phase (Grade R–9) must:**

- (a) Offer the two required official languages as contemplated in paragraphs 12(1) of the Intermediate Phase and 19(1) of the Senior Phase and comply with the School Based Assessment requirements of both official languages offered.
- (b) Pass one of the required two official languages on at least First Additional Language level and obtain a rating of Moderate Achievement (Level 3) in that language; and
- (c) Comply with the Intermediate and Senior Phase promotion requirements as contemplated in the National Policy pertaining to the Programme and Promotion Requirements of the *National Curriculum Statement Grades R–12*

**1.3** An immigrant learner may offer his or her home language in lieu of one official language, if it is an officially approved non-official language and provided further that the learner complies with the Intermediate and Senior Phase promotion requirements.

**1.4 An immigrant learner in the Further Education and Training Phase (Grades 10–12) must:**

- (a) Offer only one (1) official language on at least First Additional Language level, provided it is the language of learning and teaching (LOLT), and obtain a rating of 30% in that language, provided that another subject from Group B is offered in lieu of the one official language that is not offered, provided further that the immigrant candidate complies with the promotion requirements.
- (b) Instead of offering another subject from Group B in lieu of the one official language that is not offered, an immigrant candidate may offer his or her home language in lieu of that one official language, subject to the following:

Such a language is listed on Home Language level in Table B4 at Annexure B of *National Policy pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R – 12*.



- (c) Offer his or her home language on the A-level of the General Certificate of Education (GCE) of the United Kingdom, or an examination recognised by the Department of Basic Education as equivalent to the Home Language level for the purpose of subparagraph a) above.

- 1.5 The marks as supplied by the concerned assessment body will be considered for promotion purposes. If the actual marks are not available the results will be converted in accordance with the table (TABLE 1), with the proviso that the candidate may not offer two similarly named languages.

**TABLE 1: CONVERSION SCALE  
PROGRAMME REQUIREMENTS**

A-level		National Policy	
SYMBOL	%	MARKS	%
A	70 – 100	280	70
B	60 – 69	240	60
C	55 – 59	220	55
D	50 – 54	200	50
E	40 – 49	160	40
F	30 – 39	140	35

- 1.6 To be classified as an immigrant candidate, a candidate must be in possession of:
- The relevant official documentation issued by the Department of Home Affairs; and
  - The relevant official documentation issued by the school where the learner entered the South African school system for the first time.
  - Evaluation certificate from SAQA for all foreign qualifications.

## **2. LEARNERS WHO EXPERIENCE BARRIERS TO LEARNING**

- 2.1 The following concessions may apply to candidates who experience the following barriers to learning:
- (i) A learner who is hearing impaired (deaf) may offer one (1) official language at First Additional Language level which is the language of teaching and learning, provided that another subject from Group B is offered in lieu of the one official language that is not offered, provided further that such a hearing impaired (deaf) candidate complies with the promotion requirements.
- (ii) Learners with communication and language impairments, e.g. aphasia and dyslexia may offer only one (1) official language at First Additional Language level which is the language of teaching and learning, provided that another subject from Group B is offered in lieu of the one official language that is not offered, provided further that these aphasia and dyslexia candidates comply with the promotion requirements.

- (iii) Learners who have been diagnosed to have a Mathematical disorder such as dyscalculia may be exempted from the offering of Mathematical Literacy or Mathematics, provided that another subject from Group B is offered in lieu of Mathematical Literacy or Mathematics, and provided further that such a candidate complies with the promotion requirements.

2.2 *The White Paper 6 on Special Needs Education: Building an Inclusive Education and Training System (2001)*, guides the policies related to learners experiencing barriers to learning.

2.3 The following learners are regarded as learners with special needs for whom measures should be taken in ordinary as well as special schools to assist with the barriers to learning that they face:

- (i) Learners who have **neurological barriers** to learning, reading, spelling, dysgraphia, mathematical calculations and numeracy skills and the understanding of the written word.
- (ii) Learners (deaf and hard of hearing learners) whose **hearing impairments** present barriers to learning and for whom learning should be facilitated through sign language within an environment which promotes the linguistic identity of the hearing impaired (deaf) community and bilingualism which also ensures the availability of assistive technology.
- (iii) Learners who have severe **visual barriers to learning** (blind and partially sighted) and for whom learning should be facilitated through effective individualised support measures, specialised teaching methods, the use of Braille and large print and the application of specialised devices such as Braille equipment, magnification cameras and CCTV in classrooms, screen reading software, magnification software, etc.
- (iv) Learners who have **physical barriers to learning** and whose level of functioning is restricted due to limited gross and fine motor movements, dependency on the availability of certain devices (e.g. wheelchairs), medical conditions and inaccessible school buildings. The term physical disability covers a range of conditions from congenital disabilities to impairments acquired because of illness of which the most common conditions are Spina Bifida, cerebral palsy, muscular dystrophy, haemophilia, cardiovascular and pulmonary conditions.
- (v) Learners who experience **mild to severe intellectual barriers to learning** whose specific educational needs should be met in mainstream schools and special schools through the differentiation and adaptation of the curriculum in environments which encourage the development of their full potential, independence and socialisation.
- (vi) Learners with **multiple barriers to learning**.



- (vii) Learners with **severe behavioural and emotional barriers to learning**.  
(viii) Learners with any medically assessed special need that may not fall under the above categories.  
(Refer to clause 34 of the *National Policy pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R–12.*)

### 3. APPLICATION FOR ACCOMMODATIONS AND CONCESSIONS

#### 3.1 IMMIGRANTS

- An application for immigrant status, as described in Point 1 previously, to offer one official language must be made using the relevant form **(ANNEXURE A)**.
- These forms must be completed in full and submitted to the relevant district office no later than **23 FEBRUARY 2018** for any learner in the school who qualifies for immigrant status in 2018.

#### 3.2 BARRIERS TO LEARNING

- An application for learners with barriers to learning as outlined in Point 2 previously or any special needs barriers, supported by full evidence, must be made using the relevant form **(ANNEXURE B)**.
- These forms must be completed in full and submitted to the relevant district office no later than **23 FEBRUARY 2018** for any learner in the school who has a barrier to learning and requires a concession during any examination in 2018.

**NB:** Some schools do not apply for accommodations and concessions until a learner is in Grade 12. This disadvantages the learner and principals are requested to apply immediately when a learner who meets the requirements for accommodations and concessions is admitted to a school.

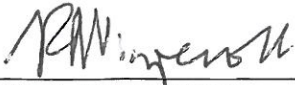
Principals are reminded that applications for accommodations and concessions must be made **at the beginning of EACH PHASE** for a learner that requires a concession. **Concession applications for ALL Grade 12 learners with learning barriers and immigrant learners must be made every year.** No immigrant's learner's concession is valid for a period longer than one academic school year.

The Provincial Accommodations and Concessions Committee will be dealing with applications for Grades: 3, 6, 9, 10, 11 and 12. The Districts committee must adjudicate Grades: 1, 2, 4, 5, 7 and 8 and written response should be forwarded to the school/institution thereafter.

The District Head of Exams must submit learners' application forms for Grades 3, 6, 9, 10, 11 and 12 to the PED Examinations and Assessment Chief Directorate. Provincial Adjudication

Committee will adjudicate and provide written responses to the schools/institution through district offices. All districts must establish the District Adjudication Committee to adjudicate Grades 1, 2, 4, 5, 6, 7 and 8 and provide written responses to the schools/institution.

The co-operation of all education stakeholders in the process is both anticipated and appreciated.



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**MS P. VINJEVOLD**  
**(A) DDG: EPEM**



Province of the  
**EASTERN CAPE**  
EDUCATION

## APPLICATION FOR IMMIGRANT TO OFFER ONE OFFICIAL LANGUAGE

### GENERAL INSTRUCTIONS

- SECTION A to be completed by the Parent/Guardian. Attach all relevant documents or reports, e.g. copy of passport, letter from Embassy/Consulate, copy of report form, copy of study permit, letter from the school and a copy of evaluation of qualification from SAQA.
- SECTION B to be completed by the principal of the school. The school will then submit the application form and attach documents to the relevant district office, **no later than 23 February 2018.**
- SECTION C of the application form to be completed by the district examination official before submission to the Provincial Education Department (PED) Assessment and Examination Directorate. The PED Examination Directorate will engage Provincial Adjudication Evaluation Panel. The panel will make final decisions and complete Section D. Therefore, applications must reach to the Provincial Office **no later than 02 March 2018.**

SECTION A:		PARTICULARS OF APPLICANT					
First Name(s) and Surname							
Postal Address							
					Postal Code		
			Grade				
Place of Birth			Country				
Date of arrival in RSA	Y	Y	M	M	D	D	
Present School							
EMIS no. of school							
Name of principal/head of institution							
Contact no.							
Fax no. of examination centre							
District Name							





Name(s) of previous school(s) outside the RSA and period(s) attended:			
Name of School	City/Town	Country	Period attended (From – To)

School(s) attended in the RSA			
Name of School	City/Town	Province	Period attended (From – To)

Date of admission to present school	Y	Y	M	M	D	D	Grade admitted		Present grade				
Official Language to be offered													
Other Subjects													
1						2							
3						4							
5						6							
7						8							
Full Names Parent/Guardian													
Contact no.													
Signature (Parent/Guardian)													
							Date	Y	Y	D	D	M	M



**SECTION B: PRINCIPAL'S RECOMMENDATION**This application is recommended ☐ not recommended ☐Comments:  
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NAME: \_\_\_\_\_

Signature \_\_\_\_\_

Y	Y	M	M	D	D
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Date

School Stamp

**SECTION C: DISTRICT OFFICIAL'S RECOMMENDATION – EDO/DCES/CES**This application is recommended ☐ not recommended ☐Comments:  
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-----This application has been referred back to the Principal ☐ Forwarded to PED for Departmental Approval ☐

NAME: \_\_\_\_\_

Signature \_\_\_\_\_

Y	Y	M	M	D	D
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Date

Official Stamp





District Offices must submit this application to:

Head: Examinations and Assessment Chief Directorate  
Steve Tswete Building  
Zone 6  
Zwelitsha

**SECTION D: PROVINCIAL OFFICIAL'S RECOMMENDATION**

This application is approved ☐ not approved ☐

Comments:

NAME:

Signature

Y	Y	M	M	D	D

Date

Official Stamp



Province of the  
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**APPLICATION ON BEHALF OF A LEARNER EXPERIENCING BARRIERS TO LEARNING  
FOR ALTERNATIVE EXAMINING PROCEDURE (S)**

**GENERAL INSTRUCTIONS**

1. SECTIONS A – E to be completed in FULL by the school. Attach copies all relevant documents or reports, e.g. medical report, psychological report, school report, examples of schoolwork and support evidence as well as a letter from the school/institution. (Refer: Page No: 11 and 12 of *The National Senior Certificate: A Qualification at Level 4 on The National Qualifications Framework (NQF)*).
2. The school will then submit the application form and attach documents to the relevant district office, **not later than 23 February 2018**, unless the condition occurred after the above date.
3. The Special Needs official in the District will complete SECTION C of the application form before submission to the relevant examination official in the district. The district examination official will submit the application form to the Provincial Evaluation Panel who will complete Section D. It must reach the Provincial Office **no later than 02 March 2018**.
4. In the case of emergency concessions, for example accidents, pregnancy, injury, trauma, hospitalisation etc. the closing dates do not apply. It is imperative that substantive medical evidence must be provided for a concession to be granted. All necessary documentation to substantiate the concession, e.g. a valid doctor's certificate should be submitted with the application. The Department will provide a written response as soon as all documentation have been received.
5. In the case of the applications for normal concession after the closing dates the adjudication thereof cannot be guaranteed as well as the response times.
6. In the case of re-applications, copies of written responses received must accompany the application. Any other information that will have a bearing on the adjudication of the concession must be provided in writing. This will facilitate the adjudication process.
7. No concession will be adjudicated by the Provincial Concession Adjudication Committee unless it has been verified by the applicable LSEN official at district level.
8. Accommodations and Concession for learners only have to be made once for a phase. **Grade 12 learners** must apply yearly.
9. A special concession is primarily meant to assist learners who are experiencing barriers to learning and development in order for them to perform as on an equal footing as learners without a barrier in education.







**APPLICATION ON BEHALF OF A LEARNER EXPERIENCING BARRIERS TO  
LEARNING FOR ALTERNATIVE EXAMINING PROCEDURE (S) – 2018**

SECTION A:	IDENTIFICATION PARTICULARS
1. Name(s) and Surname	
2. Date of Birth	Y Y M M D D
3. Identity Number	
4. Name of Exam Centre	EMIS no.
5. Grade	
6. District Name	
7. Name of Principal/Head of Institution	
8. Contact no.	
9. Fax no. of exam centre	

SECTION B:	INFORMATION ON DISABILITY/INJURY/ILLNESS/TRAUMA
1.	Short and concise description of special educational needs of the learner.
2.	In what way does the disability, impairment or learning difficulty influence the learner's ability to sit for examinations under normal conditions?





3.	Indicate with an "X" the alternative measure applied for:		
	Extra time – Which subjects?		
	Special equipment – specify		
	Any other – specify		
4.	Scholastic information		
4.1.	Grades repeated from Gr. 1 – Gr. 12		
	<b>Grade</b>	<b>Year Failed</b>	<b>Subjects failed</b>
4.2.	Number of schools attended since Grade R		

4.3.	Marks obtained in each subject at the end of the year.		
	<b>SUBJECTS</b>	<b>MARKS (%) / LEVEL</b>	<b>GRADE AVERAGE (%)</b>
1			
2			
3			
4			
5			
6			
7			

4.4	Was concessions applied for in previous examinations?	<b>YES</b>		<b>NO</b>	
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4.5.	If Yes, specify. If No, why not?



4.6.	Subjects taken in current year of study		
SUBJECTS			
1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

4.7.	When was the special need (condition) first determined/recorded?									
4.8.	Did the learner receive any specific support or assistance? If Yes, frequency, type and duration of assistance.									
4.9.	Outcome of the assistance. Was there any improvement? If the answer is NO, why not?									
4.10	Any other appropriate information.									
4.11	On what date did a medical practitioner, in case of injury or illness, see the learner?				Y	Y	M	M	D	D

**N.B. Attach all information relevant to this application.**







## SECTION D

SPECIAL CONCESSION REQUEST (Please tick or circle the appropriate code.)  
Please refer to the attached guideline.

REQUESTED CONCESSION	CONCESSION CODE
Rest break	
Additional time – 05 minutes per hour	A
Additional time – 10 minutes per hour	B
Additional time – 15 minutes per hour	C
Alternative questions	D
Amanuensis	E
Braille	F
Computer usage	G
Interpreter	H
Large print (18 pt)	I
Planning aid	J
Reading to candidate	K
Rephrasing	M
Separate venue	N
Special aids (specify)	O
*Use of dictionary	P
Other recommendations (Specify)	Q
<b>QUERIES: CONTACT THE DISTRICT CONCESSION COORDINATOR</b>	

## SECTION E: DECLARATION BY CENTRE/SCHOOL/INSTITUTION

I, declare that the information provided, in my professional opinion, is correct and that the selected concession requested is justified.

NAME: PRINCIPAL

SIGNATURE: PRINCIPAL

DATE

SCHOOL STAMP

## GUIDELINE

CONCESSION	
Maximum rest period of 45 minutes	Diabetes, Spasticity, Chronic Fatigue Syndrome etc. Time linked to duration of paper.
Add 5 minutes per hour	Slow reader/writer – standardised test conditions confirming
Add 10 minutes per hour	Coding and language processing problem confirmed by psychological tests
Add 15 minutes per hour	Physical condition – medical evidence
Amanuensis – 15 minutes per hour	Visually impaired, deaf, hard of hearing, blind, physical impairment, severe reading problem, dyslexia, dysgraphia, severe spelling problem, severe planning problems, physical disabilities
Braille – 15 minutes per hour	Blind candidates
Computer (maximum 15 minutes per hour)	Severe handwriting problem; physical disability (e.g. cerebral palsy)
Large print – 15 minutes per hour	Visually impaired
Planning aid – 15 minutes per hour	Poor attention and concentration span (epilepsy, attention deficit disorder and psychiatric disorder, anxiety disorder etc.
Reading to candidate – 15 minutes per hour	Visually impaired, hard of hearing, severe reading problem, etc.
Rephrasing	Deaf candidates
Separate venue	Amanuenses
Special aids	Visually impaired, hard of hearing and physical impairment
Dictionary	Deaf learners
Other	To be specified







**District Offices to submit this application to:**

**The Head: Examinations and Assessment Chief Directorate  
Steve Tswete Complex  
Zone 6  
Zwelitsha  
5608**

## **SECTION D: PROVINCIAL ADJUDICATION COMMITTEE'S RECOMMENDATION**

This application is approved ☐ not approved ☐

Comments:

NAME:

**Signature**

Y	Y	M	M	D	D
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Date \_\_\_\_\_

Official Stamp

