



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION NO 20 OF 2021

TO:

- DEPUTY DIRECTORS-GENERAL**
- CHIEF DIRECTORS**
- HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS**
- CHIEF EDUCATION SPECIALISTS**
- CIRCUIT MANAGERS**
- DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS**
- PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 – 12)**
- TEACHER UNIONS/TEACHER ORGANISATIONS**
- SCHOOL GOVERNING BODIES**

DATE : 9 APRIL 2021

CHANGE OF SUBJECTS IN GRADES 10 AND 11

1. The National Senior Certificate is administered and conducted in terms of the Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate.
2. **The Regulations state that:**
 - 2.1 A learner may change a maximum of two (2) subjects in Grade 10, provided this is done by the end of the second term, subject to the approval of the Principal of the school where the learner is registered. Such change must be done before 30 June of the Grade 10 year.
 - 2.2 A learner may change two (2) subjects in Grade 11, provided this is done before 31 March, subject to the approval of the Principal of the school where the learner is registered. However the date is extended up to 14 May 2021.
3. Approval for changing a subject must be obtained from the Head of the Assessment Body, or his/her representative provided the following documents are furnished:
 - 3.1 A letter of motivation from the learner's parent or guardian;
 - 3.2 A letter from the Principal either supporting or providing reasons for not supporting the change;

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- 3.3 A letter from the subject teacher, outlining the programme to be followed to assist the learner in covering those aspects of the Curriculum and Assessment Policy Statement for the previous grade that were not covered.
- 3.4 Copy of school schedule.
4. Subject changes should not be imposed on learners by schools, for example; subject change to fit the school curriculum stream, improvement of the pass rate, etc.
5. All District Heads of Examination should ensure that the contents of this Assessment Instruction are brought to the attention of all district officials, school principals and teachers of schools with Grades 10 and 11, parents and relevant stakeholders.
6. Principals are requested to capture all applications for subject changes and submit with required documents mentioned in paragraph 3, on or before 30 June 2021 to the District Examination Offices.
7. All District Offices must adjudicate these requests and if all required documents have been attached, the change may be approved.
8. District Offices must send letters of approval for subject changes to all schools and learners who submitted requests on or before 9 July 2021 for Grades 10 and 11.
9. Departmental officials, principals of schools and all stakeholders are requested to communicate this information for the benefit of all learners who qualify.

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(A) DDG: CM & D
MR M. JACK

DATE: 12/04/2021

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