



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: **Ms F. Bikitsha** Tel: 040 602 7039 . Email: funiwe.bikitsha@ecdoe.gov.za  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**ASSESSMENT INSTRUCTION 09 OF 2023**

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

**DATE: 31 JANUARY 2023**

**SUBMISSION OF GRADE 12 REPEATERS AND TRANSFERRED LEARNERS FOR  
SUBJECT CHANGES 2023**

1. This Memo should be read with Assessment Instruction 02 of 2023.
2. Schools are requested to submit Grade 12 repeaters and transferred learners' subject changes for 2023 on or before 10 February 2023 to the District offices.
3. The following source documents must be attached:

<b>Full Time Repeaters with Subject changes</b>	<b>Transferers with Subject changes</b>
Grade 12 statements	Transferred letter
Letter from parent/candidate	Grade 11 schedule
Letter from school principal	Letter from current school principal
Catch up plan	Catch up plan

Annexure A is attached



**DDG: CURRICULUM MANAGEMENT AND DELIVERY  
MR R. TYWAKADI**

Customer care line: 086 063 8636  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)



**31/01/2023**  
**DATE**





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**ANNEXURE A (To be used by District when submitting to Head Office)**

Repeaters and Transferred learners' Subject changes Grade 12 for 2023

NAME OF DISTRICT .....

SUB DISTRICT/CMC .....

NO	SCHOOL NAMES	CANDIDATES FULL NAMES (Alphabetically)	ID NO. / EXAM NO. (Compulsory)	SUBJECT DROPPED (Full Subject names)	NEW SUBJECT (Full Subject names)	REASON FOR CHANGE	ATTACHMENTS (Only 1 Subject change allowed in Grade 12)			
							PRINCIPAL LETTER	PARENT LETTER / CANDIDATE LETTER	CATCH UP PLAN	TRANSFER LETTER / GRADE 12 STATEMENT
1.										
2.										
3.										
4.										
5.										

**NB**

1. **No addition of subject** in Grade 12.
2. Districts must compile **all District schools' subject changes into 1 Master list utilizing this Annexure A template.**
3. It is requested that it should be submitted in **Hard copy & Soft copy (Word document).**
4. **All subject change source documents** must be submitted to Head Office.