



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries: **Ms F. Bikitsha**. Tel: **040 602 7039**. Email: funiwe.bikitsha@ecdoe.gov.za
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ASSESSMENT INSTRUCTION 17 OF 2023

TO: DEPUTY DIRECTORS – GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
HEAD OF EXAMINATIONS
CIRCUIT MANAGERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 21 FEBRUARY 2023

CHANGE OF SUBJECTS IN GRADES 10 AND 11

1. The National Senior Certificate Examination is administered and conducted in terms of the Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination.
2. The Regulation states 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.
3. Approval for changing subjects must be obtained from the Head of the Assessment Body, or his or her representative provided the following 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; and
 - 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 Statements for the previous grade that were not covered.
 - 3.4. Copy of the 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 matric 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, principals and teachers of Schools with Grade 10 and 11 learners, parents and relevant stake holders.
 6. Principals are requested to complete the attached template provided (Annexure A) for subject changes and submit it with required documents mentioned in paragraph 3 on or before 30 June 2023 for Grade 10 and 31 March 2023 for Grade 11 to the District Examination Offices.
 7. All District Offices must adjudicate these requests and if required documents have been attached, the change may be approved.
 8. Departmental officials, principals of schools and all stakeholders are requested to communicate this information for the benefit of all learners who qualify.

DDG – CURRICULUM MANAGEMENT AND DELIVERY
MR R. TYWAKADI

21/02/2023
DATE



EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

ANNEXURE A: Assessment Instruction 17 of 2023

Steve Vukile Tshwete Building, Zone 6, Zwelitsha, 5608 * Private Bag 4571 * KWT * 5600 * REPUBLIC OF SOUTH AFRICA

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TEMPLATE FOR SUBJECT CHANGES – 2023 GRADE 10 & 11

NAME OF SCHOOL :..... **GRADE:**.....

NO	Candidates' Names (Alphabetically)	Subject dropped	New Subject	Reason for Change	Documents required			
					Principal's letter	Parent/guardian's Letter	Catch-up plan form subject teacher	School Schedule
1.								
2.								

I, (principal of school) declare that:

1. All subject changes have been discussed and verified with the learners and their parents/guardians.
2. The learners have complied with the SBA requirements of the dropped subjects.
3. All teachers have signed declarations that the learners will be assisted and guided in the new subjects.

School Stamp and Date

.....
SURNAME & INITIALS

.....
SIGNATURE