



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 43 OF 2023

**TO: DEPUTY DIRECTORS – 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
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 11 OCTOBER 2023

CHANGE OF SUBJECT IN GRADES 12

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, in exceptional cases, a learner may change one additional subject in Grade 11, after the release of his/her Grade 11 end of the year results. This must be done before 15 December of the Grade 11 year. This means that no subject change will be done by schools for Grade 12 learners in 2024.
3. Approval for changing a subject in Grade 12 must be obtained from the Head of the Assessment Body, or his or her representative provided the following are furnished:
 - A letter of motivation from the learner's parent or guardian.
 - A letter from the Principal either supporting or providing reasons for not supporting the change; and
 - 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.



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 submit with required documents mentioned in paragraph 3 **on or before 15 December 2023** to the District Examination Offices.
7. All District Offices must complete attached template provided (**Annexure A**) and submit to the Provincial Office, Examination and Assessment Chief Directorate **on or before 29 December 2023**.
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

11/10/2023
DATE





EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

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Ref: 13/P
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ANNEXURE A: Assessment Instruction 43 of 2022

Tel: 040 602 7039

TEMPLATE FOR SUBJECT CHANGES – 2023 GRADE 12

NAME OF SUB-DISTRICT:..... NAME OF SCHOOL:.....

NO	Candidates' Names (Alphabetically)	ID No	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:

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

.....
SURNAME & INITIALS
SIGNATURE