



**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

Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**ASSESSMENT INSTRUCTION 9 OF 2024**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CIRCUIT MANAGERS  
HEAD OF EXAMINATIONS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC SCHOOLS AND INDEPENDENT SCHOOLS (GR10 -12)  
TEACHER UNIONS/ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 23 JANUARY 2024**

**SUBMISSION OF SUBJECT CHANGES FOR  
2024 GRADE 12 REPEATERS AND TRANSFERRED LEARNERS**

1. This memorandum should be read together with Assessment Instruction 06 of 2024.
2. Schools are requested to submit Grade 12 repeaters and transferred learners' subject changes for 2024 on or before 31 January 2024 to the district offices.
3. The following source documents must be attached as follows:

<b>Full Time repeaters</b>	<b>Transferred learners</b>
Grade 12 statements	Transfer letter
Letter from parent / candidate	Grade 11 schedule
Letter from school principal	Letter from the current school principal
Catch up plan	Catch up plan

4. Annexure A is attached to compile the names of learners with their ID numbers.

Yours in Education

  
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**DEPUTY DIRECTOR GENERAL: CM & D  
MR R. TYWAKADI**

24/01/2024  
DATE



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

Repeaters and Transferred learners' Subject changes Grade 12 for 2024.

NAME OF DISTRICT: .....

SUB DISTRICT / CMC.....

NO.	SCHOOL NAMES	CANDIDATES FULL NAMES	ID 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 One Master list utilising this annexure A template.
3. It is requested that it should be submitted in Hard copy and soft copy (Word document)
4. All subject change source documents must be submitted to Head Office.