



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

Assessment and Examinations Directorate \* P. O Box 4571 King William's Town \* 5600 \*  
REPUBLIC OF SOUTH AFRICA \* REFERENCE 13/P  
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### ASSESSMENT INSTRUCTION 09 OF 2009

**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 PUBLIC AND INDEPENDENT SCHOOLS  
(GRADES R-12)  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES

**DATE:** 07 JANUARY 2008

**ASSESSMENT AND EXAMINATIONS  
CONCESSION APPLICATIONS**

#### **POLICY REQUIREMENTS CONCERNING CONCESSIONS**

According to the policy, *The National Senior Certificate: a qualification at level 4 on The National Qualifications Framework (NQF)* the following pertains to concession applications.

**(1) IMMIGRANTS**

(a) An immigrant candidate is:

- (i) A child or a dependent of a diplomatic representative of a foreign government accredited in South Africa; or
- (ii) a person who:
  - First enrolled at and entered a South African school in Grade 7 or a more senior grade, or
  - having begun his or her schooling at a school in South Africa, has attended school outside South Africa for two or more consecutive years after Grade 6 or its equivalent.
- (iii) An immigrant candidate as contemplated above may offer only one (1) official language on at least First Additional Language Level and obtain a rating of 30% in that language, provided that another subject is offered in lieu of the one official

language that is not offered, provided further that the immigrant candidate complies with the promotion requirements.

- (iv) Instead of offering another subject in lieu of the one official language that is not offered, an immigrant candidate may offer his or her home language in lieu of that one official language, subject to the following:
- If such language is listed with Non-Official Languages on Home Language level
  - In the absence of the home language of the immigrant in the list of Non-Official Languages, such a candidate may offer his or her home language on the A-Level of the General Certificate of Education (GCE) of the United Kingdom, or an examination recognised by the Department of Education as equivalent to Home Language level for this purpose.
- (v) To be classified as an immigrant candidate, such a candidate must be in possession of:
- The relevant official documentation issued by the Department of Home Affairs; and
  - The relevant official documentation issued by the school where the learner entered the South African school system for the first time.

## **(2) LEARNERS WHO EXPERIENCE BARRIERS TO LEARNING**

The following concessions may apply to candidates who experience the following barriers to learning:

The Deaf may offer one (1) official language at First Additional level, provided that another subject is offered in lieu of the one official language that is not offered, provided further that such Deaf candidate complies with the promotion requirements.

- (ii) Learners suffering from a mathematical disorder such as dyscalculia may be exempted from the offering of Mathematical Literacy or Mathematics, provided that another subject is offered in lieu of Mathematical Literacy or Mathematics, provided further that such candidate complies with the promotion requirements.

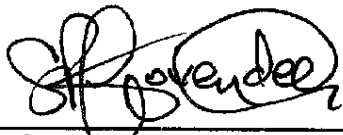
## **3. APPLICATIONS FOR A CONCESSION**

An application for an immigrant to offer one official language or an application on behalf of a learner experiencing barriers to learning must be made using the relevant form. These forms must be completed in full and submitted to the

District Office no later than **27 March** in the year in which the candidate will sit for the final examination in Grades 9 to 12.

The Provincial Committee dealing with concession applications will consider all applications on their merit. A written response will be forwarded to the school thereafter.

Many schools do not apply for a concession until the learner is in Grade 12. This disadvantages the learner and Principals are requested to apply immediately a learner meeting the requirements for a concession is admitted to the school. Kindly be reminded that individual schools cannot grant concessions to learners and that only provincially approved concessions may be implemented.



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**S.P. GOVENDER**  
**CHIEF DIRECTOR: CURRICULUM MANAGEMENT**

**CIRCULATION SHEET: ASSESSMENT INSTRUCTION 09 OF 2009  
APPLICATIONS FOR CONCESSIONS**

**COMMENTS:**

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**DIRECTOR: ASSESSMENT & EXAMINATIONS**  
E. M. Mabona

**DATE**

**COMMENTS:**

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Approved / Not Approved

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**CHIEF DIRECTOR: CURRICULUM MANAGEMENT**  
S. P. Govender

**DATE**



Province of the Eastern Cape

DEPARTMENT OF EDUCATION  
 ISEBE LEZEMFUNDO  
 DEPARTEMENT VAN ONDERWYS  
 PO Box 4571 King Williams Town, 5600  
 Enquiries : Mr. V A Joseph  
 Tel. 043 604 7809/10 Fax: 043 604 7789

## APPLICATION FOR IMMIGRANT TO OFFER ONE OFFICIAL LANGUAGE

### GENERAL INSTRUCTIONS

- Section A to be completed by the Parent/Guardian. Attach all relevant documents or reports, e.g. copy of the passport, Letter from Embassy/Consulate, Copy of a report form, Copy of the study permit, Letter from the school.
- Section B to be completed by the Principal of the school. The school will then submit the application form and attach documents to the District Office, **no later than 27 March** of the year in which the candidate will sit for the final Examination
- Section C of the application form to be completed by the District Official before submission to the Examination official in the District. The District Examination official will submit the application form to the Provincial Evaluation Panel who will complete Section D. It must reach the Provincial office **no later than 3 April** of the year in which the candidate will sit for the final examination.

SECTION A: PARTICULARS OF THE APPLICANT									
First Name(s)									
Postal Address									
			Postal Code						
Present School		Grade							
Place of Birth		Country							
Date of Arrival in the RSA		<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> </tr> </table>		Y	Y	M	M	D	D
Y	Y	M	M	D	D				
Name(s) of previous school(s) outside the RSA and period(s) attended:									
Name of School	City/Town	Country	Period attended (From - To)						
School(s) attended in the RSA									
Name of School	City/Town	Province	Period attended (From - To)						

Date of admission to present school			Grade admitted			Present grade		
Official Language to be offered								
Other Subjects								
1				2				
3				4				
5				6				
7				8				
Full Names Parent/Guardian								
Signature (Parent/Guardian)						Date		

**SECTION B: PRINCIPAL'S RECOMMENDATION**

This application is recommended  not recommended

Comments:

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NAME: \_\_\_\_\_

Signature \_\_\_\_\_ Date 

Y	Y	M	M	D	D
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 School Stamp

**SECTION C: DISTRICT OFFICIAL'S RECOMMENDATION-EDO/DCES/CES**

This application is recommended  not recommended

Comments:

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This application has been referred back to the Principal  Forwarded for Departmental Approval

NAME: \_\_\_\_\_

Signature \_\_\_\_\_ Date 

Y	Y	M	M	D	D
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 Official Stamp

This Application is to be submitted to:

The Superintendent-General  
Examination Section  
P.O Box 4571  
King Williams Town  
5600

**SECTION D: PROVINCIAL OFFICIAL'S RECOMMENDATION**

This application is approved  not approved

Comments:

NAME:

Signature

Y	Y	M	M	D	D
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Date

Official Stamp



Province of the Eastern Cape

DEPARTMENT OF EDUCATION  
 ISEBE LEZEMFUNDO  
 DEPARTEMENT VAN ONDERWYS  
 P.O BOX 4571, KING WILLIAMS TOWN, 5600  
 Enquiries: Mr. V A Joseph  
 Tel. 043 604 7809/10 Fax: 043 604 7789

## APPLICATION ON BEHALF OF A LEARNER EXPERIENCING BARRIERS TO LEARNING FOR ALTERNATIVE EXAMINING PROCEDURE (S)

### GENERAL INSTRUCTIONS

- Section A and B to be completed by the school. Attach all relevant documents or reports, e.g. medical report, psychological report, report card, copies of schoolwork and letter from school. (Refer: Page No:11 and 12 of *"The National Senior Certificate: A Qualification at Level 4 on The National Qualifications Framework (NQF)"*.)
- The school will then submit the application form and attach documents to the District Office, **not later than 27 March** of the year in which the candidate will sit for the final Examination, unless the condition occurred after the above date.
- The Special Needs official in the District will complete Section C of the application form before submission to the Examination official in the District. The District Examination official will submit the application form to the Provincial Evaluation Panel who will complete Section D. It must reach the Provincial office **no later than 3 April** of the year in which the candidate will sit for the final Examination, unless the condition occurred after the above date.

SECTION A:		IDENTIFICATION PARTICULARS	
1. Name of Learner			
2. Date of Birth		Identity Number	
3. Exam Centre Name			Exam Centre No
4. District Name		Grade	
5. Sequence No. On Application Form			
SECTION B:		INFORMATION ON DISABILITY / INJURY / ILLNESS/ TRAUMA	
Short and concise description of special education need of learners			
2. In what way does the disability, impairment or learning difficulty influence the learner's ability to sit for the examination under normal conditions?			



3. Indicate with an "X" the alternative measure applied for:

Extra time – Which Subjects?

Special equipment - specify

Any other - specify

4. Scholastics information

4.1. Schools Grades failed from Gr. 1 – Gr. 12

Grade	Year Failed	Subjects failed

4.2. Number of schools attended since Grade 1

4.3. Marks obtained in each subject at the end of the year.

SUBJECTS		MARKS (%)/ LEVEL	GRADE AVERAGE (%)
1			
2			
3			
4			
5			
6			
7			

4.4. Was concessions applied for in previous examinations?

YES

NO

If Yes, specify. If No, why not?

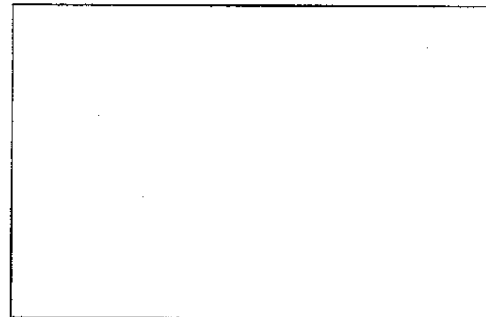
4.5. When was the special need (condition) first determined/ recorded?

ECDE/EXAMS/LESEN

4.6. Did the learner receive any specific support or assistance? If Yes, frequency, type and duration of assistance	
4.7. Outcome of the assistance. Was there any improvement? If the answer is NO, why not?	
4.8. Any other appropriate information	
4.9. On what date did a medical practitioner, in case of injury or illness, see the learner?	

**N.B Attach all information relevant to this application**

**SCHOOL STAMP**



NAME: PRINCIPAL \_\_\_\_\_

SIGNATURE: PRINCIPAL \_\_\_\_\_

DATE \_\_\_\_\_

<b>SECTION C:</b>	<b>TO BE COMPLETED BY ESS /ELSEN SECTION – DISTRICT OFFICE</b>		
Name of Special Needs Official			
Does the candidate qualify for a concession?	YES		NO
If Yes, recommendations as to the particular alternative examination procedure(s), also indicating for what subject, special equipment required and / or extra time required.			

ECDE/EXAMS/LSN

<b>If No, Specify</b>

**N.B. If applicable, attach own report and/ or information obtained.**

\_\_\_\_\_  
**SIGNATURE: SPECIAL NEEDS OFFICIAL**

\_\_\_\_\_  
**DATE**

<b>SECTION D:</b>	<b>TO BE COMPLETED BY EXAMINATION EVALUATION PANEL</b>			
<b>Date of Meeting</b>				
<b>Does the candidate qualify for a concession?</b>	<b>YES</b>		<b>NO</b>	
<b>If Yes, recommendations as to the particular alternative examination procedure(s), also indicating for what subject, special equipment required and / or extra time required.</b>				
<b>If NO, Specify</b>				

\_\_\_\_\_  
**SIGNATURE: (Chairperson)**  
**EXAMINATION EVALUATION PANEL**

\_\_\_\_\_  
**DATE**

**NOTES:**

1. The examination Evaluation Panel will acknowledge receipt of applications to ESS/ ELSEN Official and the School.
2. The panel will keep thorough record of all applications, meetings and further correspondence.
3. The school / applicant and Special Needs Official will be informed in writing on the outcome of the application.
4. All enquiries will be to the Chairperson: Examination Evaluation Panel