



**EXAMINATION INSTRUCTION
No. 3 of 2013**

- TOPIC : MANAGEMENT AND ADMINISTRATION OF SUBJECT CHANGES IN GRADES 10,11 AND 12**
- TO :**
- : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES**
 - : PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS & INDEPENDENTLY REGISTERED CENTRES**
 - : SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND AET CENTRES**
 - : MEMBERS OF SCHOOL GOVERNING BODIES' TEACHER ORGANISATIONS AND UNIONS**
 - : RELEVANT NON-GOVERNMENTAL ORGANISATIONS**
- ENCLOSURE : NONE**
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Making education a societal priority



MEMORANDUM

TO : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES
: PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS & INDEPENDENTLY REGISTERED CENTRES
: SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS AND AET CENTRES
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: TEACHER ORGANISATIONS AND UNIONS
: RELEVANT NON-GOVERNMENTAL ORGANISATIONS

FROM : PRINCE MASILO

DATE : 14 JANUARY 2013

SUBJECT : MANAGEMENT AND ADMINISTRATION OF SUBJECT CHANGES IN GRADES 10, 11 AND 12

This Examination Instruction serves to inform heads of institutions and district offices about the management and administration of subject changes in Grades 10, 11 and 12.

Kindly note that any deviation from the conditions and procedures that are set out in this Examination Instruction will be considered as non-compliance to the national policy.

Your co-operation in this matter is appreciated.

Regards

PRINCE MASILO
DIRECTOR: EXAMINATIONS AND ASSESSMENT

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MANAGEMENT AND ADMINISTRATION OF SUBJECT CHANGES IN GRADE 10, 11 AND 12

1. PURPOSE

- 1.1 This Exam Instruction deals with the procedures to be followed by heads of institutions in dealing with the management and administration of subject changes in Grades 10, 11 and 12.
- 1.2 The procedures and processes described must be read in conjunction with circular 37 of 2009.

2. LEGISLATIVE FRAMEWORK

- 2.1 National Education Policy Act, 1996 (Act. No. 27 of 1996).
- 2.2 South African School Act, 1996 (act No. 84 of 1996).
- 2.3 National Policy on the conduct, Administration and Management of the Assessment of the Senior Certificate as published in Government Gazette No 26789, Volume No 471 of 17 September 2004.
- 2.4 The National Senior Certificate: A qualification at Level 4 on the National Qualification Framework (NQF) and the Addendum regarding Learners with Special Needs, as published in the Government Gazette No 29466 Volume 1266 of 11 December 2006
- 2.5 National Protocol on Assessment for Schools in General Education and Training Band (Grade R– 12) 21 October 2005 and Amendment as published in the Government Gazette No.29467, Volume 498 of 11 December 2006.
- 2.6 National Policy on the conduct, Administration and Management of Assessment of the National Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF) as published in the Government Gazette No. 30048, volume 505 of July 2008.
- 2.7 Regulations pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate, Government Gazette No 31337 Vol. 518 dated 29 August 2008 and as amended in Government Gazette No. 32522, Vol. 530 dated 26 August 2009.
- 2.8 Minimum Admission Requirements for Higher Certificate, Diploma and Bachelors Degree Programmes requiring a National Senior Certificate, published in the Government Gazette No. 31231, Volume 751 of 11 July 2008.
- 2.9 National Curriculum Statements (NCS) grade R – 9 and 10 – 12 (General).
- 2.10 Any circular regarding the Conduct, Administration and Management of assessment published by the Gauteng Department of Education.

3. PROMOTION REQUIREMENT FOR GRADE 10, 11 AND 12

- 3.1 The requirements stipulated in this document refer to the promotion requirements for Grades 10 and 11, as well as for the issuing of a National Senior Certificate (NSC);
- 3.2 The duration of the NSC (General) is three years, namely Grades 10, 11 and 12. To obtain a NSC a learner must complete the programme requirements for Grades 10, 11 and 12 separately and obtain the distinct outcomes and associated assessment standard of all three years;
- And**
- 3.3 Comply with the internal assessment requirement for Grades 10, 11 and 12 as well as the external assessment requirement of Grade 12 as contemplated in the Subject Statement and the Subject Assessment guidelines of various subjects.

4. CHANGING SUBJECTS IN GRADES 10, 11 AND 12

The process for all subject changes in Grades 10, 11 and 12 must be explained in the school assessment policy. Subject changes in Grades 11 and 12 must be avoided, unless it is absolutely necessary. Principals have **no authority** to unilaterally change any learners chosen subject without the written consent of the learner's parent/s.

4.1 Grade 10

A learner may change a maximum of two subjects in Grade 10, subject to the approval of the principal of the school where the learner is registered. This change must be managed at school level.

4.1.1 Procedure to be followed:

The parent must apply, by writing a letter to the school requesting the subject change. Principals and Life Orientation educators must ensure that the parents and learners understand the consequences of the requested subject change and how it may impact on the learner's career pathing and the university requirements as determined by institutions of higher learning from time to time. Principals and Life orientation educators must advise learners on their subject choices to suit their future careers.

4.2 Grade 11

A learner may change two subjects in Grade 11, subject to the approval of the principal of the school where the learner is registered and if the school deems it to be in the best interest of the learner to change the subject.

4.2.1 Procedure to be followed:

- The parent must apply, in writing to the school principal for the subject change;
- The learner's name, personal particulars, as well as the old and new subjects must be stated;
- The principal must acknowledge receipt of the request in an official letter to the parent/guardian.

The principal must keep record of the following supporting documents in his/her file:

- (a) A letter of motivation from the learner's parents or guardian indicating the reasons for the request and the learners chosen career path; a letter from the principal, either supporting or providing reasons for not supporting the change;
- (b) A letter from the new subject teacher, outlining the programme to be followed to assist the learner in covering those aspects of the curriculum statements for the previous grade that were not covered;
- (c) The learner's report cards for all fourth and first terms and of the learner's Grade 10 year/s.

The closing date for changing a subject in **Grades 10 and 11** must be determined by the School Assessment Coordinator, but **must not be later than the first Friday of the second school term** and should be based on the impact of such change on the internal assessment programme.

The Principals/heads of institutions are required to submit the alphabetical list of learners who applied for subject (s) changes to the District Office, **on the third Friday of the second school term.**

4.3 Grade 12

In exceptional cases a learner may change one subject in Grade 12, provided it is done before the 31 January of the Grade 12 year. Approval for changing a subject in Grade 12 must be obtained from the Provincial Head of Department or his/her delegate, the Director: Examinations and Assessment.

4.3.1 Procedure to be followed:

- The learner must apply, by writing to the school principal for the subject change.
- The learner's name, personal particulars, as well as the old and new subjects must be stated.
- The principal must acknowledge receipt of the request in an official letter to the parent/guardian.

The principal must submit the following supporting documents to the District Director or his/her delegate:

- (a) A letter of motivation from the learner's parents or guardian indicating the reasons for the request and the learners chosen career path;
- (b) A letter from the new subject teacher, outlining the programme to be followed to assist the learner in covering those aspects of the curriculum statements for the previous grade that were not covered.
- (c) The learner's report cards for all four terms of the learner's Grade 11 year/s.

The application must be sent to the District Office by **Friday, the 1st of February 2013**. The District Director presents his/her motivation for recommendation to the Director: Examinations and Assessment at Head Office. After the Provincial Head of Department endorses or disapproves the request, the decision will be communicated to the school. The principal must ensure that all learners have evidence of School Based Assessment for every subject for which the learner has registered.