



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 05 OF 2013

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS:
GRADES R-12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 14 JANUARY 2013

ASSESSMENT & EXAMINATIONS CONCESSION APPLICATIONS
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2013

POLICY REQUIREMENTS CONCERNING CONCESSIONS

The following policies deal with concessions:

- *The National Senior Certificate: a qualification at level 4 on the National Qualifications Framework (NQF).*
- *National Policy pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R-12.*

1) Immigrants

a) An immigrant 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 3 or its equivalent and before Grade 9 or its equivalent, and has subsequently returned to South Africa.
- 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 as Non-Official Language at Home Language Level
 - In the absence of the Home Language of the immigrant on the list of Non-Official Languages, such 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 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:

- (i) 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.
- (iii) *White paper 6 on Special Needs Education: Building an Inclusive Education and Training System (2001)*, guides policies related to learners experiencing barriers to learning.

3) APPLICATION FOR CONCESSIONS

3.1 IMMIGRANTS

- An application for an immigrant, as described in 1 above, to offer one official language must be made using the relevant form (ANNEXURE A).
- These forms must be completed in full and submitted to the District office no later than 31 January 2013 for any learner in the school who qualifies for immigrant status in 2013.

3.2 BARRIERS TO LEARNING

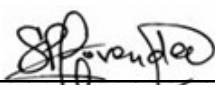
- An application for learners with barriers to learning as outlined in 2 above or any special needs barriers, supported by full evidence, must be made using the relevant form (ANNEXURE B)
- These forms must be completed in full and submitted to the District Office no later than **31 January 2013 for any learner in the school who has a barrier to learning and requires a concession during any examination in 2013.**

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

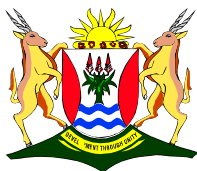
NB: Many schools do not apply for concessions until the learner is in Grade 12. This disadvantages the learner and Principals are requested to apply immediately a learner meeting the requirements for a concession is admitted to the school.

Principals are reminded that applications for concessions must be made at the beginning of each phase for the learner requires such concession. **Concession applications for Grade 12 and Immigrants must be made every year.** No immigrant's concession are valid for longer than one school year.

The co-operation of all education stakeholders in the process is both anticipated and appreciated.



S.P. GOVENDER
ACTING DDG – TEACHING & LEARNING SERVICES



Province of the Eastern Cape

ANNEXURE A: ASSESSMENT INSTRUCTION 05 OF 2013

DEPARTMENT OF EDUCATION
 ISEBE LEZEMFUNDO
 DEPARTEMENT VAN ONDERWYS
 PO Box 4571 King Williams Town, 5600
 Enquiries : Ms N. Mbeleki
 Tel. 043 604 7788 Fax: 0866 035 085

APPLICATION FOR IMMIGRANT TO OFFER ONE OFFICIAL LANGUAGE

GENERAL INSTRUCTIONS

1. 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.
2. 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 31 January 2013.**
3. 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 11 February 2013.**

SECTION A: PARTICULARS OF THE APPLICANT									
First Name(s)									
Postal Address									
					Postal Code				
				Grade					
Place of Birth				Country					
Date of arrival in RSA									
Present School									
Exam no. of school									
Name of principal/head of institution									
Contact no.									
Fax no. of exam centre									

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		Y	Y	M	M	D	D	Grade admitted		Present grade				
Official Language to be offered														
Other Subjects														
1						2								
3						4								
5						6								
7						8								
Full Names Parent/Guardian														
Contact no.														
Signature (Parent/Guardian)								Date	Y	Y	D	D	M	M
This application is to be submitted to:														
<p>The Superintendent-General Examination Section P.O Box 4571 King William's Town 5600</p>														

SECTION B: PRINCIPAL'S RECOMMENDATION

This application is recommended not recommended

Comments:

NAME:

Signature

Y	Y	M	M	D	D
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Date

School Stamp

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

This application is recommended not recommended

Comments:

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

NAME:

Signature

Y	Y	M	M	D	D
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Date

Official Stamp

SECTION D: PROVINCIAL OFFICIAL'S RECOMMENDATION

This application is approved not approved

Comments:

NAME:

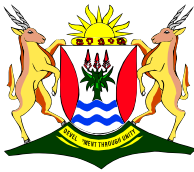
Signature

Y	Y	M	M	D	D
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Date

Official Stamp

ANNEXURE B: ASSESSMENT INSTRUCTION 05 OF 2013



Province of the Eastern Cape

DEPARTMENT OF EDUCATION
 ISEBE LEZEMFUNDO
 DEPARTEMENT VAN ONDERWYS
 P.O BOX 4571, KING WILLIAMS TOWN, 5600
 Enquiries: Ms. N. Mbeleki
 Tel. 043 604 7788 Fax: 0866 035 085

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

GENERAL INSTRUCTIONS

1. 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)"*).
2. The school will then submit the application form and attach documents to the District Office, **not later than 31 January 2013**, unless the condition occurred after the above date.
3. 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 11 February 2013**.

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																
6. Name of principal/head of institution																
Contact no.																
Fax no. of exam centre																

SECTION B:		INFORMATION ON DISABILITY / INJURY / ILLNESS/ TRAUMA	
1. Short and concise description of special education need of learner			
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. Scholastic 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

4.5. If Yes, specify. If No, why not?

4.6. Subjects taken in current year of study	
SUBJECTS	
1	
2	
3	
4	
5	
6	
7	

If Yes, specify. If No, why not?

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

4.8. Did the learner receive any specific support or assistance? If Yes, frequency, type and duration of assistance.

4.9. Outcome of the assistance. Was there any improvement? If the answer is NO, why not?						
4.10 Any other appropriate information.						
4.11 On what date did a medical practitioner, in case of injury or illness, see the learner?						
Y	Y	M	M	D	D	

N.B Attach all information relevant to this application

NAME: PRINCIPAL

SIGNATURE: PRINCIPAL

DATE

SECTION C:	TO BE COMPLETED BY ESS /ELSEN SECTION – DISTRICT OFFICE				
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.					
If No, Specify					

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

SIGNATURE: SPECIAL NEEDS OFFICIAL

DATE