



basic education

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**TO HEADS OF DEPARTMENT
HEADS OF PROVINCIAL EXAMINATION
HEADS OF PROVINCIAL CURRICULUM
SCHOOL PRINCIPALS
DISTRICT DIRECTORS
CIRCUIT MANAGERS
AREA MANAGERS**

NATIONAL ASSESSMENT CIRCULAR NO. 8 OF 2014

PROMOTION GUIDELINES FOR SCHOOL PRINCIPALS AND DISTRICT MANAGERS FOR THE SENIOR PHASE (GRADES 7-9)

1. The National Curriculum Statement (NCS), Grades R-12, underpinned by the Curriculum and Assessment Policy Statements (CAPS) has been implemented in January 2014 in the Senior Phase (Grade 7, 8 and 9) for the first time. In order to ensure that no learner in the Senior Phase is disadvantaged in the first year of implementation of the National Curriculum Statement, Grades R-12, the Department of Basic Education is providing school principals with a guideline that will assist them in managing the promotion of learners in the Senior Phase, at the end of the 2014 academic year.
2. This document provides school principals, district, area and circuit managers with a benchmark that will assist in the finalisation of the promotion in Grades 7, 8 and 9.

3. The finalisation of promotions which is conducted under the strict control of the District Manager/Circuit Manager/Area Manager, must be finalised in accordance with the contents of this Guideline document.

4. The promotion discussion at school level must be chaired by the District manager/Circuit Manager/Area Manager or his/her delegate and attended by the school principal or his/her delegate.

5. The procedure to be followed is as follows:
 Prior to the promotion discussion the school principal must determine the following statistics:
 - (a) The overall pass percentage for each of Grades 7, 8 and 9 for 2014.
 - (b) The overall pass percentage for each of the above grades for the last three years, (i.e. 2011, 2012 and 2013).
 - (c) The **average pass percentage** for the last three years combined, for each of Grades 7, 8 and 9. (i.e. the total of the pass percentage for 2011, 2012 and 2013, divided by three, for each grade).
 - (d) If the overall pass percentage in a grade for 2014 is lower than the average pass percentage for the last three years in that grade, by more than 5%, then the results of the learners at that school for that specific grade must be adjusted.

Example:


2014 Pass %	3 Year Average	Decision
53%	60%	Adjust to 55%
55%	60%	No adjustment
62%	60%	No adjustment
58%	60%	No adjustment

- (e) The 2014 overall pass percentage for each of the grades must be adjusted so that the difference between the adjusted overall pass percentage for 2014, is 5% lower than the three year average, for the grade.
- (f) In order to effect this change, a maximum of two (2) subjects per learner may be adjusted, starting with the borderline learners. However, if the target pass percentage is not achieved with the adjustment of two subjects, then an additional subject/s may be adjusted until the target pass percentage is achieved.

- (g) A **maximum** adjustment of 10% per subject will be allowed per learner. This implies that if the subject has a maximum total of 100 marks, no learner should have his/her marks adjusted by more than 10 marks.
 - (h) In effecting the above adjustments, the target pass percentage must not be exceeded. The target percentage is the average of the last three years in a grade, less 5%.
6. No change will be made where the pass percentage is higher or the same or less than 5% of the average of the last three years.
 7. Borderline learners are those learners whose marks are closest to the pass requirement. Starting with the borderline learners needing the fewest marks to pass, learners' marks are adjusted until the target pass percentage of the school for 2014 in the grade is achieved.
 8. In all cases the Promotion Schedule, together with a special list of all learners whose marks have been adjusted must be signed by the District manager/Circuit Manager/Area Manager. This function may not be delegated below this level.
 9. The Promotion Schedule and the list of failures whose marks have been adjusted to effect a pass, must be forwarded to the Head of Examinations in the province.
 10. All learners whose marks are adjusted to a pass must be indicated on the Promotion Schedule, as "passed with adjustment".
 11. All schools must note that this adjustment is implemented given the first year of implementation of the National Curriculum Statement Grades R -12 in the Senior Phase. **This is not a change in the promotion requirements for the Senior Phase**, as stipulated in:
 - (a) *Regulation 6(3) of the Regulations Pertaining to the National Curriculum Statement Grades R-12, published as Regulation Notice No. 1114 in Government Gazette No. 36041 of 28 December 2012; and*
 - (b) *Paragraph 21 of the National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R–12, published as Government Notices No. 1115 and 1116 in Government Gazette No. 36042 of 28 December 2012.*

12. The guidelines as indicated above are not a change in the promotion requirements for Grades 7, 8 and 9, but these are developed to assist and support schools in dealing with the transition in the curriculum.
13. Note that the above dispensation should not be applied to learners who would have spent four years in the phase and therefore will be progressed.

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