



**EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE**

Steve Tshwete Complex, Zone 6, Zwelitsha, 5602, Private Bag x0032, Bisho, 5602• Eastern Cape •REPUBLIC OF SOUTH AFRICA• Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

Email: [funiwe.bikitsha@edu.ecprov.gov.za](mailto:funiwe.bikitsha@edu.ecprov.gov.za)

Ref.No:13/P

Enquiries: Ms F. Bikitsha

Tel: 072 378 2817

**ASSESSMENT INSTRUCTION 66 OF 2017**

**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 SCHOOLS WITH FET PHASE  
TEACHER UNIONS / ORGANISATIONS**

**DATE: 27 OCTOBER 2017**

**CHANGE OF SUBJECT IN GRADE 12**

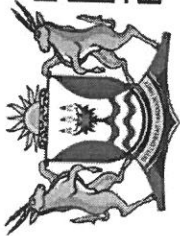
1. District offices and schools received Assessment Instruction 19 of 2016, dated 7<sup>th</sup> April 2016. This Assessment Instruction clarifies the change of a subject(s) for Grade 12 which must be applied for **before 15<sup>th</sup> December 2017 after a learner has been promoted and received his/her Grade 11 results.** (Refer to page 2, paragraph 2 of the above Assessment Instruction)
2. This Assessment Instruction must be read in conjunction with Assessment Instruction 19 of 2016. It serves as a reminder to all Districts, schools, learners and parents, that:
  - 2.1 In exceptional cases, a learner may change one additional subject in Grade 11, after the release of his/her Grade 11 end of the year results. **This must be done before 15 December of the Grade 11 year. This means that no subject change will be done by schools in Grade 12 from 2018.**

- 2.2 Approval for changing a subject in Grade 12 must be obtained from the Head of the Assessment Body, or his or her representative, provided the following are furnished:-
- A letter of motivation from the learner's parent or guardian;
  - A letter from the Principal either supporting or providing reasons for not supporting the change; and
  - A letter from the subject teacher, outlining the programme to be followed to assist learner in covering those aspects of the Curriculum and Assessment Policy Statements for the previous Grade that were not covered.
- 2.3 Subject changes should not be imposed on learners by schools for example, subject change to fit the school curriculum stream, improvement of the matric pass rate etc.
3. All District Heads of Examination should ensure that the contents of this Assessment Instruction are brought to the attention of all district officials, principals and teachers of Schools with Grade 10 and 11 learners, parents and relevant stake holders.
4. Principals are requested to complete the template provided for subject changes and submit the completed template with required documents mentioned in paragraph 2.2 on or before **15<sup>th</sup> December 2017** to the District Examination Offices. All District Offices must submit their consolidated list and submit to the Provincial Office Examination and Assessment Chief Directorate on or before **20<sup>th</sup> December 2017**.
5. Your full cooperation in the proper handling of this sensitive matter is highly appreciated.



---

**P. VINJEVOLD**  
**(A) DDG: EPEM**



Province of the  
**EASTERN CAPE**  
EDUCATION

ANNEXURE A  
ASSESSMENT INSTRUCTION 66 OF 2017

**EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE**

Steve Tshwete Complex, Zone 6, Zwelitsha, 5602. Private Bag x0032, Bisho, 5602 • Eastern Cape • REPUBLIC OF SOUTH AFRICA • Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

Email: [funiwe.bikitsha@edu.ecprov.gov.za](mailto:funiwe.bikitsha@edu.ecprov.gov.za)

REF. No. 13/P

Enquiries: Mrs F. Bikitsha

Tel: 072 378 2817

**2017 - TEMPLATE FOR SUBJECT CHANGES (GRADE:.....)**

NAME OF DISTRICT:..... SUB-DISTRICT:..... NAME OF SCHOOL:.....

No	Candidate Name (Alphabetical)	Id Number	Subject dropped	New Subject	Reason For Change	Document Attached			
						Principal's Letter	Parent's Letter	Catch up plan	Prom. Schedule

I, ..... (Principal) declare that:

1. All planned subject changes have been discussed and verified with the learners and their parents/guardians.
2. The learner/s have complied with the SBA requirements of the dropped subject/s.
3. All teachers involved have signed declaration that the learners will be assisted and guided in the new subject/s

.....  
**SIGNATURE**

.....  
**DATE**

**SCHOOL STAMP**