



Province of the  
**EASTERN CAPE**  
EDUCATION

---

**EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE**

Steve Vukile Tshwete Building, Zone 6, Zwelitsha, 5608 \* Private Bag 4571\* KWT \* 5600 \* REPUBLIC OF SOUTH AFRICA  
Website: [ecprov.gov.za](http://ecprov.gov.za) \* Email: [funiwe.bikitsha@edu.ecprov.gov.za](mailto:funiwe.bikitsha@edu.ecprov.gov.za)

Ref: 13/P

Enquiries: Mrs F. Bikitsha

Tel: 040 602 7039 / 072 378 2817

---

**ASSESSMENT INSTRUCTION 50 OF 2018**

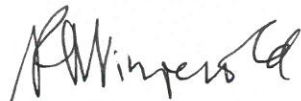
**TO:** DEPUTY DIRECTORS – GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL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

**DATE:** 9 NOVEMBER 2018

**CHANGE OF SUBJECTS IN GRADE 12**

1. The National Senior Certificate Examination is administered and conducted in terms of the Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination.
2. The Regulations state that, 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 for Grade 12 learners in 2019.
3. 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 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 the learner in covering those aspects of the Curriculum and Assessment Policy Statements for the previous grade that were not covered.
4. 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.
  5. 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.
  6. Principals are requested to complete the attached template **Annexure A** for subject changes and submit it with required documents mentioned in paragraph 3 on or before 15 December 2018 to the District Examination Offices.
  7. All District Offices must complete attached template **Annexure B** and submit to the Provincial Office, Examination and Assessment Chief Directorate **on or before 21 December 2018**.
  8. Departmental officials, principals of schools and all stakeholders are requested to communicate this information for the benefit of all learners who qualify.



---

**ACTING DEPUTY DIRECTOR GENERAL – EPEM**  
**MS P. VINJEVOLD**

# 2019 - TEMPLATE FOR CHANGE OF SUBJECT IN GRADE 12 (Please use School's letter head)

## CLOSING DATE AT DISTRICT LEVEL - 15 DECEMBER 2018

Please Note: 1. Under NO circumstances will late applications will be considered by Head Office)  
2. Only ONE subject change can be approved in Grade 12.

NAME OF SCHOOL..... NAME OF DISTRICT & SUB-DISTRICT.....

NO	CANDIDATE/S NAMES (Alphabetically)	ID NUMBER/S (Compulsory)	SUBJECT OFFERED/S BY THE LEARNER/SDROPPED IN GRADE 11	NEW SUBJECT	REASON FOR CHANGE	A subject change can only be approved on the availability of these documents. Please tick (✓)			
						Principal's letter	Parent's letter	Catch up plan	Grade 11 Promotion Schedule
1.									
2.									

I, ..... (principal of the school) declares that:

1. The subject change has been discussed with the learner/s and their parents/guardians.
2. The learner/s have complied with the SBA requirements of the dropped subject/s.
3. Teacher/s has attached catch up plan/s and that they will assist and guide the learner/s in the new subject/s.

SIGNATURE

DATE

SCHOOL STAMP



2019 – GRADE 12 SUBJECT CHANGES (Please use District letterhead)

TEMPLATE FOR SUBMISSION BY DISTRICT HEADS OF EXAMINATIONS  
(CLOSING DATE AT HEAD OFFICE - 21 DECEMBER 2018)

NAME OF DISTRICT & SUB-DISTRICT:.....

NO	NAMES OF SCHOOLS	NO OF CHANGES APPLIED FOR	NO. OF SUBJECT CHANGES COMPLIES WITH POLICY	NO. OF SUBJECT CHANGES THAT DO NOT COMPLY WITH POLICY	REASONS FOR NON-COMPLIANCE	ALL DOCUMENTS HAVE BEEN ATTACHED		
						Principal's letter	Parent's letter	Catch up plan Grade 11 Promotion Schedule
1.								

I, .....District Head of Examinations declare that:

1. All subject changes that are requested comply with the regulations. Reasons have been stated for those who do not comply.
2. All documents that are required have been verified correct.
3. All requests received have been attached to this template for submission to Head Office.

.....  
SIGNATURE

.....  
DATE

DISTRICT STAMP

