



ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 13 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 IN THE FET BAND
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 07 FEBRUARY 2017

**NATIONAL SENIOR CERTIFICATE (NSC) PROCEDURE FOR CHANGE OF SUBJECTS
IN GRADES 10–12**

BACKGROUND

The Eastern Cape Department of Education has issued assessment instructions on a yearly basis relating to the procedures to be followed when changing a subject(s) in the Further Education and Training (FET) Band. These assessment instructions have been disseminated and distributed to schools and other academic institutions.

The preliminary registration schedules consistently reveal that a small number of principals of schools do not follow the correct procedures for subject changes and permit learners to change subjects that were not offered to them in Grade 10 and 11 and for which they are not registered to write. The non-compliance with the applicable policy affects the resulting of learners negatively as their results are withheld due to this irregularity. This is unfair on learners.

Principals are hereby reminded that the Assessment and Examinations Directorate cannot accept late subject changes or allow the writing of subjects for which candidates are not registered.

PROCEDURE FOR CHANGING SUBJECTS IN GRADE 10 AND 11

The Department of Basic Education has formulated the procedure to be followed for the change of subjects pertaining to the National Senior Certificate in Grades 10–12.

1. *Government Gazette No. 36042, dated 28 December 2012, paragraph 6 of National Senior Certificate. A Qualification at Level 4 on the National Qualifications Framework (NQF) Chapter 1 No. 6(as amended)* states that:
 - (a) A learner may change a minimum of **two** subjects in Grade 10, provided this is done by the beginning of the third term, subject to the approval of the principal of the school where the learner is registered.
 - (b) A learner may change **two** subjects in Grade 11, provided this is done before **31 March 2017**. This is subject to the approval of the principal of the school where the learner is registered.
 - (c) 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 provided the learner applies before **15 December 2017** for Grade 12 of 2018. An assessment instruction to this effect will be issued at a later stage. Approval for this change for Grade 12 must be obtained from the Director: Assessment and Examinations Directorate. The following documents/information accompanied by the attached template, **MUST BE** furnished:
 - (i) A letter of motivation from the parent or guardian of the learner.
 - (ii) A letter from the principal either supporting or providing reasons for not supporting the change; and
 - (iii) 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 programme for the previous grades that were not completed.
2. A learner who changes a subject in Grade 10, 11 or 12 will be exempted from the School Based Assessment (SBA) requirements of the new subject for the period the change is to be effected, provided that:
 - (a) The learner has complied with all the SBA requirements of the subject he/she wants to change; and
 - (b) The learner has complied with the SBA requirements of the new subject from the date the change was effected.

3. In order to assist learners, who for legitimate reasons wish to change a subject in **Grades 10 and 11**, the following procedure must be followed:
- (a) In approving the subject changes, the principal of the school must ensure that the learner does not exceed the stipulated number of subjects to be changed, i.e., approval cannot be given for more than two subjects.
 - (b) A completed and signed form on the prescribed template for all approved cases must be submitted to the relevant district examination office.
4. The parent or guardian of the learner who gives permission and the learner who changes a subject in Grades 10, 11 or 12 and encounters difficulties due to the subject change may not hold the Provincial Education Department responsible for any consequences emanating from the subject change.
5. **SPECIAL INSTRUCTIONS**
- (a) School principals must adhere to the above-mentioned policy and closing dates.
 - (b) Learners are not allowed to start a new subject without prior written approval from the Director: Assessment and Examinations Directorate.
 - (c) The support programme outlined to assist learners as required in 1 (c)(iii) above, is an administrative requirement and must be carried out. This will be monitored by officials from the Assessment and Examination Directorate in 2017.
 - (d) The National Senior Certificate (NSC) is a three year qualification; therefore, subjects are to be studied in each of Grade 10, 11 and 12. Changing subjects for the wrong reasons is a contributory factor to the poor educational results in the Eastern Cape Province.
 - (e) Subject changes should not be forced on learners by schools for various reasons, for example, subject changes to fit the school academic stream, improvement of matric pass rate etc.
 - (f) Additional subjects (e.g. eight subjects) can be offered from Grade 10.

APPLICABLE DATES

The following closing dates for the change of subject must be adhered to:

- **Friday, 30 June 2017– Grade 10**
- **Friday, 31 March 2017 – Grade 11**
- **Friday, 15 December 2017 – Grade 12 for 2018**

CONCLUSION

Subject changes must be done to benefit the learner. Principals are therefore, requested to disseminate this information to parents, learners and teachers.



MRS P.A. VINJEVOLD

(A). DEPUTY DIRECTOR-GENERAL: EPEM



Province of the
EASTERN CAPE
EDUCATION

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Template for subject changes (Grade _____)

School Name: _____ Contact Number: _____

No.	Candidates Name (Alphabetical)	ID Number	Subject Dropped	New Subject	Reason for change	Documents Attached			
						Principal's letter	Parents' 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 completed with the SBA requirements of the dropped subject/s.
3. All teachers involved have signed declarations that the learner/s will be assisted and guided in the new subject/s.

SIGNATURE OF PRINCIPAL

DATE

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