



Province of the
EASTERN CAPE
EDUCATION

EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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MEMORANDUM

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

**FROM : HEAD OF EXAMINATIONS AND ASSESSMENT
MR E.M MABONA**

DATE : 08 JANUARY 2019

**CHANGE OF SUBJECT BY CANDIDATES WHO WISH TO REGISTER AS FULL TIME
REPEATERS FOR 2019 GRADE 12 NATIONAL SENIOR CERTIFICATE**

- 1.1 The National Senior Certificate Examination is administered and conducted in terms the Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination.
- 1.2 The Regulation states that National Senior Certificate candidates who sat for the National Senior Certificate examination, wish to repeat the entire National Senior Certificate examination to improve results obtained and who wish to change a subject may do so provided that the candidate:
- (a) sat for the National Senior Certificate examination previously and provide the documentary evidence that he or has offered the National Senior Certificate
 - (b) **Does not change more than one subject** sat for in the National Senior Certificate Examinations.



Ikamva eliqaqambileyo!

- (c) Enrols with an accredited assessment body so that the School – Based Assessment, Practical Assessment Task (PAT), and Language Oral assessment requirements for all subject that will be offered, are met.

1.3 Approval for changing a subject shall be approved provided the following are furnished:

- (a) a letter of motivation from the learner's parent or guardian;
- (b) a letter from the Principal, providing reasons for supporting the change and
- (c) 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. **See annexure A.**


1.4 The closing date for application for change of subject at District Offices is **Thursday, 31 January 2019.**

1.5 Sub-Districts are urged to submit the application forms for change of subjects with the District master list for all request for changes. **See annexure B.**

1.6 The closing date for submission of change of subjects at Head Office is **Friday, 08 February 2019.**

All officials are urged to communicate the contents of this memorandum to all candidates who qualify to change a subject for 2019 examination.

Yours in Quality Education



HEAD: EXAMINATIONS AND ASSESSMENT
MR E.M. MABONA

2019-01-08
DATE

building blocks for growth.



Ikamva eliqaqambileyo!

APPLICATIONS FOR CHANGE OF SUBJECT FOR FULL-TIME REPEATERS

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

NO	CANDIDATES NAMES (Full names not initial)	IDENTITY NUMBER	SUBJECT DROPPED	NEW SUBJECT	REASON FOR CHANGE	ATTACHMENTS			
						Letter from principal	Letter from parent	Catch up plan from subject teacher	Copy of statement and ID
1.									
2.									
3.									

SURNAME & INITIALS (PRINCIPAL)

SIGNATURE

SCHOOL & DATE STAMP

DISTRICT – SUB DISTRICT

NO	SCHOOL	CANDIDATES NAMES (Full names not initial)	IDENTITY NUMBER	SUBJECT DROPPED	NEW SUBJECT
1.					
2.					
3.					
4.					
5.					

DISTRICT HEAD OF EXAMS

SIGNATURE

DATE