



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Ms T Mabengu**. Tel: **040 602 7066**. Email: thandiswa.mabengu@ecdoe.gov.za

Website: www.eceducation.gov.za


ASSESSMENT INSTRUCTION NO 55 OF 2024

**DEPUTY DIRECTOR GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 22 NOVEMBER 2024

CHANGE OF SUBJECT 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 Regulation states 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 2025 academic year.
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 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.

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4. Subject changes should not be imposed on learners by schools for example, subject change to fit the school curriculum stream and improvement of the matric pass rate.
 5. All District Heads of Examination should ensure that the contents of this Assessment Instruction is 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 submit the requests with required documents mentioned in paragraph 3 on or before **15 December 2024** to the District Examination Offices.
 7. All District Offices must complete attached template provided (Annexure A) and submit to the Provincial Office, Examination and Assessment Chief Directorate on or before **21 December 2024**.
 8. Departmental officials, principals of schools and all stakeholders are requested to communicate this information for the benefit of all learners who qualify.



DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGEMENT
MR R TYWAKADI

28/11/2024
DATE



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Template for Subject Changes – 2025 Grade 12 – To be utilised by school when submitting at District Examination Office

No.	Candidates' Names (Alphabetically)	Identity Number	Subject dropped (Subjects must be written in full)	New Subject (Subjects must be written in full)	Reason for change	Documents Required (Only 1 Subject change allowed in Grade 12)	Parent /Guardian	Catch -Up Plan from teacher	School Schedule
							Principals' letter		