



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION NO 17 OF 2025

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

DATE : 11 MARCH 2025

CHANGE OF SUBJECTS IN GRADES 10 AND 11

1. This Assessment Instruction must be read with Assessment Instruction No. 07 of 2025 (Subject Choices).
2. The National Senior Certificate is administered and conducted in terms of the Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination Notice No. R872 in Government Regulation Gazette No. 31337 of 29 August 2008 and as amended.
3. The Regulation states that,
 - 3.1 A learner may change a **maximum of two (2) subjects in Grade 10**, provided this is done by the end of the second term, subject to the approval of the principal of the school where the learner is registered. Such change must be done **before 30 June** of the Grade 10 year.
 - 3.2 A learner may change **two (2) subjects in Grade 11, provided this is done before 31 March**, subject to the approval of the Principal of the school where the learner is registered.
4. Approval for changing subjects 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 Statement for the previous grade that were not covered.
- Copy of schedule.

5. Subject changes should not be imposed on learners by schools, for example, subject change to fit the school curriculum stream, improvement of matric pass rate, etc.

6. All district Heads of Examination should ensure that the contents of this Assessment Instructions are brought to the attention of all district officials, principals and teachers of schools with Grade 10 and 11, parents and relevant stakeholders.

7. All District offices (Examination and Assessment) must adjudicate these requests and if required documents have been attached, **the change may be approved. Approval letters must be signed by the District Director.**

8. Principals are requested to complete the attached template provided as Annexure A, for subject change and submit it with the required documents stated in paragraph 4 before **31 March 2025 for Grade 11** and before **30 June 2025 for Grade 10** to the District Examination Offices.

9. Departmental officials, principals of schools, and all stakeholders must communicate this information for the benefit of learners who qualify.

Yours in Quality Education



DDG - CURRICULUM MANAGEMENT AND DELIVERY
MR R TYWAKADI

13/03/2025

DATE



Template for Subject Changes: 2025 Grades 10 and 11 – To be utilised by school when submitting at District Examination Office

No.	Candidates' Names (Alphabetically)	Identify Number	Subject dropped (Subjects must be written in full)	New Subject (Subjects must be written in full)	Reason for change	Documents Required
						<p>A maximum of two subjects may be changed in Grade 10 before 30 June 2025.</p> <p>A maximum of two subjects may be changed in Grade 11 before 31 March 2025.</p>
						<p>Principals' letter</p> <p>Parent /Guardian</p> <p>Catch-Up Plan from teacher</p> <p>School Schedule</p>