



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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Ref: 13/P

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ASSESSMENT INSTRUCTION 22 OF 2019

**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: 15 MARCH 2019

CHANGE OF SUBJECTS IN GRADES 10 AND 11

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:
 - 2.1 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.**
 - 2.2. 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.



3. Approval for changing a subject 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.
 - Copy of school schedule
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 30 June 2019 for Grade 10 and 31 March 2019 for Grade 11 to the District Examination Offices.**
7. All District Offices must adjudicate these requests and if all required documents have been attached, the change may be approved.
8. District Offices must send letters of approval for subject changes to all schools and learners who submitted requests on or before 12 July 2019 for Grade 10 and 12 April 2019 for Grade 11.
9. Departmental officials, principals of schools and all stakeholders are requested to communicate this information for the benefit of all learners who qualify.

MS P. Vinjevold

ACTING DEPUTY DIRECTOR GENERAL – EPEM
MS P. VINJEVOLD



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TEMPLATE FOR SUBJECT CHANGES – 2019 GRADES 10 AND 11

NAME OF SUB-DISTRICT: NAME OF SCHOOL:

| NO | Candidates' Names (Alphabetically) | Subject dropped | New Subject | Reason for Change | Principal's letter | Parent/guardian's Letter | Documents required Catch-up plan form subject teacher | School Schedule |
|----|---------------------------------------|--------------------|-------------|----------------------|-----------------------|-----------------------------|---|-----------------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |

I, (principal of school) declares that:

- All subject changes have been discussed and verified with the learners and their parents/guardians.
- The learners have complied with the SBA requirements of the dropped subjects.
- All teachers have signed declarations that the learners will be assisted and guided in the new subjects.

.....
SURNAME & INITIALS

.....
SIGNATURE

School Stamp and Date