



## DEPARTMENT OF EDUCATION

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**TO:** **DEPUTY DIRECTOR GENERAL**  
**CHIEF DIRECTORS**  
**DIRECTORS**  
**DISTRICT DIRECTORS**  
**HEAD: FET SCHOOLS CURRICULUM**  
**HEAD: DISTRICT CURRICULUM COORDINATION**  
**HEAD: DISTRICT EXAMINATIONS AND ASSESSMENT**  
**SUBJECT ADVISORS**  
**PRINCIPALS HIGH AND COMBINED SCHOOLS**  
**PRINCIPALS AND STAFF OF SCHOOLS WITH LEARNERS WITH**  
**SPECIAL EDUCATIONAL NEEDS**  
**MEMBERS OF SCHOOL GOVERNING BODIES**  
**EDUCATION SUPPORT SERVICES**  
**TEACHER UNIONS**

**EXAMINATION INSTRUCTION: E86/2017**

### **MANAGEMENT AND ADMINISTRATION OF SUBJECT CHANGES IN GRADES 10, 11 AND 12**

In November 2015, the Minister of Basic Education has promulgated amendments to policy and regulations pertaining to the National Curriculum Statement Grades R-12 and the Conduct, Administration and Management of the National Senior Certificate Examination.

The amendments were published in Government Notice 1161 and 1162 published in Government Gazette 39435.

**MANAGEMENT AND ADMINISTRATION OF SUBJECT CHANGES IN GRADES 10, 11 AND 12**

## **INTRODUCTION**

- 1.1 This examination instruction serves to inform school principals, their staff, learners and their parents/guardians about the management and administration of subject changes in Grades 10, 11 and 12.
- 1.2 Policy clearly outlines the process that must be followed for subject changes at school level.
- 1.3 Principals must ensure that all Grades 10, 11 and 12 learners are correctly registered for the subjects they are writing and that their details are captured on the South African Schools Administration Management System (SASAMS) at the beginning of each year.

## **2. SUBJECT CHANGES IN GRADE 10**

A learner may change a maximum of two (2) subjects in Grade 10, provided that this is done by the end of the second term. This change is subject to the approval of the principal of the school where the learner is registered. Such a change(s) must be done before 30 June of the Grade 10 year.

## **3. SUBJECT CHANGES IN GRADE 11**

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.

In exceptional cases a learner may change one additional subject in Grade 11, provided it is done before 15 December of the Grade 11 year.

## **4. SUBJECT CHANGES IN GRADE 12**

No application for subject changes will be allowed in the Grade 12 year.

## **5. ADMINISTRATION OF SUBJECT CHANGES FOR GRADE 10 AND 11**

- 5.1 Early identification of learners in Grade 10 and 11 for subject changes is very important. The subject teachers must identify the learners at risk for subject changes and inform parents in writing.
- 5.2 The parent/guardian must apply for the subject change in writing to the principal.
- 5.3 The principal must consult with the learner, the parent/guardian and the subject teacher and consensus must be reached on whether it is in the best interest of the learner to change a subject.

## **MANAGEMENT AND ADMINISTRATION OF SUBJECT CHANGES IN GRADES 10, 11 AND 12**

- 5.4 After proper consultation and after an agreement has been reached, the principal, parent, learner and subject teacher must sign the attached memorandum of agreement, indicating that the subject change is requested in the best interest of the learner.
- 5.5 All subject changes for Grades 10 and 11 will be approved by the principal.
- 5.6 The Northern Cape Department of Education will not accept requests for late subject changes or allow subject changes to be requested on the preliminary schedules for Grade 12.
- 5.7 Principals are reminded that the National Senior Certificate is a three-year qualification and that each subject must be offered in Grades 10, 11 and 12. Candidates are not allowed to apply for an additional subject in their Grade 12 year.

**6. DOCUMENTS THAT MUST BE INCLUDED WITH THE REQUEST FOR A SUBJECT CHANGE**

- A copy of the grade11 report card;
- Letter of the parent/guardian;
- Letter of the principal and;
- Memorandum of agreement,
- Letter from the teacher/principal indicating how the learner will be assisted with the new subject.

**7. CLOSING DATE**

The closing date for subject changes is Friday, 15 December 2017. No late applications will be considered

Principals and district officials are requested to bring the contents of this circular to the attention of the staff, parents and learners.

Any enquiries relating to this examination instruction can be made with Ms Mittah Magwevana or Ms Puseletso Tshabangu at (053) 839-6725 or (053) 839 - 6498 respectively.

Yours sincerely

  
**SELLO MAKETLO**  
**DIRECTOR: EXAMINATIONS AND ASSESSMENT**