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Enquiries: AB Jantjies

Circular: 0028/2016
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To: Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Chief Education Specialists; Managers: Curriculum Support, Circuit Managers; Managers: Strategic Information, Governance and People Management; Deputy Chief Education Specialists; Assessment Coordinators; Subject Advisers and Heads of educational institutions that prepare candidates for the National Senior Certificate examinations

Brief summary: *Procedure for managing subject changes in Grades 10 to 12.*

Subject: Management and administration of subject changes in Grades 10, 11 and 12

1. Introduction

- 1.1 This circular replaces Assessment Management Minute 0025/2013, which informed schools about the management of subject changes in Grades 10, 11 and 12.
- 1.2 This circular serves to announce subject change policy as promulgated in the *Regulations Pertaining to the National Curriculum Statement Grades R–12* as amended in the *Government Gazette*, No. 39435 of 20 November 2015.
- 1.3 The Western Cape Education Department (WCED) is committed to ensuring full compliance with the subject change policy, which will be implemented with effect from December 2016.
- 1.4 The school's assessment policy must clearly outline the process of subject changes that are implemented at school level.
- 1.5 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 Central Education Management Information System (CEMIS) at the beginning of each year.

2. Subject changes in Grade 10

- 2.1 A learner may change a maximum of two subjects in Grade 10.
- 2.2 The closing date for requests from parents to schools for subject changes is **30 June** and schools must process the subject changes on CEMIS by 31 July of the Grade 10 year.

3. Subject changes in Grade 11

- 3.1 A learner may change a maximum of two subjects in Grade 11.
- 3.2 The closing date for requests from parents to schools for subject changes is **31 March** and schools must process the subject change on CEMIS by 30 April of the grade 11 year.
- 3.3 In exceptional cases, a learner may change one additional subject in Grade 11, after the release of his/her Grade 11 end-of-year results. This subject change must be done before 15 December of the Grade 11 year. Since schools close on 09 December 2016, all applications for subject changes should be received by 09 December 2016 and captured on CEMIS by 20 January 2017

4. Subject changes in Grade 12

No subject changes will be allowed in the Grade 12 year from 2017 onwards.

5. Administration of subject changes for Grades 10 to 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 will consult with the learner, the parent/guardian and the subject teacher and consensus must be reached on whether it is in the best interests of the learner to change a subject.
- 5.4 After proper consultation and after an agreement has been reached, the principal, parent and subject teacher must sign a memorandum of agreement (Addendum A), indicating that the subject change is being made in the best interests of the learner.
- 5.5 The CEMIS administrator of the school must keep a copy of Addendum A and all documents for scrutiny.

- 5.6 All subject changes for Grades 10 to 11 will be approved by the principal and captured on CEMIS.
- 5.7 District and Head Office officials will monitor these requests for subject changes.
- 5.8 The WCED will not accept late subject changes or allow subject changes on preliminary schedules for Grade 12.
- 5.9 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 may not apply at the beginning of the Grade 12 year to register for an extra subject.
- 5.10 Schools are reminded that the CEMIS registration data is used to register the Grade 12 candidates on the *Integrated Examination Computer System (IECS)*. This data is used to print the preliminary schedules.
6. Principals and district officials are requested to bring the contents of this circular to the attention of the staff, parents and learners.

SIGNED: PA VINJEVOLD
HEAD: EDUCATION
DATE: 2016-07-30