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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Heads: Management and Governance, Deputy Chief Education Specialists, Circuit Managers, Subject Advisers and Heads of institutions in the General Education and Training band

Short summary: *Special mark adjustment and condonation dispensation.*

**Subject: Special mark adjustment and condonation dispensation for learners in Grades 4–9**

1. The Department of Basic Education released National Assessment Circular 02 of 2023, dated 21 October 2023, in which clarity is provided regarding the application of the special mark adjustment and condonation dispensation for learners in Grades 4–9 in 2023 and subsequent years.
2. Various research initiatives confirmed that learning losses that emanated from the disruptions caused by COVID-19 are still prevalent in the system and, therefore, *special mark adjustments and condonation dispensations for learners in Grades 4–9* need to be applied until the *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R–12* as published in Government Notices 1115 and 1116 in *Government Gazette No.36042* of 28 December 2012 is reviewed.
3. National Assessment Circular 05 of 2022, dated 05 October 2022, (**Annexure A**), will apply in its entirety; the only clarification that is added is that the adjustment dispensation only applies where the pass requirements of 40% and 50% are not met. This implies that a mark between 25% and 29% cannot be adjusted. **This will impact to Grades 7–9 only.**
4. The mark adjustment and condonation dispensation from 2023 onwards will be as follows:
  - 4.1 Mark adjustments are applicable to learners in Grades 4–9.
  - 4.2 A mark adjustment not exceeding **5%** is allowed in a maximum of any **three subjects**.

- 4.3 **Thereafter**, a condonation in Mathematics must be applied. If a learner has met all the requirements in respect of progression (Grades 4–6) or promotion (Grades 7–9) from one grade to the next but **has not attained a level 3 (40%) in Mathematics** and therefore must be retained, the learner must be condoned in Mathematics.
- 4.4 If learners still do not meet the progression guidelines for **Grades 4–6** after adjustments have been applied in three subjects and a condonation was applied for Mathematics, learners may still be **progressed with support** based on the professional judgement of the principal and educators at the school.
- 4.5 In the case of 2023 Grade 9 learners, it must be noted that learners who obtain a Mathematics condonation still have the option to offer Mathematics or Mathematical Literacy in Grade 10.
5. Normal progression principles will apply regarding learners who have already been retained in the phase.
6. Schools that make use of the Western Cape Education Department's recording and reporting programmes for Grades 4–9 must follow the process described below:
  - 6.1 Schools **must download** the new **version 2** programmes from CEMIS that are now available for Grades 4–9 and then import the marks from their existing files into the new version.
  - 6.2 Both the adjustment and condonation processes will be completely automated once the purple button on the schedule is clicked.
  - 6.3 The schedule, verification page, and report card will automatically reflect the changes.
7. Schools that make use of their own recording and reporting programmes and have learners who will be affected by this special mark adjustment and condonation dispensation, must complete the process as described in the attached National Assessment Circular 05 of 2022 (**Annexure A**), with the proviso in paragraph 3.
8. The updated schedule, adjustment and repeat lists, and verification page must be printed and presented to the circuit manager for verification at the end of the year.
9. Please note that both the condonation dispensation and mark adjustment processes are applicable from 2023 and subsequent years for Grades 4–9.
10. Principals of schools offering Grades 4–9 are kindly requested to share the contents of this circular with all educators.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2023-11-06