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Inombolo yefayili: 19/2/P.
Isalathiso: 20231121-43

ISetyhula: 0036/2023
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela Balawuli, kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kwiiNtloko zoLawulo loKuphathwa kwaMaziko, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBacebisi ngeZifundo nakwiiNtloko zamaziko emfundo

Isishwankathelo esifutshane: *Le setyhula icacisa imigaqo emayilandelwe xa kuqwalaselwa izicelo zezibheno ngokumalunga neziphumo zokudlulela kwesinye isigaba nokupasa zabafundi.*

ISihloko: Ukulawulwa kwezicelo zezibheno zokudlulela kwesinye isigaba nokupasa kwabafundi

1. Le setyhula itshitshisa yaye ithatha indawo yeSetyhula 0028/2011, yomhla we-28 Novemba 2011 kunye neNgcaciso eMfutshane yoLawulo loVavanyo 0014/2016 yomhla we-17 Novemba 2016 ngokupheleleyo.

2. Le setyhula icacisa imigaqo emayilandelwe xa kuqwalaselwa izicelo zezibheno ngokumalunga neziphumo zokudlulela kwesinye isigaba nezokupasa zabafundi.

3. Abazali/abagcini babafundi banelungelo lokufaka isicelo sesibheno xa bengonelisekanga ziziphumo zokudlulela kwesinye isigaba nezokupasa zomntwana wabo.

4. Imigaqo emiselweyo yokufaka isicelo sesibheno ibalulekile ukwenzela ukuqinisekisa iinkqubo zovavanyo ezisekuhleni (*transparent assessment practices*) ezikolweni, ubulungisa kubo bonke abafundi nenkqubo engatshintshiyo xa kuqwalaselwa izicelo zezibheno kwiphondo ngokubanzi.

5. Iinqununu maziqinisekise ukuba bonke abazali/abagcini bayaziswa ngemigaqo emayilandelwe xa kufakwa izicelo zezibheno.

6. Xa kusayinelwa iishedyuli zokuphela konyaka ngumphathi wesekethe, iinqununu maziqinisekise ukuba amaxwebhu abubungqina bokufunda akhona kubo bonke abafundi abangekalungeli ukudlulela kwesinye isigaba okanye ukupasa.

7. **Inkqubo-sikhokelo yemigaqo-nkqubo**

Umgaqo-nkqubo kazwelonke omalunga neemfuno ezimiselweyo zokudlulela kwesinye isigaba nezokupasa ze-*National Policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R–12, (NPPPR)* owapapashwa kwiGazethi kaRhulumente No. 44173 yowe-05 Februwari 2017 njengoko ufakelwe izilungiso.

8. **Amaxwebhu ezolawulo**

Uxwebhu		**Maluzaliswe ngulo**
IsiHlomelo A	Ifom yokufaka isicelo sesibheno.	Umzali/umgcini, inqununu, i-ofisi yesithili
IsiHlomelo B	Uxwebhu lokuvuma ukufunyanwa kwesicelo sesibheno yi-ofisi yesithili	I-Ofisi yeSithili
IsiHlomelo C	Ingxelo ngesiphumo sesicelo sesibheno kwinqanaba lesikolo	Inqanaba lesikolo
IsiHlomelo D	Ubungqina obufunekayo xa kuqhutywa inkqubo yezicelo zezibheno kwinqanaba lesikolo nakwisithili	Inqununu
IsiHlomelo E:	Ingxelo yophando ngesicelo sesibheno	I-Ofisi yeSithili
IsiHlomelo F	Iziko ledatha lezicelo zezibheno kwisithili	I-Ofisi yeSithili

9. **Ukulawulwa kwenkqubo yokufakwa kwezicelo zezibheno**

	Umsebenzi	**Ixesha elimisiweyo**
9.1	**Abazali/abagcini mabafake isicelo sesibheno ngencwadi ebhaliweyo** kwinqununu.	**ULwesihlanu wokuqala** emva kokuvulwa kwakhona kwezikolo ngoJanuwari. Ukuba zifunyenwe ekupheleni konyaka wokufunda, izicelo mazithunyelwe kwi-ofisi yesithili ungadlulanga owe-**18 Disemba walo nyaka.**
9.2	Iinqununu zinokufuna izicelo zezibheno kubazali/kubagcini ngokukhawuleza emva kokukhutshwa kweeripotikhadi (*report cards*). Ukuba kunokwenzeka ukuba kuphendulwe kwisicelo sesibheno phambi kokuphela konyaka wokufunda, <u>i-ofisi yesithili mayikulungele ukufumana isicelo sesibheno nabo bonke ubungqina</u> (njengoko bumiselwe **kumhlathi 10** wale setyhula). Le nkqubo iya kuqala yaye iqhubeke ngoJanuwari kunyaka olandelayo njengoko kumiselwe apha ngezantsi.	

9.3	Inqununu mayikhuphele abazali/abagcini ifom yokufaka isicelo sesibheno (**Annexure A**) yaye mayiqinisekise ukuba abazali/abagcini bazalisa **icandelo (part) 1** lefom *(appeal form*) (ileta enika izizathu ezixhasa oku evela kubazali/kubagcini inokuqhotyoshelwa). Abazali/abagcini kufuneka banike idilesi ye-imeyili.	
9.4	Inqununu kunye nekomiti yezibheno mabaqokelele ingcaciso efunekayo kwiifayili zootishala, ubungqina bokuvavanywa komfundi, kwiprofayili yomfundi nobungqina beenkqubo zongenelelo ngoncedo.	Zingadlulanga iintsuku zomsebenzi **ezintlanu zokufunyanwa kwesicelo** sesibheno.
9.5	Inqununu, kunye nekomiti yezibheno, baphanda bonke ubungqina baze bazibhale phantsi iziphumo zophando neengcebiso kwingxelo yezicelo zezibheno eqhotyoshelwe ngokwahlukeneyo **(isiHlomelo C**) ukulungiselela izicelo zezibheno.	
9.6	Inqununu izalisa **icandelo 2** lefom yesicelo sesibheno (**isiHlomelo A**).	
9.7	Inqununu iyababiza ibazise abazali/abagcini ngeziphumo zezicelo zezibheno esikolweni. Kucetyiswa ukuba inqununu ukuba yenze inkqubo esekuhleni ngokubonisa ukuba uphando lwenziwa njani na yaye inike bonke ubungqina.	
9.8	Abazali/abagcini mabazalise **icandelo** (**part**) **3** (ukuphendula kwimpendulo yenqununu kwicandelo (part) 2) lefom yokufaka isicelo sesibheno (*appeal form)* **(isiHlomelo A**) yaye bachaze kwicandelo elifanelekileyo ukuba ngaba BAYASIVUMA okanye ABASIVUMI isigqibo sesikolo.	
9.9	Inqununu ingenisa izicelo zezibheno zesikolo kwiziko ledatha apha: **https://forms.gle/pAGhNz6xYF69Phj16** Ukuba akukho **zicelo zezibheno** zifunyenweyo ezivela kubazali/kubagcini babafundi, isikolo akukho mfuneko yokuzalisa iform eyi-*Microsoft Office form*.	**UMvulo wesibini** wekota yokuqala

9.10	Apho abazali/abagcini BENGASAMKELIYO isiphumo sesicelo sesibheno, inqununu mayingenise ifom yesicelo sesibheno **(isiHlomelo A**), ingxelo yesikolo ngesiphumo sesicelo sesibheno **(isiHlomelo C**), **isiHlomelo D** esizalisiweyo nabo bonke ubungqina obufanelekileyo kumququzeleli wovavanyo neemviwo ne-ofisi yesithili egameni labazali/labagcini. I-ofisi yesithili mayizalise uxwebhu lokuvuma ukufunyanwa kwesicelo **(isiHlomelo B)** Abazali/abagcini MABANGATHUNYELWA kwi-ofisi yesithili.	Zingadlulanga **iintsuku ezintathu zomsebenzi** kwakuba kufunyenwe isiphumo sesicelo sesibheno esivela esikolweni.
9.11	Ukuba abazali/abagcini BAYASAMKELA isiphumo sesicelo sesibheno sokuba umfundi agcinwe kwakwibakala, isicelo sesibheno ASITHUNYELWA kwi-ofisi yesithili yaye masibonakale kuphela kwiziko ledatha lezicelo zezibheno zesikolo.	
9.12	**Okubalulekileyo**: Ukuba uphando lwesikolo lubonisa ukuba isikolo siya kusixhasa isicelo sesibheno yaye umfundi makadlulele kwisigaba esilandelayo okanye apase, abazali/abagcini mabaziswe kuphela emva kokuba i-ofisi yesithili iluvumile utshintsho olwenziwa sisikolo. I-ofisi yesithili iya kwazisa abazali/abagcini kwakunye nomphathi wesekethe, oya kwenza utshintsho kwibakala kwi-*EduInfoSearch* ngokufanelekileyo.	
9.13	Umhla wokuqukunjelwa kwezicelo zezibheno kwinqanaba lesithili.	15 Februwari kunyaka ngamnye
9.14	Ingxelo nengeziko ledatha ingeniswa kwaNdlunkulu	Ukuphela kukaFebruwari kunyaka ngamnye

10. **Ukulawulwa kwezicelo zezibheno kwinqanaba lesikolo**

10.1 Inqununu kufuneka:

a) inike abazali/abagcini ifom yesicelo sesibheno (**Annexure A**) ngosuku lokufakwa kwesicelo sesibheno yaye iqinisekise ukuba umzali/umgcini uzalisa icandelo 1 lefom yesicelo sesibheno;

b) iseka ikomiti yophando ukungqinisisa ukuba onke amanqaku adityaniswe ngokuchanekileyo kwizikripthi ezahlukeneyo ukwenzela yonke imisebenzi yovavanyo emiselweyo neyeemviwo/neemvavanyo ezibhalwa kumsebenzi osele ufundisiwe.

c) ingqinisisa amanqaku kumaxwebhu obungqina bomfundi (izikripthi) kwiirekhodishithi ukwenzela umsebenzi ngamnye wovavanyo olumiselweyo kunye/okanye uviwo olubhalwa kumsebenzi osele ufundisiwe/iimvavanyo;

d) iququzelele inkqubo yokumakisha kwakhona kweemvavanyo apho kuyimfuneko;

e) Irekhode utshintsho lwamanqaku kwirekhodishithi ekwikhompyutha ukubonisa naluphi na utshintsho kumanqaku okugqibela;
f) ikhuphe zombini iirekhodishithi (eyintsusa nehlaziyiweyo) kwikomiti yezicelo zezicelo yesithili njengenxalenye yobungqina bokufakwa kwesicelo sesibheno;
g) ikhuphe ikopi yephepha leshedyuli *(schedule page)* enamanqaku ahlaziyiweyo njengenxalenye yobungqina besicelo sesibheno apho kusebenzayo oko;
h) kwimeko apho umfundi weBakala 10 okanye 11 othe wadlulelela kwesinye isigaba egcinwa kwakwelo bakala ngenxa yenani leentsuku zokungabikho esikolweni ezingaphezu kweziyi-20, iveze irejista yokubakho eklasini yeklasi – echaza ngokucacileyo iintsuku angekho ngazo ngaphandle kwesizathu;
i) ibhale phantsi iziphumo zophando neengcebiso kwingxelo yezicelo zezibheno eyahlukeneyo eqhotyoshelweyo kwisicelo ngasinye sesibheno;
j) izalise icandelo 2 lefom yesicelo sesibheno, yaye
k) imeme abazali/abagcini beze esikolweni ukubazisa ngesiphumo sesicelo sesibheno zabo – kucetyiswa ukuba le nkqubo ibe yengafihlisiyo ngokucacisa nokubonisa abazali/abagcini ukuba lwenziwa njani na uphando nokunika inkcazo ngabo bonke ubungqina bovavanyo.

10.2 Inkqubo yokumakishwa kweemvavanyo kwakhona:

a) Ukuba kufuneka kwenziwe inkqubo yokumakishwa kweemvavanyo kwakhona, oku makungenziwa ngummakishi oyintsusa (*original marker*), kodwa yintloko yecandelo lezifundo/yintloko yesifundo okanye ngomnye utitshala wesifundo.
b) Ikomiti yezicelo zezibheno yesithili ayiyi kuyenza inkqubo yokumakishwa kwakhona kweemvavanyo ukuba ikomiti yezicelo zezibheno yesikolo ayikhange iyenze inkqubo yokumakishwa kwakhona/yokumodareyithwa kwakhona kweemvavanyo.
c) Imodareyitha mayimakishe kwakhona ngepeni eluhlaza ize isayine ibhale nomhla wesikripthi.

10.3 Ukungeniswa kwezicelo zezibheno kwi-ofisi yesithili:

a) Ukuba abazali/abagcini **bayasamkela** isiphumo sesicelo sesibheno sokuba umfundi agcinwe kwakwibakala, isicelo sesibheno **asithunyelwa** kwi-ofisi yesithili.
b) Izikolo ziya kulungisa amaxwebhu abubungqina bazo zonke izicelo zezibheno zize ziwafake kwimvulophu/kwibhokisi ebhalwe ngokucacileyo (exela igama lesikolo nesifundo) ukwenzela iimvavanyo zesithili nomququzeleli woviwo.
c) Bonke ubungqina mabuziswe kwi-ofisi yesithili engadlulanga uLwesihlanu wesibini ngoFebruwari kunyaka ngamnye yaye makubhalwe oku ngaphandle:

   For attention: District assessment and examination coordinator
   Re: Submission of appeals
   Name of school

d) Igosa elifumana umthwalo ongamaxwebhu ezicelo zezibheno malikuvume ukuwamkela emva kokuba okuqulethwe ngumthwalo wezicelo ungqinisisisiwe uthelekiswa nenani lezicelo zezibheno ngesikolo ngasinye. Isikolo siya kugcina ikopi esayiniweyo njengobungqina bokungeniswa kwamaxwebhu.

e) Kwimeko apho isikolo sisileleyo ukungenisa ingcaciso eyimfuneko, abaququzeleli bovavanyo neemviwo baya kuyicela kwinqununu ngokuthumela i-imeyili. Umququzeleli wovavanyo neemviwo uya kukulandelela oku ngefoni.

11. **<u>Kuphela</u> zezi khrayitheriya zilandelayo <u>ezinokuthathelwa ingqalelo</u> ukwenzela ukuba abazali/abagcini bafake izicelo zezibheno:**

a) Umfundi akakhange azifezekise iimfuno ezimiselweyo zokudlulela kwesinye isigaba nezokupasa ngokwe-*NPPPR*. Akukho zicelo zezibheno kuya kuphandwa ngazo ukuba ipesenti efunekayo ukwenzela ukudlulela kwesinye isigaba nokupasa ingu-3% nangaphezulu.

b) Umfundi sele echithe iminyaka emine kwisigaba.

c) Abazali/abagcini bebedlala indima kwindlela aqhuba ngayo umfundi yaye rhoqo bebesiya kwiintlanganiso zabazali/zabagcini emva kokukhutshwa kweeripoti kunyaka wonke.

12. **Ezi zizathu zilandelayo zomzali/zomgcini <u>aziyi kuthathelwa ngqalelo</u> ukwenzela ukuphandwa kwezicelo zezibheno kwinqanaba lesithili nele-ofisi yesisithili:**

a) Izizathu zezemali

b) Izizathu zobuqu o.k.t uqhawulo-mtshato, ukusweleka kwelungu losapho, njl.njl.

c) Amava kumothuko omkhulu (*traumatic experiences*) achazwa njengonobangela wokuba umfundi agcinwe kwakweso sigaba/ kwakwelo bakala;

d) Impilo qete yomfundi ngokwasengqondweni nangokwemvakalelo ngenxa yomothuko omkhulu, nonokuba uchaphazele indlela umfundi aqhuba ngayo.

e) Umfundi okubudala obungaphezu kobudala bokuhamba isikolo

f) Izityholo zokungakhathali ngakwicala lesikolo okanye utitshala – zona mazibhekiswe kumphathi wesekethe njengesikhalazo esamkelekileyo.

g) Ukukhethwa kwezifundo okungachanekanga kwimeko ye-*Further Education and Training (FET) band* okanye ukuba umfundi uya kutshintsha izifundo kwibakala elilandelayo ukuba sikhatyiwe isicelo sesibheno sakhe.

h) Imeko engaqhelekanga (*abnormality*) ebangelwe bubundlobongela okanye nayiphi imeko engaqhelekanga.

i) Ukubuyela umva *(regression)* kwisigaba/kwibakala, o.k.t umzali/umgcini unike izizathu zokuba umfundi aphinde unyaka nakuba ezifezekisile iimfuno ezimiselweyo zesikhokelo sokudlulela kwesinye isigaba/iimfuno ezimiselweyo zokupasa – oku kujongwana nako njengesicelo esingeniswa kwiNtloko yeSebe ungadlulanga owe-22 Februwari kunyaka ngamnye.

13. **Iindima nemisebenzi yee-ofisi zezithili**

13.1 Phambi kophando, i-ofisi yesithili kuya kufuneka izalise **isiHlomelo B** yaye isithumele nge-imeyili kubazali/kubagcini.

13.2 Ngokuxhomekeke kwibakala/kwisigaba somfundi, isicelo sesibheno siya kukhutshelwa abaququzeleli beSigaba esiSiseko, beSigaba esiPhakathi, beSigaba esiPhezulu okanye beSigaba se-*FET* ukuba kufuneka uphando olungaphezulu.

13.3 Umququzeleli wovavanyo neemviwo uya kuyisingatha inkqubo yezicelo zezibheno ngolu hlobo lulandelayo:

a) Ukunika isicelo inombolo eyi- *appeal case number* kwisicelo sesibheno ngasinye – *Grade 3 learner – District/Phase/Circuit no./Appeal no (e.g. MN/FP/C4/01).*

b) Ukubhalisa zonke izicelo zezibheno kwiziko ledatha lesithili (**isiHlomelo F**)

c) Ukungqinisisa onke amaxwebhu afunyenweyo.

d) Ukusabela umcebisi ngezifundo/umcebisi wekharityhulam isicelo sesibheno apho kusebenzayo oku ukulungiselela uphando.

e) Ukulandelela isicelo ngasinye yaye kuxoxwe ngesiphumo sesicelo sesibheno.

f) Ukuqinisekisa ukuba izalisiwe ingxelo ngezicelo zezibheno (**isiHlomelo E**).

g) Ukurekhoda zonke iziphumo zophando neengcebiso ngezicelo zezibheno kwiziko ledatha **(isiHlomelo F).**

13.4 Bonke abaphandi bezicelo zezibheno mabangenise iziphumo nobungqina kumququzeleli wovavanyo neemviwo ukulungiselela ukuba kuxoxwe ngawo, kuthathwe isigqibo yaye kunikwe nengcebiso kumlawuli wesithili.

13.5 Abacebisi ngezifundo mabenze inkqubo yokungqinisiswa kwamanqaku ukuqalela kwizikripthi ukuya kwiirekhodishithi nokuya kwishedyuli ngokuphanda ubulungisa/ukubasemthethweni kovavanyo nomgangatho wokumakishwa kovavanyo.

13.6 Kucetysiwa ngamandla ukuba umsebenzi kunye/okanye iimviwo ezibhalwa kumsebenzi osele ufundisiwe/wovavanyo umakishwe kwakhona.

13.7 Amanqaku makabalwe ngqo ukufumanisa ukuba akukho zimpazamo zongezelekileyo na.

13.8 Iziphumo zophando neengcebiso ngesicelo sesibheno mazibhalwe ngokucacileyo kwifom yokulawulwa kwezicelo zezibheno (**isiHlomelo E**).

13.9 Iziphumo zophando nesiphumo sesicelo sesibheno makuxowe ngazo kunye nomququzeleli wovavanyo/woviwo wesigaba oya kumela isicelo ngasinye ukwenzela ukuba siqwalaselwe.

13.10 Umlawuli wesithili uya kuthatha isigqibo sokugqibela ngokumalunga nesiphumo sazo zonke izicelo zezibheno.

13.11 Umququzeleli wovavanyo/woviwo ungenisa izicelo zezibheno zesithili kwiziko ledatha (**isiHlomelo F**) nengxelo yezicelo zezibheno yesithili kwaNdlunkulu.

14. Zonke izicelo zezibheno zineempawu zazo ezizodwa (*unique*) yaye kucetyiswa ukuba kujongwane nazo ngokweemeko zazo (*own merits*), yaye kuthathelwa ingqalelo izigqibo zenziwa kulungiselelwa abafundi ngeyona ndlela ibhetele.

15. Zonke izicelo zezibheno ezibangelwe sisitenxo soviwo okanye sovavanyo maziziswe phambi kwe-*District Assessment Irregularities Committee* epheleleyo enokuwisa isohlwayo esifanelekileyo. Ukuba izicelo zezibheno zibangelwe kukuziphatha kakubi kwabafundi, lo mba mawubhekiswe kwiCandelo lezoBudlelwane eMsebenzini.

16. Ziyacelwa iinqununu zazise ngokuqulethwe yile setyhula bonke ootitshala nabazali/nabagcini ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-B WALTERS
INTLOKO YESEBE LEMFUNDO
UMHLA: 2023-11-28