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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 for learners in Grades 4–9 in 2024.*

Subject: Special mark adjustment and condonation dispensation for learners in Grades 4–9 in 2024

1. The Department of Basic Education released National Assessment Circular 05 of 2022, dated 05 October 2022, and 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.
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*, published in *Government Gazette* No. 36042 of 28 December 2012, is reviewed.
3. National Assessment Circular 02 of 2024, dated 31 October 2024, will apply in its entirety.
4. The mark adjustments and condonation dispensations from 2024 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**. This implies that a learner can be awarded a mark of between **1%** and **5%** of the mark attained by the learner, if this will give the learner an achieved status. Mark adjustments must be applied to marks where the pass requirement of 40% and 50% was not met as well as to marks between 25% and 29%.
- 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 Where a learner achieves a pass in most of his/her subjects and does not receive a mark adjustment or condonation as described in paragraphs 4.2 and 4.3, but he/she obtains—
(a) below 35% in the First Additional Language; or
(b) below 25% in two other subjects (excluding Home Language);
such a learner must be considered for a condonation in either (a) or in one of the subjects in (b), so that the learner can be progressed to the next grade, provided he/she has met all the other promotion requirements.
- 4.5 In the case of paragraphs 4.3 and 4.4, the mark obtained by the learner in the subject must be reflected on the mark schedule and the letter “**C**” must be inserted next to the mark to indicate that the mark has been condoned. The same applies to how the mark is reflected on the learner's report card. On the learner's report card the following statement must appear:
“(List the name of the subject) mark has been condoned and the learner is progressed to the next grade.”
- 4.6 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.
- 4.7 In the case of 2024 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. The above mark adjustments and condonation dispensations do not, in any way, change the other subject progression requirements for the Intermediate and Senior Phases as stipulated in the *National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R–12*, published in *Government Gazette No. 36042 of 28 December 2012*, which implies that a learner may only be retained once in the Intermediate and Senior Phases. Therefore, normal progression principles will apply regarding learners who have already been retained in the phase.

6. Principals were expected to ensure that, together with their School-based Support Teams (SBST), they identified learners who were at risk of retention early in the year. Parents should have been alerted of the performance of the learner and both the school and the parents should have provided the learner with additional support. At the end of the year when the promotion and progression of a learner is being determined, where there is evidence that retention of the learner will not serve the best interests of the learner, the principal and the SBST must ensure that the learner is progressed to the next grade with support.
7. 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:
 - 7.1 Schools must use the current version from CEMIS.
 - 7.2 Both the adjustment and condonation processes will be completely automated once the purple button on the schedule is clicked.
 - 7.3 The schedule, verification page and report card will automatically reflect the changes.
8. 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 this circular.
9. 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.
10. Please note that both the mark adjustment and condonation dispensation processes are applicable from 2024 and subsequent years for Grades 4–9.
11. 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: 2024-11-20