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File no.: 13/11/2
Enquiries: L Bredenkamp

Examinations Administration Minute: 0004/2020

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Subject Advisers, Heads: Management and Governance, Circuit Managers, Deputy Chief Education Specialists, Heads: Learner Support, Assessment and Examination Coordinators and Heads of institutions which prepare candidates for the National Senior Certificate and Adult Education and Training Level 4 examinations

Subject: Grade 12 learners opting not to return to school as provided for in the directions issued in terms of regulation 4(3) of the Disaster Management Act, 2002 (Act 57 of 2002) and opting not to write the 2020 NSC examination

1. In terms of regulation 4(3) of the Disaster Management Act, 2002 (Act 57 of 2002), published in *Government Gazette*, No. 43372 of 29 May 2020, a parent/caregiver may choose not to send a learner to school during the pandemic. In such cases, the parent/caregiver must apply via the school to the Head of Department, who, in terms of section 4 of the South African Schools Act, 1996 (Act 84 of 1996), may exempt a learner, for a certain period.
2. The school calendar for 2020 has been amended (published in *Government Gazette* 43578, dated 02 August 2020). Given the shorter academic year, teachers and learners will need to work consistently to complete all sections of the curriculum in preparation for the National Senior Certificate (NSC) examination. All full-time learners for the Grade 12 NSC examination must attend school every day, for the duration of the 2020 academic year.
3. As per Circular 18/2020, dated 05 July 2020, all Grade 12 learners must complete the curriculum according to the Curriculum and Assessment Policy Statement in preparation for the 2020 NSC examination. In order to sit for the end of the year examinations **all candidates must comply with and complete** the amended School-based Assessment requirements, which include orals, Practical Assessment Tasks (PATs), tests and the preparatory examination.

4. The following protocol will apply to Grade 12 learners where parents/caregivers have opted to oversee learning at home:
 - The parent/caregiver must submit a written application to the Head of Department via the school principal to retain the learner at home for the duration of the 2020 academic year, stating the reasons for the application for exemption.
 - If the request is approved by the Head of Department or his delegated official, the parent/caregiver must provide an undertaking, in writing, that he/she is in a position to oversee the learning process of the learner in terms of the curriculum and assessment requirements for the 2020 academic year.
 - The parent/caregiver is responsible for all costs with regards to tuition and assessment done at home.
 - The parent/caregiver must make the necessary arrangements with the school to ensure that the child is present for all the compulsory assessment components as outlined in Circular 18/2020, dated 05 July 2020.
 - In exceptional medical cases, the school should make special arrangements to accommodate a child in a separate room for the writing of any tests or examination. In such a case, the parent/caregiver must cover the additional costs associated with the conduct of the test/examination, for example the appointment of an invigilator, scribe, reader, etc.
5. The school must make the following items available to the parent/caregiver:
 - The academic record of the learner for Term 1.
 - The requirements to obtain an NSC.
 - The curriculum and assessment requirements for Grade 12.
 - The dates of the various formal assessment tasks e.g. class tests, orals, PATs and summative examinations. The learner must be present at school on these days to participate in these compulsory assessments.
 - The school must provide the parent/caregiver with all learning support material and textbooks and ensure that the learner is supported, within the resource capacity of the school.
6. Principals must emphasise that the learners **MUST** have complied with the prescribed SBA requirements for the 2020 academic year prior to the writing of the 2020 NSC examinations.

7. Should a learner **opt not to continue with Grade 12 in 2020**, he/she will not qualify to write the 2020 NSC examination and must indicate his/her intention to withdraw from the said examination on the reply form attached (**Annexure A**).
8. A learner who is deregistered from a school will have to reapply for admission and adhere to the admission requirements of the school should they wish to return in 2021.
9. Please communicate this information to the parents/caregivers of Grade 12 learners. **Annexure A** must be completed and signed by both the Grade 12 learner and parent/caregiver and returned to the district office by 24 August 2020.
10. Your assistance in confirming the number of fulltime Grade 12 learners who will be writing the 2020 NSC examinations at your school/centre is greatly appreciated.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-08-19