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 File no.: 13/10/1/2
 Enquiries: District Assessment Coordinators

Assessment Management Minute: 0001/2021

To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Circuit Managers, Heads: Curriculum Support, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators, Subject Advisers, Principals and Heads of all educational institutions

Subject: Amended assessment management timeframes for 2021

- This minute announces the amended dates for the appeal process, applications for assessment accommodations and subject changes for 2021, due to the amended school calendar as a result of the COVID-19 pandemic.

1.1 MANAGEMENT OF APPEALS IN 2021		
PROVINCIAL COMMUNICATION	ACTIVITY	AMENDED DATES
Circular 0028/2011, dated 28 November 2011, and Assessment Management Minute 0014/2016, dated 17 November 2016, outline the process that must be followed if parents or guardians wish to appeal the progression or promotion results of their child.	Closing date for parents to appeal the progression/promotion result of their child.	19 February 2021
	Principal communicates the outcome of the appeal to the parents in writing.	26 February 2021
	School provides a register of appeals to the circuit manager.	02 March 2021
	Closing date for parents, who are dissatisfied with the outcome of the appeal made to the school, to appeal to the district director.	03 March 2021
	All appeals for promotion purposes (Grades 1–11) to be finalised by districts.	17 March 2021

1.2 MANAGEMENT OF ASSESSMENT ACCOMMODATIONS IN 2021		
PROVINCIAL COMMUNICATION	ACTIVITY	AMENDED DATES
Circular 0017/2016, dated 19 April 2016, Assessment Management Minute 0005/2017, dated 16 March 2017, and Assessment Management Minute 0001/2019, dated 28 January 2019, provide guidelines for the management of assessment accommodations/concessions for Grades R–12 learners who experience barriers to learning and assessment, and for Grades 4–12 learners who request immigrant status for assessment purposes.	Applications for assessment accommodations and adapted papers: <ul style="list-style-type: none"> Grades R–9 at school and district level. Grades 10–11: Must be recorded on CEMIS in the learner's Grade 10/11 year. (No new applications will be accepted in Grade 12). 	Ongoing October 2021
	Appeals for Grades 10 to 11.	November 2021
	Confirmation of all adaptation needs in cases of adapted papers and assistive devices (e.g., braille, large font, audio files etc.) for learners with special needs, which needs to be specially ordered by the Department of Basic Education.	26 March 2021

1.3 CLOSURE DATES FOR SUBJECT CHANGES IN 2021		
PROVINCIAL COMMUNICATION	ACTIVITY	AMENDED DATES
Circular 0028/2016, dated 30 July 2016, and Assessment Management Minute 0018/2018, dated 06 December 2018, informed schools of the management and administration of subject changes in Grades 10, 11 and 12.	Grade 12 subject changes processed on CEMIS.	26 February 2021
	Grade 11 subject changes (maximum two subjects) processed on CEMIS.	14 May 2021
	Grade 10 subject change applications from parents (maximum two subjects).	30 July 2021
	Grade 10 subject changes processed on CEMIS.	13 August 2021

2. Principals are requested to bring the contents of this minute to the attention of all teachers and parents.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-02-16