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Assessment Management Minute: 0002/2023

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Heads: Management and Governance, Circuit Managers, Deputy Chief Education Specialists, Assessment and Examination Coordinators, Subject Advisers and Heads of education institutions that prepare learners for the National Senior Certificate examinations

Subject: Management and administration of requests for subject changes and corrections for Grades 10–12

1. Principals must ensure that all Grades 10-12 learners are correctly registered for the subjects they are offering and that their details are captured correctly on the Central Education Management Information System (CEMIS) at the beginning of each year.
- 2. Subject corrections**
 - 2.1 When a learner is incorrectly registered on CEMIS due to an administrative error, a **subject correction** is required.
 - 2.2 The school can process the correction on CEMIS. It should be indicated as such on CEMIS.
 - 2.3 If CEMIS is not accessible, the school must request the Assessment Coordinator at the district office to process corrections for Grades 10-11.
 - 2.4 After the function on CEMIS has closed, any subject corrections for Grade 12 learners must be requested from the Directorate: Assessment Management at the Western Cape Education Department (WCED). Please note that subject corrections for Grade 12 learners must be completed by **15 March** of every year.
 - 2.5 All requests for subject corrections must be accompanied by term/progress reports as evidence of the subject(s) the learner is offering before the correction can be made.

3. Subject changes

- 3.1 A **subject change** is required when a learner is changing the subject(s) he/she is offering.
- 3.2 The *Regulations Pertaining to the National Curriculum Statement Grades R–12, 2016* published in *Government Gazette* No. 40472 of 02 December 2016 and Circular 0028/2016, dated 30 July 2016, state the final dates for parents/guardians and learners to request subject changes in Grades 10–12.
- 3.3 The dates for subject changes for 2023 are as follows:

Grade	Subject changes allowed	Application from parent/guardian/learner	Action by school
10	2	23 June	21 July on CEMIS
11	2	31 March	06 April on CEMIS
12	1 only, in exceptional cases*	15 December of the Grade 11 year	27 January of the Grade 12 year on CEMIS

* When a learner changes from Mathematics to Mathematical Literacy, and the learner also offers Physical Sciences, Physical Sciences must also be changed. Only then two changes are allowed in Grade 12.

- 3.4 The school's assessment policy must clearly outline the process of subject changes that is implemented at school level. It must include the following:
- 3.4.1 Early identification of learners in Grades 10-11 for subject changes is very important. The subject teachers must identify the learners at risk for subject changes and inform parents/guardians in writing.
- 3.4.2 The parent/guardian must apply for the subject change, in writing, to the principal.
- 3.4.3 The principal will consult with the learner, the parent/guardian and the subject teacher and consensus must be reached on whether it is in the best interest of the learner to change a subject.
- 3.4.4 After proper consultation and after an agreement has been reached, the principal, parent/guardian and subject teacher must sign a **Memorandum of Agreement (Addendum A)**, indicating that the subject change is being made in the best interest of the learner.
- 3.4.5 The CEMIS administrator of the school must keep a copy of the Memorandum of Agreement for record purposes.

- 3.4.6 All subject changes for Grades 10-11 will be approved by the principal and captured on CEMIS.
- 3.4.7 Head Office and district officials will monitor these requests for subject changes.
- 3.5 Where subject changes are requested for Grade 11 learners in December, principals are required to provide evidence that they have met with the prospective Grade 12 parents/guardians between November and 15 December of the Grade 11 year, and have provided the necessary feedback and advice in terms of the Grade 11 results so that all subject change requests can be agreed upon by both parents/guardians and teachers and processed timeously every year.
- 3.6 Principals are not permitted to effect any subject changes for their own Grade 12 learners nor are they permitted to move learners to the new subject class without approval from the WCED.
- 3.7 Transgression of these rules will be considered in a serious manner.

4. Late subject changes

- 4.1 No late subject changes will be allowed.
- 4.2 The learner's midyear subject performance will not constitute as a valid reason for a late subject change request.
- 4.3 Should contextual factors cause any request for subject changes; it will be evaluated on merit by the following relevant officials:
- 4.3.1 Grades 10-11: District Assessment Coordinator; and
- 4.3.2 Grade 12: Directorate: Assessment Management (Christiaan.Klopper@westerncape.gov.za).
- 4.4 Reasons must be provided for the request in writing.
- 4.5 Parents/Guardians may lodge an appeal via the school within seven days with regards to a request that was denied.
- 4.6 For the appeal to be considered, all relevant supporting documents must be attached.
- 4.7 Appeals and supporting documents must be sent to Mr Christiaan Klopper (Christiaan.Klopper@westerncape.gov.za) and must be accompanied by a completed **Appeal Form – Subject changes after closing date (Addendum B)**.

4.8 Appeals will be considered within 10 days of receipt of the request by the Chief Director: Assessment and Examinations, and his decision is final.

5. Additional subjects

5.1 Learners taking an eighth or more subjects must do so from Grade 10. Learners are not permitted to register for additional subjects in Grades 11 or 12.

5.2 When a request is made for an additional subject to be added in Grades 10-12 as part of a subject correction, term reports indicating that the subject was offered from Grade 10, must be submitted as evidence.

6. Non-compliance with the school's assessment policy or the incorrect registration of learner details and subjects on CEMIS will be referred to the Director: Assessment Management for further investigation and that may possibly result in disciplinary action.

7. Schools are reminded that CEMIS registration data is used to generate Subject Record Sheets where School-based Assessments for all subjects are recorded. The registration data is also used to register Grade 12 learners on the Integrated Examination Computer System. It is therefore very important that schools ensure that all learner data is captured correctly on CEMIS.

8. Learner information (personal information and subjects), as reflected on CEMIS as on **15 March**, will be used to register Grade 12 learners for the National Senior Certificate examination. It is therefore important for principals to ensure the correctness of the Grade 12 learner data on CEMIS by 15 March.

9. District officials and principals are kindly requested to bring the contents of this minute to the attention of all teachers, parents/guardians and learners.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-01-24