



Reference: 13/10/1/2
File no.: 20231017-8855

Assessment Management Minute: 0019/2023

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, Subject Advisers and Heads of institutions that prepare learners for the National Senior Certificate and Senior Certificate examinations

Subject: Assessment management time frames for 2024

1. This minute contains the dates for the assessment management processes and time frames for 2024.
2. The school terms for 2024 are as follows:

Term 1	(15) 17 January – 20 March
Term 2	03 April – 14 June
Term 3	09 July – 20 September
Term 4	01 October – (11) 13 December

3. **Progression and promotion appeals**

Provincial communication	Activity	Due dates
Circular 0028/2011, dated 28 November 2011 Assessment Management Minute 0014/2016, dated 17 November 2016 Circular and minutes outline the process that must be followed if parents/guardians/ primary caregivers wish to appeal	Closing date for parents/guardians/primary caregivers to appeal the progression/promotion results of their children at their school.	19 January 2024
	Principals communicate outcomes of progression/promotion appeals to parents/guardians/primary caregivers in writing.	26 January 2024
	Schools provide registers of progression/promotion appeals	29 January 2024

the progression or promotion results of their child/ward.	to circuit managers and assessment coordinators.	
	Closing date for parents/guardians/primary caregivers to appeal to the district director – to review the decision of the school; appeal must be sent by the school to the district.	31 January 2024
	All appeals (for progression and promotion results for Grades 1–11 of 2023) finalised by the district.	14 February 2024
	All district reports submitted to Head Office along with completed database.	29 February 2024

4. Management of assessment accommodations and concessions

Provincial communication	Activity	Due dates
Circular 0017/2016, dated 19 April 2016	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 31 October 2024
Assessment Management Minute 005/2017, dated 16 March 2017		
Assessment Management Minute 0001/2019, dated 28 January 2019		
Assessment Management Minute 0011/2020, dated 16 September 2020		
Assessment Management Minute 0004/2022, dated 24 March 2022	Appeals for Grades 10-11	08 November 2024
Circulars and minutes 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.	Appeals for Grades 12	29 January 2024
	Confirmation of lists of adapted papers and assistive devices (e.g., braille, large font, audio files, etc.) for learners with special needs, which need to be specially ordered by the Department of Basic Education	15 March 2024

5. **Subject changes**

Provincial communication	Activity	Due dates
<p>Circular 0028/2016, dated 30 July 2016</p> <p>Assessment Management Minute 0002/2023, dated 24 January 2023</p> <p>Circular and minute informed schools of the management and administration of subject changes and appeals in Grades 10, 11 and 12.</p>	<p>Grade 12 – Application by parent/guardian/ primary caregiver</p> <p>One change only, in exceptional cases* allowed</p> <p><i>* When a learner changes from Mathematics to Mathematical Literacy, and the learner also offers Physical Sciences, then Physical Sciences must also be changed. Only then are two changes allowed in Grade 12.</i></p>	<p>15 December 2023 (Grade 11 year)</p>
	<p>Grade 12 – School action on CEMIS</p>	<p>26 January 2024 (Grade 12 year)</p>
	<p>Grade 11 – Application by parent/guardian/ primary caregiver</p> <p>Two changes allowed</p>	<p>20 March 2024</p>
	<p>Grade 11 – School action on CEMIS</p>	<p>12 April 2024</p>
	<p>Grade 10 – Application by parent/guardian/ primary caregiver</p> <p>Two changes allowed</p>	<p>14 June 2024</p>
	<p>Grade 10 – School action on CEMIS</p>	<p>19 July 2024</p>
	<p>Subject change appeals – should contextual factors cause any request for subject changes, it will be evaluated on merit</p> <p>Grade 10 and 11 – District assessment coordinator Grade 12 – Head Office</p>	<p>Parents/Guardians/ Primary caregivers may lodge an appeal via the school within seven days with regards to a request that was denied.</p> <p>Appeals will be considered within 10 days of receipt of the request by the Chief Director: Assessment and Examinations, and his decision is final.</p>

6. Management of school-based assessment irregularities

Provincial communication	Activity	Due dates
Circular 0016/2017, dated 12 April 2017 Assessment Management Minute 0006/2017, dated 15 March 2017	School Assessment Irregularities Committee (SAIC) reports to district	Report on Term 1 (and irregularities not reported in previous report) 15 March 2024
	District Assessment Irregularities Committee (DAIC) reports to Head Office	Report on Term 1 (and irregularities not reported in previous report) 05 April 2024
	SAIC reports to district	Report on Term 2 (and irregularities not reported in previous report) 10 July 2024
	DAIC reports to Head Office	Report on Term 2 (and irregularities not reported in previous report) 22 July 2024
	SAIC reports to district	Report on Term 3 (and irregularities not reported in previous report) 20 September 2024
	DAIC reports to Head Office	Report on Term 3 (and irregularities not reported in previous report) 07 October 2024
	SAIC reports to district	Report on Term 4 (and irregularities not reported in previous report) 06 December 2024
	DAIC reports to Head Office	Report on Term 4 (and irregularities not reported in previous report) 13 December 2024

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

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-10-19