

File no.: 19/2/P  
Reference: 20240201-1407

Assessment Management Minute: 0002/2024

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. The aim of this minute is to request principals to ensure that learners are correctly registered on CEMIS. All Grades 10-12 learners have to be correctly registered for the subjects they are offering, and their details captured correctly on the 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). You are reminded 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 annual due dates for parents/guardians and learners to request subject changes in Grades 10–12.
- 3.3 The due dates for subject changes for 2024 are as follows:

Grade	Subject changes allowed	Application from parent/guardian/learner	Action by school
10	2	14 June	19 July <b>on CEMIS</b>
11	2	20 March	12 April <b>on CEMIS</b>
12	1 only, in exceptional cases*	15 December of the Grade 11 year	26 January of the Grade 12 year <b>on CEMIS</b>

\* 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 educators must identify the learners at risk in a particular subject and propose a subject change to the parents/guardians in writing. The change must be done with the best interest of the learner in mind.
- 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 educator 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 educator must sign a **Memorandum of Agreement (MoA) (Addendum A)**, indicating that the subject change is being made in the best interest of the learner.
- 3.4.5 The school and parent/guardian will share responsibility to ensure that the subject needs of the learner are addressed.

- 3.4.6 The CEMIS administrator of the school must keep a copy of the MoA for record purposes.
- 3.4.7 All subject changes for Grades 10-11 will be approved by the principal and captured on CEMIS.
- 3.4.8 Head Office and district office 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 educators 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 ([Deborah.Williams@westerncape.gov.za](mailto:Deborah.Williams@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 Ms Deborah Williams ([Deborah.Williams@westerncape.gov.za](mailto:Deborah.Williams@westerncape.gov.za)) and must be accompanied by a completed **Appeal Form – Subject changes after closing date (Addendum B)**.

[wcedonline.westerncape.gov.za](http://wcedonline.westerncape.gov.za)

Employment and salary enquiries: 0861 819 919 | Safe Schools: 0800 45 46 47

Western Cape Education Department

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 eight 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 or neglecting to register a learner on CEMIS will be referred to the Director: Assessment Management for further investigation and progressive disciplinary action may be instituted.

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.

9. It is therefore important for principals to ensure the correctness of the Grade 12 learner data on CEMIS by 15 March.

10. Please be informed that the first Grade 12 schedules must be submitted to the Directorate: Examinations and Assessment in April 2024. Schools must ensure that all learners' profile and subject information is verified as correct. The final schedule will be sent in August 2024 and after submission to Directorate: Examinations and Assessment, the Grade 12 learner information will be regarded as final and no corrections can be made.

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

**SIGNED:** H MAHOMED

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2024-02-07