



File no.: 19/4/11
Reference: 202408-6382

Assessment Management Minute: 0017/2024

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

Subject: Clarification on assessment accommodations/concessions appeals and urgent applications in case of emergencies in Grade 12 (ad hoc support)

1. The purpose of this minute is to provide clarity/guidance on the management of assessment accommodations/concession appeals and applications in case of emergencies.
2. This minute must be read in conjunction with the following circulars/minutes:

Circular/Minute	Subject
Circular 0017/2016, dated 19 April 2016	Management of assessment accommodations for learners who experience barriers to learning and assessment: Grades R–12 and for learners who request immigrant status for assessment purposes: Grades 4–12.
Assessment Management Minute 0005/2017, dated 16 March 2017	Further guidelines on the management of assessment accommodations/concessions for learners who experience barriers to learning and assessment: Grades R–12 and for learners who request immigrant status for assessment purposes: Grades 4–12.
Assessment Management Minute 0001/2019, dated 28 January 2019	Amendments to the guidelines on the management of assessment accommodations/concessions for learners who experience barriers to learning and assessment: Grades R–12 and for learners who request immigrant status for assessment purposes: Grades 4–12.

Assessment Management Minute 0011/2020, dated 16 September 2020	Management of assessment accommodations/concessions during the conduct of the National Senior Certificate (NSC) examinations.
Assessment Management Minute 0004/2022, dated 24 March 2022	Clarification of terminology used in the management of assessment accommodations/concessions for learners who experience barriers to learning in Grades 1–12.

3. **Amendment of Assessment Management Minute 0005/2017: Appeals**

3.1 **Grades 1 to 9 learners**

3.1.1 In the event that an application for an assessment accommodation/concession is unsuccessful, parents will have 10 days from the notice of the outcome of the application to appeal. Parents may appeal, in writing, directly to the district director.

3.1.2 The district director will appoint an independent panel to review the appeal, deliberate on the merits of the application and provide a recommendation for his/her approval within five days of the independent panel being constituted. District curriculum and special needs representatives should form part of the independent panel.

3.2 **Grades 10 to 12 learners**

3.2.1 In the event that an application for an assessment accommodation/concession is unsuccessful, parents will have 10 days from the notice of the outcome of the application to appeal. Parents may appeal, in writing, directly to the Chief Director: Assessment and Examinations via Mrs Ragiema Geldenhuys, email: Ragiema.Geldenhuys@westerncape.gov.za or tel. no. 021 467 2059.

3.2.2 The Chief Director: Assessment and Examinations will manage and deliberate on Grade 12 appeals during August and September and decisions will be communicated to schools before the start of the NSC examinations.

4. **Amendment of Assessment Management Minute 0005/2017: Urgent applications: Grade 12 (ad hoc support/emergencies)**

4.1 This refers to the support that may be required in cases of pregnancy or due to unforeseen circumstances, including medical incidents, trauma, hospitalisation or imprisonment immediately before or during an assessment or external examinations. This may also include unforeseen incidents such as epilepsy, anxiety/panic attacks, psychotic episodes or cultural/spiritual episodes.

- 4.2 An emergency approval of an accommodation is valid for the duration of the emergency period. When an ad hoc accommodation has been approved, a letter of approval must be attached to the answer script and should indicate the period for which this accommodation is valid.
- 4.3 Support for a learner who has been approved for an accommodation may include arrangements for the examination to be written in a venue other than the standard one and/or for the assessment to be postponed until the next examination or assessment period.
- 4.4 In cases where a learner recovers from an incident that led to the approval of an accommodation before the conclusion of an examination, the learner may continue the examination in a separate venue, after consultation with the learner and/or parent or guardian. This interruption must be noted on the learner's answer script, from the time it commences until they conclude, and the lost time must be granted to the learner to complete the examination.
- 4.5 Should it become necessary for a learner to have access to an adapted/alternative assessment procedure, due to one or more of the reasons as stated in Annexure C1 of the *National Policy Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, published in *Government Gazette* No. 37652 of 16 May 2014, an ad hoc decision regarding the adapted/alternative assessment procedure must be taken by the Chief Director: Assessment and Examinations or their representative.
- 4.6 The Chief Director: Assessment and Examinations or their representative may take a decision within three working days if relevant documents have not been submitted.
- 4.7 In the case of an urgent application in Grade 12 (from Term 3 onwards), the application along with the necessary documentation must **immediately** be submitted to Mrs Nicole Gezwint at the Directorate: Assessment Management, email: wcedconcessions@westerncape.gov.za or tel. no. 021 467 9329, through the District Assessment Accommodations Committee.
- 4.8 The application will be captured by the Directorate: Assessment Management who will engage with the learner with the particular need and the educator support managers at the Head Office to provide a recommendation.
- 4.9 Verification of the supporting documents of the application for assessment accommodations/concessions will be done by the Directorate: Assessment Management.
- 4.10 Assessment accommodations/concessions approval letters will be provided on CEMIS.
- 4.11 It is the responsibility of the School-based Support Team and District-based Support Team to ensure that the learner receives the necessary support regarding the approved accommodation/concession.

5. Kindly bring the contents of this minute to the attention of all schools/examination centres.

SIGNED: BJ LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-09-05