

File no.: 19/2/2
Reference: 20241203-9030

Assessment Management Minute: 0023/2024

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

Subject: Assessment management time frames for 2025

1. This minute contains the dates for the assessment management processes and time frames for 2025.

2. The school terms for 2025 are as follows:

Term 1	(13) 15 January – 28 March
Term 2	08 April – 27 June
Term 3	22 July – 03 October
Term 4	13 October – (10) 12 December

3. **Progression and promotion appeals**

Provincial communication	Activity	Due dates
Circular 0039/2024, dated 28 November 2024 Circular and minutes outline the process that must be followed if parents/guardians/ primary caregivers wish to appeal the progression or promotion results of their child/ward.	Closing date for parents/guardians/primary caregivers to appeal the progression/promotion results of their children at their school.	17 January 2025
	Principals communicate outcomes of progression/promotion appeals to parents/guardians/primary caregivers in writing.	24 January 2025
	Schools provide registers of progression/promotion appeals to circuit managers and assessment coordinators.	27 January 2025

	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 2025
	All appeals (for progression and promotion results for Grades 1–11 of 2024) finalised by the district.	14 February 2025
	All district reports submitted to Head Office along with completed database.	28 February 2025

4. Management of assessment accommodations and concessions

Provincial communication	Activity	Due dates
Circular 0017/2016, dated 19 April 2016 Assessment Management Minute 0005/2017, dated 16 March 2017 Assessment Management Minute 0001/2019, dated 28 January 2019 Assessment Management Minute 0011/2020, dated 16 September 2020	Applications for assessment accommodations and adapted papers: • 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 2025
	Appeals for Grades 10-11	07 November 2025
	Appeals for Grades 12	27 January 2025
Assessment Management Minute 0004/2022, dated 24 March 2022 Assessment Management Minute 0017/2024, dated 05 September 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.	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	14 March 2025

5. **Subject changes**

Provincial communication	Activity	Due dates
<p>Circular 0028/2016, dated 30 July 2016</p> <p>Assessment Management Minute 0022/2024, dated 22 November 2024</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>13 December 2024 (Grade 11 year)</p>
	<p>Grade 12 – School action on CEMIS</p>	<p>24 January 2025 (Grade 12 year)</p>
	<p>Grade 11 – Application by parent/guardian/primary caregiver</p> <p>Two changes allowed</p>	<p>28 March 2025</p>
	<p>Grade 11 – School action on CEMIS</p>	<p>17 April 2025</p>
	<p>Grade 10 – Application by parent/guardian/primary caregiver</p> <p>Two changes allowed</p>	<p>27 June 2025</p>
	<p>Grade 10 – School action on CEMIS</p>	<p>01 August 2025</p>
	<p>Subject change appeals – should contextual factors cause any request for subject changes, it will be evaluated on merit</p> <p>Grades 10 and 11 – District assessment coordinator</p> <p>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
<p><u>Policy-related:</u> Circular 0016/2017, dated 12 April 2017</p>	School Assessment Irregularities Committee (SAIC) reports to district	Report on Term 1 (and irregularities not reported in previous report) 24 March 2025
<p><u>Management of irregularities in assessment:</u> Assessment Management Minute 0006/2017, dated 15 March 2017</p>	District Assessment Irregularities Committee (DAIC) reports to Head Office	Report on Term 1 (and irregularities not reported in previous report) 11 April 2025
<p>Assessment Management Minute 0013/2017, dated 24 August 2017</p>	SAIC reports to district	Report on Term 2 (and irregularities not reported in previous report) 23 July 2025
<p>Assessment Management Minute 0010/2021, dated 30 July 2021</p>	DAIC reports to Head Office	Report on Term 2 (and irregularities not reported in previous report) 01 August 2025
<p>Assessment Management Minute 0017/2023, dated 12 October 2023</p>	SAIC reports to district	Report on Term 3 (and irregularities not reported in previous report) 03 October 2025
<p>Assessment Management Minute 0021/2024, dated 11 October 2024</p>	DAIC reports to Head Office	Report on Term 3 (and irregularities not reported in previous report) 20 October 2025
	SAIC reports to district	Report on Term 4 (and irregularities not reported in previous report) 05 December 2025
	DAIC reports to Head Office	Report on Term 4 (and irregularities not reported in previous report) 12 December 2025

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

SIGNED: BJ LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-12-04