



OFFICE OF THE SUPERINTENDENT-GENERAL

Ref	EA 23	Enquiries:	RD Moroeng	Tel:(018) 384 8095 Cell no: 0794923570	dmoroeng@nwp.gov.za	Date:	2020-11-24
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EXAMINATION INSTRUCTION 23 OF 2020 – CHANGE of SUBJECT

TO: DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS
DISTRICT ASSESSMENT MANAGERS
SUB DISTRICT MANAGERS
SUB DISTRICT ASSESSMENT OFFICIALS
CIRCUIT MANAGERS
SUBJECT ADVISORS
PRINCIPALS: ALL SECONDARY SCHOOLS
MANAGERS: ADULT CENTRES / PRIVATE CENTRES / PART TIME CENTRES

RE: 1. APPLICATION FOR SUBJECT CHANGES
2. APPLICATION TO OFFER MORE THAN 7 SUBJECTS
3. APPLICATION FOR IMMIGRANT STATUS

1. **SUBJECT CHANGES IN GRADES 10, 11 AND 12.**
Procedures were published in Government Gazette 37651, dated 16 May 2014. "Amendment to Policy and regulations pertaining to the National Senior Certificate"
Amendment to paragraph 8 (Page 18) as amended with DBE Circular S1 of 2016

CIRCULAR S1 OF 2016: CLARIFICATION ON IMPLEMENTATION DATES FOLLOWING CIRCULAR S15 OF 2015

1. **Circular S15 of 2015** was sent to Provincial Education Departments on 14 December 2015 regarding the promulgation and the implementation dates for Technology subjects and Sign language, change in the offering of subjects in Grades 10 and 11, offering of Mathematics with Accounting and Physical Sciences, and accommodation of Independent schools by means of provisos in the Regulations pertaining to the National Curriculum Statement Grades R-12.

2. This circular is a follow up to the above **Circular** and seeks to provide clarity on the amendments as listed in Circular S15 of 2015 and the implementation date.

2.1 Special dispensation for FET learners regarding a change in the offering of subjects in Grades 10-11

- 2.1.1 A learner may change a maximum of two subjects in Grade 10, provided this is done by the end of the second term, subject to the approval of the Principal of the school where the learner is registered. Such change must be done before 30 June of the Grade 10 year.
- 2.1.2 A learner may change two subjects in Grade 11, provided this is done before 31 March, subject to the approval of the Principal of the school where the learner is registered.
- 2.1.3 In exceptional cases a learner may change one additional subject in Grade 11, provided this is done before 15 December of the Grade 11-year.



1.1 Procedure for subject changes in Grade 12 (learners in Gr 11 during 2020):

Approval for changing a subject for Grade 12 by 15 December of the Gr. 11 must be obtained from the Head of the Examination body. The following must be furnished:

- (a) *A letter of motivation from the learner's parent or guardian;*
- (b) *A letter from the Principal, either supporting or providing reasons for not supporting the change; and*
- (c) *A letter from the subject teacher, outlining the programme to be followed to assist the learner in covering those aspects of the curriculum statements for the previous grade that were covered.*

1.2 Form "NWDoE Subject Change" must be completed and **submitted to the office of the Director: Examinations (Attention Ms Kea More)** in Mahikeng **before 15 December 2020.**

1.3 All approvals must be finalised and available by the opening of the schools on 25 January 2021.

1.4 Proof of the results and the SBA/CASS portfolio for the subject dropped must be available up to six months after the learner completed Grade 12.

1.5 A letter of approval will be sent to the school for the learner. No learner may be moved to another subject without approval in writing from the Department of Education. Learners changing subjects without approval will not be allowed to write the "new" subject in the final examinations.

1.6 A copy of the letter of approval must be attached to every registration to allow him/her to sit for the examinations.

2. PROCEDURE TO APPLY TO OFFER MORE THAN 7 SUBJECTS

(Form NWDoE 8th Subject)

2.1 To offer more than 7 subjects for the NSC, the subject must be offered in all three years of the phase. **The approval received in the Grade 10 year from the Department (office of the Acting Chief Director) must be attached to the entry forms of candidates who wish to offer more than 7 subjects in grade 12.**

2.2 Application to offer more than 7 subjects must be made before the end of January in the year that the learner is in **Grade 10.**

2.3 Form "NWDoE 8th subject" must be completed.

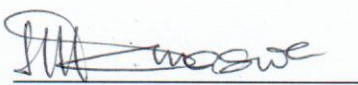
2.4 These forms must be submitted to the Director: Examinations as hard copies.

2.5 A letter of approval will be sent to the school and the learner via the district.

2.6 A copy of the letter of approval must be attached to the registration to write the Gr 12 examination.

3. APPLICATION: IMMIGRANT STATUS *(Form NWDoE/IMM)*

The application form must be completed and submitted by the end of May in the Gr. 12 year for all candidates that qualify for immigrant status.


MRS SM SEMASWE
SUPERINTENDENT-GENERAL

25/11/2020
DATE

CC: Mr JNT Mohlala- Administrator



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**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT
DIRECTORATE: EXAMINATIONS**

APPLICATION TO CHANGE A SUBJECT IN GR 12

CLOSING DATE: 15 December of the grade 11 year

Please note that the NSC is a three year qualification. If approval is granted, the approval letter must be attached to any entry form for examinations.

NO learner may move to another subject before approval is granted.

Only one subject change is allowed in Gr 12 – 5. (c)(3)

EXTRACT FROM Government Gazette 39435, 20 November 2015:

Amendment of Regulation 17 of the Regulations

5. Regulation 17 is hereby amended by

(a) the substitution for sub-regulation (1) of the following sub-regulation-

"(1) Subject changes must be done in Grade 10, provided this is done by the [beginning of the third term] end of the second term, subject to the approval of the Principal of the school where the learner is registered. Such must be done before 30 June of the 10 year."

(b) the substitution for sub-paragraph (2) of the following sub-paragraph-

"(2) A learner may change two subjects in Grade 11, provided this is done before [~~28 February~~] 31 March, subject to the approval of the Principal of the school where the learner is registered".

(c) the substitution for sub-paragraph (3) of the following sub-paragraph

"(3) In exceptional cases a learner may change one additional subject in Grade [12] 11, provided this is done before 15 December of the Grade] 11-year".

ATTACH THE FOLLOWING DOCUMENTS TO THIS FORM:

1. Written request from the parent to change the subject;
2. Motivation by the school principal;
3. A letter from the teacher receiving the learner stating that he/she is willing to assist the learner and to ensure that all necessary work will be caught up;
4. Copy of learner's ID document;
5. Final Report Cards for Gr 10 & 11.

Name of School:		Exam Centre Number:	
Name of Principal:			
District:		Sub District:	

Surname of Learner:		Full names as per ID document:	ATTACH COPY OF ID	
ID Number:				
Name of Parent/Guardian:				
Current Subjects offered (excluding Life Orientation):				
Subject to be replaced:		Replacement Subject:		
<p>Learner's signature _____ Date _____</p> <p>Principal's signature _____ Date _____</p>				





CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT
DIRECTORATE: EXAMINATIONS

APPLICATION TO OFFER 8 OR MORE SUBJECTS

NWDoE 8th SUBJECT

Submission date: *January of the grade 10 year*

Please note that the NSC is a three year qualification. If approval is granted, the approval letter must be attached to the gr 12 entry form / prelim schedule for examinations.

ATTACH THE FOLLOWING DOCUMENTS TO THIS FORM:

- 6. Written request from the parent to offer additional subjects;
- 7. Motivation by the school principal;
- 8. Copy of learner's ID document

Name of School:		Exam Centre Number:	
Name of Principal:		Contact Number of Principal:	
District:		Sub District:	

Surname of Learner:		Full names as per ID document:		ATTACH COPY OF ID
ID Number:				Grade:
Name of Parent/Guardian:		Contact number of Parent/Guardian:		
Current Subjects offered (excluding Life Orientation):				
Additional subject(s)				
Are requested subject(s) offered at the school where learner is registered? (Please ✓)	YES	If NO please indicate where requested subjects are offered _____		
	NO			

The application will only be considered if all parties agree to the following conditions:

- a. The school and/or parent is responsible for learning material that the learner may require for the additional subject(s);
- b. If requested subjects are offered at another institution care should be taken that it is an accredited institution of Teaching and Learning;
- c. Learner must meet all requirements for SBA/CASS/Practical, etc.;
- d. If requested offerings are offered at another institution and not at the school, the school still takes full responsibility to see that all requirements are met for SBA/CASS/Practical etc.;
- e. The school takes full responsibility to receive marks for SBA/CASS/Practical, etc. from the institution and submit where necessary;
- f. The school remains responsible for entering the learner for the final examination at the school where the learner is a full time learner.

Applying your signature to this application means that you have read and understood the conditions and that you agree to it.

_____ Learner (signature)	_____ Parent (signature)	_____ Principal (Signature)
_____ Date	_____ Date	_____ Date



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education

Lefapha la Thuto la Bokone Bophirima
Noordwes Departement van Onderwys
North West Department of Education
NORTH WEST PROVINCE

NWDoE : Immigrant

Inset Building,
Dr Albert Luthuli Drive,
Mmabatho 2735
Private Bag X2044,
Mmabatho 2735
e-mail: nwexams@nwed.gov.za

**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT
DIRECTORATE: EXAMINATIONS**

APPLICATION FOR IMMIGRANT STATUS - GRADE 12

INSTRUCTIONS

1. Must attach a certified copy of the passport, indicating date of entrance into the RSA.
2. Must attach certified copy of study permit.
3. NB: Must attach proof of results from the last school attended outside the RSA.
4. Must attach any other relevant documentation to support the application.

CLOSING Date 30 MAY

Name of School:		Exam Centre Number:	
Name of Principal:			
District:		Sub District:	

Surname of Learner:		Full names as per ID document:	ATTACH COPY OF ID	
Place of Birth			Country	
Grade admitted when arrived in RSA:		School admitted when arrived in RSA:		

Name(s) of previous schools OUTSIDE RSA and periods attended:			
Name of School	City/Town	Province	Period Attended (From – To)

Name(s) of previous schools IN the RSA and periods attended:			
Name of School	City/Town	Province	Period Attended (From – To)

Present School:		Date admitted to present School:	
Grade when admitted to present School:		Current Grade:	

Subject Information:	
Official language to be offered: _____	
Other Subjects:	
1.	5.
2.	6.
3.	7.
4.	8.



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For Principal's use:		
The Application is Approved : Yes/No		
Comments:		
Signature (principal) _____		Date _____
		<div style="border: 1px dashed black; width: 200px; height: 100px; margin: 0 auto;"> <p style="text-align: center;">School Stamp</p> </div>

For official use:		
The Application must be submitted to:		
<p><i>The Director Examinations Mmabatho nwexams@nwed.gov.za</i></p>		
Approved/Not Approved		
COMMENTS:		
Signature _____		Date _____
		<div style="border: 1px dashed black; width: 200px; height: 100px; margin: 0 auto;"> <p style="text-align: center;">Official Stamp</p> </div>

**ALL AVAILABLE DOCUMENTARY PROOF MUST BE ATTACHED
THIS FORM MUST NOT BE ATTACHED TO THE REGISTRATION FORMS.**



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