



## **OFFICE OF THE SUPERINTENDENT-GENERAL**

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### **EXAMINATION INSTRUCTION 19 OF 2021 – CHANGE of SUBJECT, OFFER MORE THAN 7 SUBJECTS AND IMMIGRANT STATUS**

**TO:** DDGs  
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.**

In terms of the Regulations pertaining to the conduct, administration and management of the National Senior Certificate Examination, published as Government Regulation Notice No. R872 in [Government] Regulation Gazette No. 31337 of 29 August 2008 and amended as:

Government Notices No. 1327 and 1328 in Government Gazette, Vol. 522, No.31680 dated 12 December 2008;and

Government Notices No. 1041 and 1042 in Government Gazette, Vol. 533, No.32678 dated 3 November 2009.

Regulation Notice No.188 in Government Gazette No. 35103 dated 2 March 2012.

Regulation Notice No.444 in Government Gazette No. 35429 dated 7 June 2012.

Regulation Notice No.371 in Government Gazette No. 37651 dated 16 May 2014.

Chapter 3 par 8 (1), (2), (3), (4) (5)

*The following must be followed for subject changes in Grade 12*

#### **1. Procedure for subject changes in grade 12 (learners in Gr 11 during 2021):**

*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.*



- 1.1 The attached form must be completed and **submitted to the office of the Director: Examinations (Attention Ms Kea More) in Mahikeng before 15 December 2021.**
- 1.2 All approvals must be finalised and available by the opening of the schools on 12 January 2022.
- 1.3 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.
- 1.4 A learner taking Physical Sciences must also take Mathematics not Mathematical Literacy.
- 1.5 A letter of approval by the Head of Assessment will be sent to the school for the learner.
- 1.6 No learner may be moved to another subject without approval in writing from the Head of Assessment. Learners changing subjects without approval will not be allowed to write the "new" subject in the final examinations.
- 1.7 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

- 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 Head of Assessment body) 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 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.
- 2.7 The additional subject should not compromise the Notional Time of the candidate (i.e 27h30 hours per week/cycle)

## APPLICATION: IMMIGRANT STATUS

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.

The following should be considered when a learner apply for Immigrant status according to policy directives:

### (1) Immigrants

#### (a) An immigrant learner is:

- (i) a child or a dependent of a diplomatic representative of a foreign government accredited in South Africa; or

- (ii) a person who:

- (aa) first enrolled at and entered a South African school in Grade 7 or a more senior grade, or
- (bb) having begun his or her schooling at a school in South Africa, has attended school outside South Africa for two or more consecutive years after Grade 6 or its equivalent, and has subsequently returned to South Africa.



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ACT RESPONSIBLY**

**WASH YOUR  
HANDS OFTEN**

**WEAR A MASK WHEN  
GOING OUTSIDE**

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- (b) Subject to *subparagraph (d)* an immigrant learner as contemplated in *subparagraph (a)* must offer the two required official languages as contemplated in *paragraphs 12(1)* of the Intermediate Phase and *19(1)* of the Senior Phase and comply with the School-Based Assessment requirements of both official languages offered.
- (c) An immigrant learner in the Intermediate or Senior Phase must:
- (i) Pass one of the required two official languages as contemplated in *subparagraph (b)* on at least First Additional Language level and obtain a rating of Moderate Achievement (Level 3) in that language; and
  - (ii) Subject to *subparagraph (e)* an immigrant learner must comply with the Intermediate and Senior Phase promotion requirements as contemplated in *paragraphs 14* and *21* respectively.
- (d) An immigrant learner may offer his or her home language in lieu of one official language, provided that it is an officially approved non-official language, provided further he or she complies with the Intermediate and Senior Phase promotion requirements as contemplated in *paragraphs 14* and *21* respectively.
- (aa) *If such language is listed on Home Language level in Table B4 at Annexure A*
- (bb) *In the absence of the home language of the immigrant in Table B4 at Annexure A, such candidate may offer his or her home language on the A level of the General Certificate of Education (GCE) of the United Kingdom, or an examination recognised by the department of Education as equivalent to Home Language level for this purpose.*
- (e) To be classified as an immigrant learner, such a learner must be in possession of:
- (i) The relevant official documentation issued by the Department of Home Affairs; and
  - (ii) The relevant official documentation issued by the school where the learner entered the South African school system for the first time.



Mrs SM Semaswe  
Superintendent-General

25/11/2021

Date



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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".

1. Approval for changing a subject in grade 12 must be obtained from the Head of the Assessment body, or his or her representative, provided the following are 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 and Assessment Policy Statements for the previous grade that were not covered.

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:		

Learner's signature

Date

Principal's signature

Date





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

**APPLICATION TO OFFER 8 OR MORE SUBJECTS**

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:**

2. Written request from the parent to offer additional subjects;
3. Motivation by the school principal;
4. 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 v)	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





**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:	

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



