



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sportontwikkeling
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GENERAL AND FURTHER EDUCATION TRAINING SERVICES ASSESSMENT, CERTIFICATION AND ACCREDITATION

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ASSESSMENT INSTRUCTION 03 OF 2017

**TO: DISTRICT DIRECTORS
DIRECTORS
DISTRICT ASSESSMENT MANAGERS
AREA MANAGERS
AREA ASSESSMENT OFFICIALS
CIRCUIT MANAGERS
SUBJECT ADVISORS
INCLUSIVE EDUCATION OFFICIALS
PRINCIPALS: ALL SCHOOLS**

RE: 1. CONCESSION APPLICATIONS FOR GRADES R TO 12

Based on the new procedure dealing with accommodations and concessions, there is a need to bring the following information to your attention. This is crucial when applying for accommodations and concessions for Grades R to 12 learners with barriers in schools. The dates and documentation needed when applying for accommodations and concessions have changed.

Policies and guidelines (as background)

1. Annexure C1 of the National Policy Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination (Accommodations and Concessions Policy) (2014),
2. The Policy on Screening, Identification, Assessment and Support (SIAS) (2014),
3. The National Policy pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R – 12 (2011),
4. The National Protocol for Assessment (2012),
5. Education White Paper 6 (2001),
6. National Curriculum Statement Curriculum Assessment Policy Statement: Guidelines for Responding to Learner Diversity in the Classroom (2011),
7. Draft procedural manual for the assessment of learners who experience barriers to assessment from Grade R to Grade 12 September 2016.

Procedure for Application

1. The SIAS policy is now to be fully implemented. All forms have to be completed in full, i.e. copy of the Learner Profile, SNA 1&2, Form DBE 120, Form DBE 124, latest report card if available, (Policy is attached see Forms)
 - Other documents to be attached, for evidence that the learner qualifies for an Accommodation or Concession
 - Evidence of pre test and post test scripts should be attached (***e.g. writing without the support of a reader and with the support of the reader***).
 - Relevant reports from doctors, clinics, hospitals, psychologists, occupational therapists, speech therapists. Reports must be on a letterhead, must be stamped, and where relevant, there must be a practice number. **Only latest reports from registered practitioners or state institutions will be accepted.**
 - All intervention reports by the school and supporting documents should accompany the application. Make sure that the forms are correctly **completed**. Specify exactly what you are applying for (e.g. reader, scribe, extra time etc.). The school stamp must be on the form and relevant signatures attached.
 - Please consult Inclusive Education if you need support.
 - All the applicants will be scrutinized thoroughly before a concession by examination section is approved.

Time Frames:

- Grade R to Grade 9 application forms have to reach the Area office by 30 June 2017 as it has to be controlled and submitted to District Based Accommodation Team (DBAC) by 31 August.
- It is an ongoing process, so the Inclusive Education staff should be consulted whenever the need arises.
- All accommodations are to be reviewed by the end of every phase for e.g. if the permission was granted at the end of Grade 3, a new application with previous records and any new reports attached, should be done in Grade 6 and 9.
- All forms have to be signed by the parent, SBST, principal, etc. where it is indicated.
- For 2017, Grade 11 and 12 applications should be submitted by 31 March to Head Office for approval to be given in June 2017. (It will also be for the Gr12s of 2018).
- That implies that it has to reach the Area Office by **28 February 2017** for verification and submission at District Based Accommodation Team.
- Other Applications for Grade 12s of 2019, should be done in **October 2017** of their Grade 10 year. Approval will be done by the end of the each year and submission to be done by Districts February of the next year.
- In future, only ad hoc applications for learners in Grade 12 after will be processed, approval by the Director of Exams.



Mr. R D MOROENG

ACTING DIRECTOR: ASSESSMENT, CERTIFICATION & ACCREDITATION