



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sportontwikkeling
Lefapha la Thuto le Tlhabololo ya Metshameko
NORTH WEST PROVINCE

Inset Building,
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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Reference	Enquiries:	B.J. Nothnagel	Tel:(018) 3880803 Cell no: 0827187522 bnothnagel@nwpg.gov.za	Fax (018) 384 1041	Date:	2017-11-13
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ASSESSMENT INSTRUCTION 32 OF 2017

TO: DDGs – COO & CFO
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 2017):

Approval for changing a subject for Grade 12 by 15 December of the Gr. 11 must be obtained from the Head of the assessment 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 Acting Chief Director: Examinations & Assessment (Attention Ms Pieterse) in Mahikeng before 15 December 2017.**
- 1.3 All approvals must be finalised and available by the opening of the schools on 15 January 2018.
- 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 and Sport Development. 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 acting Chief Director: Examinations & Assessment.
- 2.5 A letter of approval will be sent to the school and the learner.
- 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.



B J NOTHNAGEL
ACTING CHIEF DIRECTOR: EXAMINATIONS & ASSESSMENT



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NWDE & SD SUBJECT CHANGE

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Dr Albert Luthuli Drive, Mmabatho,
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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Enq. B.J. Nothnagel

☎018 384 1715 - 018 384 1041 (F) e-mail: bnothnagel@nwpg.gov.za

APPLICATION TO CHANGE A SUBJECT IN GR. 12

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

Surname and Full Names of Learner													
Date of Birth				y	y	y	y	m	m	d	d	Grade	Year
Name of School													
Name of Principal										Tel:			
Name of Parent / Guardian										Tel:			
District										AO			
Current subjects offered (excluding Life Orientation)													
										FINAL END OF YEAR RESULTS	GR. 10	GR. 11	
Subject to be replaced													
Replacement subject													

DECLARATION BY PARENT / GUARDIAN

I _____ ID number _____

mother / father / legal guardian is fully aware of the subject change requested and I fully support the change.

Signature _____ Date _____

Learner's signature

Date

Principal's signature

Date

Attached to this form the following documents:

1. A motivation letter with reasons and evidence why the change must be approved and
2. 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.

CLOSING DATE: 15 December of the Gr 11 year



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NWDoE & SD 8TH SUBJECT

Inset Building,
Dr Albert Luthuli Drive, Mmabatho,
Private Bag X2044, Mmabatho 2735
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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Enq. B.J. Nothnagel

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APPLICATION TO OFFER 8 OR MORE SUBJECTS

Please note that the NSC is a three-year qualification, therefore only learners in Grade 10 may apply for 8 or more subjects. If approval is granted, approval form must be attached to the Gr 12 entry form for examinations. Application forms to be sent during January of the Gr. 10 year.

Full Names of Learner										
Date of Birth	y	y	y	y	m	m	d	d	Grade	Year
Name of School										
Name of Principal								Tel:		
Name of Parent / Guardian								Tel:		
District								AO		
Current subjects offered (excluding Life Orientation)										
Additional subjects requested										
Are requested subjects offered at the school where learner is registered? (Please ✓)	Y	If NO please indicate where requested subjects are offered:								
	N									
	N									

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

- The school and/or parent is responsible for learning material that the learner may require for the additional subjects
- If requested subjects are offered at another institution, care should be taken that it is an accredited Institution of Teaching and Learning
- Learner must meet all requirements for SBA/CASS/Practical, etc.
- 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.
- The school takes full responsibility to receive marks for SBA/CASS/Practical, etc. from the institution and submit where necessary
- The school remains responsible for entering the candidate for the final exam at the school where the learner is a full time candidate

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

Learner

Parent

Principal

Date

Date

Date



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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 an original study permit.
3. Must attach proof of results from the last school attended **outside** the RSA.
4. Must attach any other relevant documentation (e.g. Gr 11 report card) to support the application

Personal information:

Surname : _____	Postal Address: _____
First names : _____	_____
_____	_____
_____	_____ Postal code: _____

Place of birth : _____ Country : _____

Date of arrival in South Africa :

To which Grade were you admitted when you arrived in RSA? Grade _____

Name(s) of previous schools outside the RSA and periods attended:

Name of school	City / Town	Country	Period attended (From – To)

Name(s) of schools attended in the RSA and periods attended:

Name of school	City / Town	Province	Grades and period attended (From – To)

Present school : _____

Date of admission to present school :

Grade when admitted to present school : _____

Present grade : _____

Subject information:

Official language to be offered : _____

Other subjects:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

For Principal's use

This application is : Approved Not approved

Comments: _____

_____	_____	Official School stamp
Signature (Principal)	Date	

For official use

This application must be submitted to:

The Acting Chief Director:
Examinations and Assessment
Mmabatho
2735

CLOSING DATE: 30 MAY

Attention: B.J. Nothnagel

This application is : Approved Not approved

Comments: _____

_____	_____	Official stamp
Signature	Date	

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