



MEMO

**TO : DISTRICT DIRECTORS
SCHOOL PRINCIPALS
EXAMINATION CENTRE MANAGERS**

**FROM : MR. JONATHAN WILLIAMS
DIRECTOR: EXAMINATIONS MANAGEMENT**

**SUBJECT: SUBJECT CHANGE(S) IN GRADE 10, 11 AND 12 FOR THE
NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATION.**

1. This memo serves to announce the Subject Change Policy as promulgated in the Regulations Pertaining to the National Curriculum Statement Grades R–12 as amended in the Government Gazette, No. 39435 of 20 November 2015.
2. In order to obtain the National Senior Certificate in Grade 12, learners must have **SEVEN** subjects – four compulsory and three which are chosen at the end of Grade 9 for Grade 10 – 12.
3. Subject change in Grade 10 and 11
 - 3.1. A learner may change a maximum of two subjects in Grade 10 and 11 as stipulated in the circular.
 - 3.2. The closing dates for **requests from parents** to schools for subject changes in 2025, are **31 March for Grade 11** and **30 June for Grade 10**.

4. Subject changes in Grade 12:
 - 4.1 **In exceptional cases**, a learner may change one additional subject at the end of Grade 11. This subject change must be done before 15 December of the Grade 11 year.
 - 4.2 Grade 11 learners are encouraged to use the opportunity provided to change two subjects to optimize teaching and learning contact in the subject.
 - 4.3 The citing of **poor subject performance** and **university entrance requirements** as reasons for subject change does not constitute the exceptional requirements required for subject change in Grade 12 or at the end of Grade 11.
5. Administration of subject changes for Grades 10 and 11:
 - 5.1 The subject selection process must be aligned with appropriate subject combinations, as this significantly influences Grade 12 resulting and future career opportunities. Subject change(s) and offering of additional subjects, must be advocated, and mediated as early as Grade 9.
 - 5.2 Early identification of learners in Grade 10 and 11 who might require subject changes is critical.
 - 5.3 The subject teacher(s) must identify learner(s) at risk and make appropriate, written recommendations for timeous subject changes to parents.
 - 5.4 The parent/guardian must apply for the subject change in writing to the principal.
6. All verified and legitimate subject changes in Grades 10 and 11 will be approved by the principal and captured on SASAMS.

7. All Grade 12 requests for a **single subject** change will be approved by the Assessment Body, provided all supporting documents are submitted as evidence, stipulating, and detailing the exceptional circumstances as motivation for the change.

8. **No Grade 12 learner will be allowed to change any subject before an official approval letter has been issued.**

9. **Full time repeater offering seven subjects.**

National Senior Certificate candidates who sat for the National Senior Certificate examination and who wishes to repeat the entire National Senior Certificate examination to improve the results obtained, may do so provided that the candidate-

(a) provides documentary evidence that he or she has offered the National Senior Certificate; and

(b) enrolls with an accredited assessment body so that the School Based Assessment, Practical Assessment Task (PAT), and Language Oral assessment requirements for all subjects that will be offered, are met.

10. **Rewrite candidates registering for NSC.**

National Senior Certificate candidates who sat for the National Senior Certificate examination and who wish to change a subject in the following year with the aim of meeting the faculty requirements at a higher education institution, may do so, provided that the candidate-

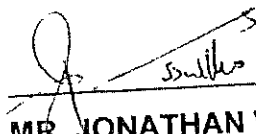
(a) sat for the National Senior Certificate examination previously.

(b) does not change more than two subjects sat for in the National Senior Certificate examination; and

(c) provides documentary evidence that he or she has met the School-Based Assessment, Practical Assessment Task and Language Oral Assessment requirements in the new subject to be offered.

11. District and Head Office officials will keep a database and monitor the support provided by the school to these learners in order to catch up and improve in the new subject.
12. The GDE will not accept any late subject changes or allow subject changes on preliminary schedules for Grade 12.
13. Principals are reminded that the National Senior Certificate is a **three-year qualification** and that each subject must be offered from Grades 10 to 12 with a minimum of seven subjects.
14. Candidates may not apply at the beginning of the Grade 12 year to register for **additional subjects**.
15. Schools are reminded that the SASAMS registration data is used to register the Grade 12 candidates on the Integrated Examination Computer System (IECS). This data is used to print the preliminary schedules.
16. Principals and district officials are requested to bring the contents of this memo to the attention of the staff, parents, and learners.

Yours Sincerely



MR. JONATHAN WILLIAMS
DIRECTOR: EXAMINATIONS MANAGEMENT

DATE: 02/12/2024