GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

EXAMINATION INSTRUCTION
No. 6 of 2015

TOPIC : **REGISTRATION PROCEDURES FOR ENTRY TO THE AET LEVEL 4 EXAMINATIONS (MAY/JUNE AND OCTOBER 2015)**

TO : **PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS**
: **SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND AET CENTRES**
: **MEMBERS OF SCHOOL GOVERNING BODIES**
: **TEACHER ORGANISATIONS AND UNIONS**
: **RELEVANT NON-GOVERMENTAL ORGANISATIONS**

ENCLOSURE : **Annexure A: Entry forms**
Annexure B: AET Level 4 Examination Brochure for 2015
Annexure C: Concessions Form
Annexure D: Declaration by the Principal

ENQUIRIES : **Tel:** **011 403 1396/7**
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GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Ref:	Teddy Mokgojoa
Tel:	011 403196/7

MEMORANDUM

TO	:	PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS
	:	SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND AET CENTRES
	:	MEMBERS OF SCHOOL GOVERNING BODIES
	:	TEACHER ORGANISATIONS AND UNIONS
	:	RELEVANT NON-GOVERNMENTAL ORGANISATIONS

FROM	:	PRINCE MASILO
		DIRECTOR: EXAMINATIONS MANAGEMENT

DATE	:	27 FEBRUARY 2015

SUBJECT	:	REGISTRATION PROCEDURES FOR ENTRY TO THE AET LEVEL 4 EXAMINATIONS (MAY/JUNE AND OCTOBER 2015)

This Examination Instruction serves to inform AET centre managers and district offices of the registration procedures for entry to the AET Level 4 examinations (May and October 2015)

Kindly note that any deviation from the conditions and procedures that are set out in this Examination Instruction will be considered as non compliance to policy.

Your co-operation in this matter is appreciated.

Regards

_____
Prince Masilo
Director: Examinations Management
Date: _____

REGISTRATION PROCEDURES FOR ENTRY TO THE AET LEVEL 4 EXAMINATIONS (MAY/JUNE AND OCTOBER 2015)

1. INTRODUCTION

1.1 The Gauteng Department of Education (GDE) will be conducting examinations for AET Level 4 during May/June and October 2015.

1.2 There is currently one GETC: AET Level 4 qualification that is registered with the South African Qualification Authority (SAQA). The GDE under the support of the Department of Higher Education and Training will be conducting the examinations. All learners with past credits towards a GETC: AET must be registered for this qualification

1.3 This Examination Instruction contains important information for the guidance of officials in Adult Examination Centres and for prospective candidates. It deals with the procedures to be followed in order to enter for the AET Level 4 Examinations.

2. LEGISLATIVE FRAMEWORK

2.1 Circular 19 of 2009, Government Gazette No. 32793, Volume 534, The Interim GETC-AET Qualification as well as applicable National Regulations and Policy Documents. The Rules for the Combination of Learning Area offerings that would make a candidate qualify for GETC.

2.2 Memorandum A01 OF 2011 GETC: AET Level 4 Examination and Assessment Processes 2011/12 – Department of Higher Education and Training.

3. ENTRY FORMS

3.1 All candidates who wish to write the AET Level 4 Examinations of the Gauteng Department of Education in May/June and/or October 2015 are required to register for admission to the examinations. The entry forms are obtainable from any Adult Examination Centre and District Offices.

3.2 The **closing date** for registration to write the AET Level 4 Examinations in **May/June 2015** is **15 March 2015** and the closing date for the **October 2015 examination** is **18 May 2015 .**

3.3 Candidates must be informed that **NO** extensions beyond these dates will be granted and that **NO LATE ENTRIES** will be accepted**.** Some centre managers have ignored the deadline in the past and this is unacceptable. **To comply with the Gauteng Audit Service procedures, all the late entries received after the deadline will not be captured on the computer system. The centre manager will be summoned to account and appropriate action will be taken.**

3.4 The centre managers are accountable for ensuring that all entry forms are correctly completed and submitted to their relevant district offices by the due date, as well as certifying that data have been captured accurately on the Preliminary Schedules.

4. PROCESSING OF INFORMATION BY EXAMINATION CENTRES

4.1 Examination centres must make a photocopy of each candidate's entry form, including all documentation stapled to it, for their own records. Separate files must be developed for Entry Forms, that is, a separate file for May/June Entry Forms and for October Entry Forms respectively.

4.2 Satellite centres using the same centre number as the main centre should submit their entry forms at the main centre, because examinations will be written at the registered centres only and not at the satellite centres. The main centres should keep records of the entry forms of their satellite centres. Satellite centres are also expected to keep their own records.

4.3 The AET examination centres are required to compile an alphabetically sorted list of candidates registered at their centres and submit this consolidated list in duplicate to their District Office. District examination officials must sign the list as an acknowledgement of the number of candidates registered at the examination centre and give one list to the Centre Manager and keep one list in his/her file.

4.4 The record of the compiled list will be referred to, in the events the discrepancies occur, when preliminary registration schedule is released.

4.5 Candidates must be issued with proof that they have registered with the centre.e.g. a receipt

4.6 Enquiries concerning the registration process of candidates should be directed to the Assistant Director: Examinations at the District office.

5. PREPARATION FOR COMPLETING THE ENTRY FORM

The attached instructions (Annexure B) should be read carefully before the entry form is completed. Refer to a list of Learning Areas to be offered in this annexure.

5.1 AET candidates must be given assistance with the completion of the entry form (Annexure A1 and A2 below). Candidates are required to complete the entry form in **black or blue ink and in capital letters**. Centres should endeavour to assemble all AET candidates together, or in class groups, and complete the forms simultaneously under the guidance of the centre head.
- Each candidate must complete one entry form and register at an AET Examination Centre.
- **All candidates** are required to submit a certified copy of the first page of their identity document (photograph and ID number).
- **Candidates requiring additional time** must submit the concessions form, as well as a medical report certifying the nature of their disability or barrier.
  (Refer to Annexure C.)

5.2 The preliminary schedules of entries will be printed after capturing the entry forms on the computer system. Candidates who are registered for the May/June examinations are required to confirm with the Adult Examination Centre on **20 to 24 April 2015** that, they have been registered with the Gauteng Department of Education. Candidates who are registered for the October examinations are required to confirm their registration on **08 to 12 June 2015.**

5.3 Finally, the centre manager or the principal takes accountability by appending his/her signature and stamping the forms with the centre stamp.

6. GETC: AET QUALIFICATION – RULES OF COMBINATIONS

All candidates must meet the following qualification requirements upon completion of GETC: AET Level 4:

RULES OF COMBINATION FOR THE GETC-AET QUALIFICATION: 120 CREDITS
FUNDAMENTALS COMPONENT: COMPULSORY   **39 OR 37 CREDITS**
1. One Official Language: 23 Credits 2. Mathematical Literacy: 16 Credits **OR** 3. Mathematics and Mathematical Sciences: 14 Credits **NOT BOTH**
CORE COMPONENT: COMPULSORY 32 CREDITS
1. Life Orientation: 32 Credits
ELECTIVES COMPONENT: OPTIONAL 49 OR 51 CREDITS

Candidates can select Learning Areas from the Academic and/or Vocational list

Academic Learning Areas:

1. Human and Social Sciences: 23 Credits
2. Natural Sciences: 15 Credits
3. Economic and Management Sciences: 21 Credits
4. Arts and Culture: 17 Credits
5. Technology: 11 Credits
6. One Additional Official Language (Excluding the language chosen as a Fundamental): 23 Credits

Vocational Learning Areas:

7. Applied Agriculture and Agricultural Technology: 20 Credits
8. Ancillary Health Care: 45 Credits
9. Small, Medium and Micro Enterprises: 17 Credits
10. Travel and Tourism: 38 Credits
11. Information Communication Technology: 23 Credits
12. Early Childhood Development: 26 Credits
13. Wholesale and Retail: 30 Credits

OPTION 1 (5 Learning Areas)	OPTION 2 (6 Learning Areas)	OPTION 3 (7 or more Learning Areas) **Learners are not advised to register for more learning areas**
TWO Fundamentals **ONE Core and** **TWO Electives**	**TWO Fundamentals** **ONE Core and** **THREE Electives**	**TWO Fundamentals** **ONE Core and** **FOUR Electives**

If you choose Mathematics and Mathematical Sciences in the Fundamentals Component then you must have a minimum total of 51 Credits in the Electives Component.

Annexure A1

OFFICE OF EXAMINATIONS MANAGEMENT   **CLOSING DATE:**
ENTRY FORM FOR JUNE 2015
AET LEVEL 4 EXAMINATION   **13 MARCH 2015**

A: ALL LEARNERS / ALLE LEERDERS

1. Name of the centre where you wish to write
Naam van sentrum waar u wil skryf:

2. Sequence number
Volgordenommer

3. Centre No.
Sentrumnr.

4. Medium in which you wish to write
Medium waarin u verkies om te skryf

E=English
A=Afrikaans

5. Home language
Huistaal

A = Afrikaans	C = Siswati
E = English	N = IsiNdebele
P = Sepedi	S = Sesotho
T = Xitsonga	V = Tshivenda
W = Setswana	X = Isixhosa
Z = IsiZulu	

7. Certificate language
Sertifikaattaal
Afrikaans/English

6. Immigrant

Y/J = Yes/Ja
N = No/Nee

8. Race
Ras

B = African / Swart
W = White / Blank
A = Asian / Asiër
C = Coloured / Gekleurd
I =Indian / Indiër

9. LSEN

Annexure C
Bylaag C

10. Entry type
Inskrywingstipe

P = Public
I = Industry

Special production needs: Braille
Spesiale produksiebehoeftes: Braille

Yes/Ja

B: PERSONAL INFORMATION – COMPLETE IN BLOCK LETTERS
PERSOONLIKE GEGEWENS – VOLTOOI IN DRUKSKRIF

No/Nee

11. Date of birth
Geboortedatum

Y Y Y Y M M D D

12. Identity No.
Identiteitsnr.

13. Gender
Geslag

M= Male/Manlik
F/V= Female/Vroulik

14. Surname
Van

15. First Names
Voorname

16. Diacritics on name
Skryftekens in naam

Y/J = Yes/Ja
N = No/Nee

17. Postal address
Posadres

18. Postal Code
Poskode

19. Dialling Code
Skakelkode

Number
Nommer

PLEASE COMPLETE LEARNING AREA TABLE

**C. AET LEVEL 4 EXTERNAL ASSESSMENTS
    LEARNING AREA (LA) CHOICES**

MARK WITH AN "X" IN THE APPROPRIATE BLOCK (LEARNING AREA AND CODE)

LA CODES	LEARNING AREA DESCRIPTION	LA CHOICES "X"
LCAF4	Afrikaans	
LCEN4	English	
LCSO4	Sesotho	
LCZU4	Isizulu	
LCXH4	Isixhosa	
LCSW4	Siswati	
LCSP4	Sepedi	
LCVE4	Tshivenda	
LCXI4	Xitsonga	
LCTS4	Setswana	
LCND4	Isindebele	
MLMS4	Mathematical Literacy	
MMSC4	Mathematics and Mathematical Sciences	
NATS4	Natural Sciences	
TECH4	Technology	
HSSC4	Human and Social Sciences	
EMSC4	Economic and Management Sciences	
ARTC4	Arts and Culture	
LIFO4	Life Orientation	
SMME4	Small, Medium and Micro Enterprises	
AAAT4	Applied Agriculture and Agricultural Technology	
TRVT4	Travel and Tourism	
ANHC4	Ancillary Health Care	
INCT4	Information and Communication technology	
ECDV4	Early Childhood Development	
WHRT4	Wholesale and Retail	

Signature of Applicant: _____   Date: _____

Signature of Centre Manager: _____   Date: _____

CENTRE STAMP

GAUTENG PROVINCE
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REPUBLIC OF SOUTH AFRICA

Annexure A2

OFFICE OF EXAMINATIONS MANAGEMENT
ENTRY FORM FOR OCTOBER 2015
AET LEVEL 4 EXAMINATION

CLOSING DATE:

28 August 2015

A: ALL LEARNERS / ALLE LEERDERS

1. Name of the centre where you wish to write
   Naam van sentrum waar u wil skryf:

2. Sequence number
   Volgordenommer

3. Centre No.
   Sentrumnr.

4. Medium in which you wish to write
   Medium waarin u verkies om te skryf

E=English
A=Afrikaans

5. Home language
   Huistaal

A = Afrikaans	C = Siswati
E = English	N = IsiNdebele
P = Sepedi	S = Sesotho
T = Xitsonga	V = Tshivenda
W = Setswana	X = Isixhosa
Z = IsiZulu	

6. Immigrant

Y/J = Yes/Ja
N   = No/Nee

7. Certificate language
   Sertifikaattaal
   Afrikaans/English

8. Race
   Ras

| B = African / Swart |
| W = White / Blank |
| A = Asian / Asiër |
| C = Coloured / Gekleurd |
| I =Indian / Indiër |

9. LSEN

Annexure C
Bylaag C

10. Entry type
    Inskrywingstipe

| P = Public |
| I = Industry |

Special production needs: Braille
Spesiale produksiebehoeftes: Braille

Yes/Ja

No/Nee

B: PERSONAL INFORMATION – COMPLETE IN BLOCK LETTERS
PERSOONLIKE GEGEWENS – VOLTOOI IN DRUKSKRIF

Y Y Y Y M M D D

11. Date of birth

12. Identity No.
    Identiteitsnr.

13. Gender
    Geslag

M= Male/Manlik
F/V= Female/Vroulik

14. Surname

15. First Names

16. Diacritics on name
    Skryftekens in naam

Y/J = Yes/Ja
N   = No/Nee

17. Postal address
    Posadres

18. Postal Code
    Poskode

19. Dialling Code
    Skakelkode

Number
Nommer

PLEASE TURN OVER AND COMPLETE LEARNING AREA TABLE

8

C. AET LEVEL 4 EXTERNAL ASSESSMENTS
   LEARNING AREA (LA) CHOICES

MARK WITH AN "X" IN THE APPROPRIATE BLOCK (LEARNING AREA AND CODE)

LA CODES	LEARNING AREA DESCRIPTION	LA CHOICES "X"
LCAF4	Afrikaans	
LCEN4	English	
LCSO4	Sesotho	
LCZU4	Isizulu	
LCXH4	Isixhosa	
LCSW4	Siswati	
LCSP4	Sepedi	
LCVE4	Tshivenda	
LCXI4	Xitsonga	
LCTS4	Setswana	
LCND4	Isindebele	
MLMS4	Mathematical Literacy	
MMSC4	Mathematics and Mathematical Sciences	
NATS4	Natural Sciences	
TECH4	Technology	
HSSC4	Human and Social Sciences	
EMSC4	Economic and Management Sciences	
ARTC4	Arts And Culture	
LIFO4	Life Orientation	
SMME4	Small, Medium and Micro Enterprises	
AAAT4	Applied Agriculture and Agricultural Technology	
TRVT4	Travel and Tourism	
ANHC4	Ancillary Health Care	
INCT4	Information and Communication technology	
ECDV4	Early Childhood Development	
WHRT4	Wholesale and Retail	

Signature of Applicant: _____   Date: _____

Signature of Centre Manager: _____   Date: _____

CENTRE STAMP

AET LEVEL 4 EXAMINATIONS REGISTRATION INFORMATION BROCHURE 2015

1. INTRODUCTION

Please read the instructions carefully before completing the entry form

- Candidates should complete the form at the school/centre under the supervision of the principal/head of the institution/chief invigilator.
- Each candidate must complete the entry form with the UTMOST CARE and with the greatest attention to ACCURACY and LEGIBILITY.
- Special care must be taken to ensure that candidates make a correct choice of Learning Area(s).
- Please complete the entry form in either black or blue pen.
- Under no circumstances must a pencil or red pen be used to complete the form.
- A candidate will be allowed to sit for any of the two examinations, provided he/she **has a portfolio mark for that entered learning area.**
- Two valid entry forms are provided. A candidate should use the correct entry form, for June and/or October 2015.
- When completing the entry form candidates must write in CAPITAL LETTERS.
- **A form that is not signed by the centre manager and the candidate will not be accepted.** The form won't have any legal standing as a source document. The dates of signing by the centre manager can only be on the same day or after the candidate had signed.

2. COMPLETION OF THE ENTRY FORM

A: ALL LEARNERS

1. CENTRE NAME: Official name of the examination centre should be written on the line provided.

2. SEQUENCE NUMBER: This is a number allocated to each candidate by the centre manager after arranging the entry forms in strict ALPHABETICAL sequence according to surname and first names. (These numbers are used for control purposes and for the generation of an examination number.)

3. CENTRE NUMBER refers to the official registration number of the college/institution/centre. No entry form can be accepted without a valid centre number. Register at a centre where you intend to write the examinations. If in doubt, contact your district office.

4. MEDIUM IN WHICH YOU WISH TO WRITE: This refers to the language in which the question paper will be written and you will be using the same language to answer the question paper.
   Note that question papers will be written in English and Afrikaans only and choices can be made between these two languages until provision is made for other languages
5. HOME LANGUAGE: Refers to the language you speak at home.
   ONE of the following symbols must be written in the small blocks for completing 5 & 7:

A	Afrikaans	C	SiSwati
E	English	N	IsiNdebele
P	Sepedi	S	Sesotho
T	Xitsonga	V	TshiVenda
W	Setswana	X	IsiXhosa
Z	IsiZulu		

6.   IMMIGRANT: State by writing 'Y' or 'N' in the appropriate block to indicate if you are an immigrant to South Africa.

7.   CERTIFICATE LANGUAGE: UMALUSI will issue AET Level 4 Certificates either in English **OR** in Afrikaans and another official language.
For another official language the symbols in 5 above may be used as reference.

8.   RACE: Indicate your race group by means of a code, e.g. 'B' for Black, 'W' for White, 'A' for Asian, 'I' for Indian and 'C' for Coloured in the spaces provided. (This information is essential for the Department to work towards redress in education.)

9.   Choose a code that describes the need and complete the block provided. If it is not in the list, fill in '99' for 'other' and give a description of the need.

The following must be attached to the back of the entry form in support of the candidate's application:

- Concession form;
- Principal's report;
- Photocopies of any assessment / observation reports, AND
- A certified medical report.

Please note that the *Concessions Committee* makes the decisions concerning the granting of concessions. The applicants will be informed accordingly and the concession and the concession details will appear on the preliminary schedule that the candidate will sign at a later stage.

10.   **ENTRY TYPE:** The letter **'P'** refers to candidates at **Public AET Centres** and **'I'** for candidates in the **industries.**

B: PERSONAL INFORMATION

1.   DATE OF BIRTH: Fill in the year (Y), month (M) and day (D).

2.   IDENTITY NUMBER: The candidate's ID number must be entered absolutely accurate. As many errors are made with the ID number, it is suggested that a fellow student check each digit of the number while the candidate concerned reads out his/her ID number. Nevertheless, it is the responsibility of the CANDIDATE/PRINCIPAL to finally check the accuracy of this number. A certified copy of the first page of the IDENTITY DOCUMENT (photograph and ID number) must be attached to the back of the form. Candidates who do not as yet have a South African Identity Document must forward a copy of it to the relevant district office as soon as it is received.

3.   GENDER: This must be completed. Mark in the appropriate block with 'M' for male or 'F' for female.

4.   SURNAME must be written one letter per block. (Please print.)

5.   FIRST NAMES must be written one letter per block.

6. DIACRITICS: If a symbol is used to write your name, please indicate in the block provided (e.g. René, Tšolo, Müller, etc). Indicate by writing 'Y' for YES or 'N' for NO.

7. POSTAL ADDRESS refers to the address where your mail is delivered and may be a physical street address OR a post office box.

8. POSTAL CODE: The number used to identify the area as provided by the Post Office. ¹¹

9. CONTACT DETAILS: Where the candidate may be contacted should this be necessary. Start with a telephone code followed by the contact number.

C. LEARNING AREA CHOICES

1. The learning area(s) that have been chosen must be marked with an 'X' in the LEARNING AREA column.

2. The candidate must ensure that all information filled in on the entry form is correct and accurate.

3. The following Learning Area offerings should be considered by candidates enrolling for AET Level 4:

LEARNING AREA LIST FOR AET LEVEL 4

Item No	Learning Area (LA)	LA Code	NATED Code	System Code	Category
1.	Afrikaans	LCAF4	121098000	7401	Fundamental
2.	English	LCEN4	121098100	7402	Fundamental
3.	Sesotho	LCSO4	121098200	7403	Fundamental
4.	IsiZulu	LCZU4	121098300	7404	Fundamental
5.	IsiXhosa	LCXH4	121098400	7405	Fundamental
6.	Siswati	LCSW4	121098500	7406	Fundamental
7.	Sepedi	LCSP4	121098600	7407	Fundamental
8.	Tshivenda	LCVE4	121098700	7408	Fundamental
9.	Xitsonga	LCXI4	121098800	7409	Fundamental
10.	Setswana	LCTS4	121098900	7410	Fundamental
11.	IsiNdebele	LCND4	121099000	7411	Fundamental
12.	Mathematical Literacy	MLMS4	61943001	7412	Fundamental
13.	Mathematics and Mathematical Sciences	MMSC4	619440021	7423	Fundamental
14.	Natural Sciences	NATS4	619460031	7413	Academic Elective
15.	Technology	TECH4	615460011	7414	Academic Elective
16.	Human and Social Sciences	HSSC4	616460021	7415	Academic Elective
17.	Economic and Management Sciences	EMSC4	612460011	7416	Academic Elective
18.	Arts and Culture	ARTC4	611460011	7417	Academic Elective
19.	Life Orientation	LIFO4	616450011	7418	Core
20.	Small, Medium and Micro Enterprises	SMME4	612470021	7419	Vocational Elective
21.	Applied Agriculture and Agricultural Technology	AAAT4	610470011	7420	Vocational Elective
22.	Ancillary Health Care	ANHC4	618470011	7422	Vocational Elective

23.	Travel and Tourism	TRVT4	620470011	7421	Vocational Elective
24.	Information and Communication Technology	INCT4	619470041	7425	Vocational Elective
25.	Early Childhood Development	ECDV4	614470011	7426	Vocational Elective
26.	Wholesale and Retail	WHRT4	612470031	7427	Vocational Elective

APPLICATION ON BEHALF OF A LEARNER WITH BARRIERS TO LEARNING AND DEVELOPMENT FOR A CONCESSION/ACCOMMODATION

SECTION A: PERSONAL PARTICULARS

Surname of Candidate										
First Names										
Date of birth	Y	Y	Y	Y	M	M	D	D		
Identity Number										
Centre Number										
EMIS Number										
District										
Centre Name / School Name										
Number of learners registered in the Grade										
Grade of learner										
Tracking number										
Nature of Concession/ Accommodation applied for										

FOR OFFICE USE ONLY

PROVINCIAL CONCESSION COMMITTEE (PCC)

Concession/Accommodation approved:

YES	**NO**

Not approved, state reasons:

_____

_____

Concession/accommodation(s) Approved:

CODE/S	DESCRIPTION

_____   _____   _____
NAME OF PCC   **SIGNATURE**   **DATE**
_____

APPLICATION TO UMALUSI FOR EXEMPTION

I _____ have forwarded the necessary documentation to UMALUSI for the necessary approval for _____ exemption.

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Signed: _____   Date sent: _____

A concession/accommodation is primarily meant to assist learners who are experiencing barriers to learning and development to perform as learners without a barrier in education. **This learner may not be able to progress to the next grade without a concession.**

Concession / accommodations will ONLY be granted to learners experiencing barriers to learning where:
- The school, and not the parent apply on behalf of a learner.
- There is evidence / history of barriers identified.
- Evidence of previous concessions granted and approved by Provincial Concession Committee (PCC) / District Concession Committee (DCC) with a relevant tracking number (not applicable for new applications).

Concessions will not be granted to an applicant who is seeking solely to enhance his / her scholastic performance.

GENERAL INSTRUCTIONS

1. Sections A-D must be completed by the institution/school. Copies of relevant documents and /or Section A to D reports (e.g. medical reports, psychological report, school report, example of school work and evidence of support etc.) must be attached.
2. Submit the application form with relevant and recent documentation (2 years) that provides evidence of the barriers indicated in this form to the DCC.
3. The DCC will forward the application with recommendations to the PCC for consideration (Gr. 12; AET Level 4; Amanuensis Gr. 1 - 12)
4. The original documentation must be included in the learner's profile (GDE 461) as well as evidence of intervention by the ILST (SBST). Please note that no concession will be granted without the ILST (SBST) intervention.
5. Ad hoc arrangements for any other emergency concession must be made with the District Concession Coordinator (DCC), e.g. for example accidents, pregnancy, injury, trauma and hospitalization etc. All necessary documentation to substantiate the concession e.g. doctor's certificate should be submitted with the application within 24 hours. The Examinations Directorate to reply with written consent within 7 working days.

DUE DATES FOR APPLICATIONS

6. NSC – schools apply in the learner's Grade 12 year with registration for NSC examination.
7. AET L4 (June/Oct/Nov) applications are due at the end of Term 1 every year.
8. Amended Senior Certificate (NATED Report 550) [ASC] end of October of the previous year.
9. All other grades, applications should be submitted by end of April.
10. No late application will be accepted.
11. Emergency concessions will be evaluated during examinations, when the emergency occurs.

APPLICATION ON BEHALF OF A LEARNER WITH BARRIERS TO LEARNING AND DEVELOPMENT FOR A CONCESSION / ACCOMMODATION

Please complete all relevant sections in full:
- The school need to complete Section A –E
- The DCC to complete Section F1
- The PCC to complete Section For Office Use Only

No concession will be considered by the PCC unless recommendations were made by the DCC.

Indicate the Examination / Assessment applied for with an X / √ in the applicable block:

NSC			ASC	
AET L4	JUNE	OCTOBER	OTHER GRADE	

Indicate with an X / √ in the applicable block.

Number of subjects only applicable for FET.

Is the learner following the NSC curriculum (7 subjects)	Y	N
Is the learner following the endorsed NSC Curriculum (5 subjects)	Y	N
LSEN number	Y	N

LSEN number (if applicable)

SECTION B: BARRIERS TO LEARNING AND DEVELOPMENT

When applying for a concession / accommodation, it is important to clarify the candidate's barrier or challenge as accurately as possible. The following questionnaire may be useful in identifying the candidate's barrier.

Please mark both the barrier code as well as the barrier with an X / √ in the appropriate boxes.

Barrier Code	BARRIER		
1	**Visually impaired / Partially sighted :** How would this barrier be best addressed?		
	Allowing extra time to process the visual material	Large print (Font size)	Both
	Other (specify)		
2	**Blindness:** How would this barrier be best addressed?		
	Braille		Reader and or scribe
	Other (specify)		
3	**Deafness / Hard of hearing:** How would this barrier be best addressed? Does the candidate wear a hearing aid? Yes / No (Indicate one or more of the following options.)		
	Reader and/or scribe	Additional time	Interpreter/ Sign Language
	Alternative Questions	Computer	Adaptation of questions (only for deaf or aphasic learners)
	Dictionary - **Please note that no programmable dictionaries will be allowed**		
	Other (specify)		
4	**Deaf - Blind / Barrier:**		
	Give a short explanation of how this barrier affects the learner during examinations. How would this barrier be addressed?		
5	**Reading problem:** How would this barrier be best addressed?		
	Specify level of reading		
	Adaptation of questions (only for deaf or aphasic learners)	Scribe for candidate	Reading to candidate
	Additional time	Computer	
	Other (specify)		
6	**Writing problem:** How would a problem with handwriting be best addressed?		

	Reader and/or scribe	Additional time
	Computer	Sticker writing
	Other (specify	

7	**Attention deficit disorder (ADD / ADHD / Insufficient Attention Span):** Does the candidate have a history of attention deficit problems? (Yes / No) If the candidate finds it difficult to concentrate for extended periods of time and is distracted during examinations. Indicate whether the learner has attended / is attending a remedial or a special school. Give details of the learning challenge and how this currently affects the candidate's performance in the examinations. Please provide all medical reports.	
	<u>Give a short explanation of how this barrier affects the learner during examinations</u>. How would this barrier be addressed?	
	Prompter(planning aid)	Additional time
	Other (specify)	
8	**Problem with Mathematics (dyscalculia):** Dyscalculia is the inability to deal with simple mathematics concepts. Provide evidence by means of psychologist report, neurologist report, etc.	
	<u>Give a short explanation of how this barrier affects the learner during examinations</u>. How would this barrier be addressed?	

9	**Aphasia:** Aphasia is a language problem on receptive and expressive level. Provide evidence by means of professional reports required for example a report from a speech therapist, neurologist reports, etc.		
	The candidate would require extra time in processing both oral and written examinations.	Reader and or scribe	Adaptation of questions
	Other (specify)		

10	**Speech disorder:** Does the candidate have a speech disorder that would be a barrier in oral examinations for example dysarthia, stuttering etc?
	<u>Give a short explanation of how this barrier affects the learner during examinations</u>. How would this barrier be addressed?

11	**Cerebral palsy / Physical challenge:** Is the candidate cerebral palsied or physically unable to cope with the examinations? (Yes / No).		
	<u>Give a short explanation of how this barrier affects the learner during examinations</u>. How would this barrier be addressed? (refer to Section C)		
	Computer	Additional time	Reader and or scribe
	Special Aids (specify)	Prompter(planning aid)	Break as needed
	Sticker writing	Other (specify)	

12	**Epilepsy:**	
	<u>Give a short explanation of how this barrier affects the learner during examinations</u>. How would this barrier be addressed?	
	Prompter(planning aid)	Reader and or scribe
	Rest break	Additional time and/or separate venue

13	**Multiple barriers:** Provide all medical reports.

	If a candidate has multiple disabilities, give a short explanation of the barriers that the candidate faces during examinations and how best to overcome them by means of a concession(s).		
14	**Psychological Condition:** Specify condition.		
	How would this barrier be best addressed? Indicate one or more options		
	Prompter(planning aid)	Reader and or scribe	Additional time
	Separate venue	Personal assistant	Other (specify)
15	**Behaviour disorder:** Provide evidence and / or medical or psychological reports of oppositional defiance disorder or a conduct disorder.		
	How would this barrier be best addressed? Indicate one or more options.		
	Writing alone in a separate venue		Prompter(planning aid)
	Other (specify)		
16	**Limitation in working tempo:** If the candidate's work tempo is limited due to injury, illness of innate disability.		
	Indicate how the barrier would be best addressed. Give a short description of the barrier.		
	Reader and or scribe	Additional time	Special Aids (specify)
	Other (specify)		
17	**Mild or moderate intellectual challenge:** Indicate how a concession would assist the learner to reach his /her best performance in examinations.		
18	**Specific learning disabled:** Indicate whether the learner has attended / is attending a remedial or a specialised school. Give details of the learning challenge and how this currently affects the candidate's performance in the examinations. Indicate the suitable concession(s) for this candidate.		
	Sticker writing and or spelling		Computer
	Additional Time		Prompter (planning aid)
	Reader and/or scribe		Adaptation of question (only for deaf or aphasic learners)
	Other (specify)		
19	**Other challenges: (**Extra Ordinary Concessions**)** Please indicate challenge and how it will be best addressed for example Diabetes.		
20	**Emergency concession e.g. trauma:** If the learner has recently been exposed to trauma, give a short description of the incident and how it affects the learner in examinations.		
	Please specify:		

SECTION C:

C1: HISTORY / BACKGROUND RELEVANT TO BARRIER (If not included, application will not be processed)	SUPPORTING DOCUMENTS ATTACHED	
Specify reports attached	YES	NO
C2: STATE NATURE OF PREVIOUS CONCESSIONS/ACCOMODATIONS GRANTED BY THE DCC (Only if a tracking number had been allocated by the DCC)		

C3: Latest available examinations marks obtained in Grade:
_____

SUBJECT / LEARNING AREA		MARKS %	GRADE AVERAGE %
1.	Home Language specify		
2.	First Additional Language specify		
	Other Subjects / Learning Areas		
3.			
4.			
5.			
6.			
7.			
8.			
9.			

SECTION C4: CONCESSION / ACCOMODATIONS APPLIED FOR AND MOTIVATION FOR REQUEST(S)

Description:

SECTION D:

CONCESSION / ACCOMMODATION REQUEST (Please tick or circle the appropriate code.) Please refer to the attached guideline.

REQUESTED CONCESSION / ACCOMMODATION	CONCESSION CODE
Rest Break (not to exceed 10 minutes per hour)	A
Additional time – 05 minutes per hour	B
Additional time – 10 minutes per hour	C
Additional time – 15 minutes per hour	D
Additional time – 20 minutes per hour	E
Alternative question paper	F
Braille : Contracted	H
Braille: Un-contracted	H
Computer • **the school must format the computer 24 hours prior to the commencement of the examination under supervision of an IT specialist arranged by the DCC, and** • **if a laptop is used, it must be kept at school during the examination.**	I
Sign Language Interpreter	J
Large Print **– please indicated Font size**	K
Prompter(planning aid)	L
Reading to candidate	M
Scribe	N
Reader and scribe	P
Adaptation of questions (only for deaf and aphasic learners)	Q
Separate venue	R
Special aids (specify)	S
*Dictionary -**No programmable dictionary will be allowed**	T
Computer : voice to text / text to voice	U
Personal assistant	V
Medication / Intake of food	W
Oral Examination	X
Other recommendations (Specify)	Y
QUERIES: **CONTACT THE DISTRICT CONCESSIONS COORDINATOR**	

SECTION E: DECLARATION BY CENTRE / SCHOOL

I declare that the above information, in my professional opinion, is correct and that the selected concession requested is justified.

_____   _____

GUIDANCE TEACHER / COORDINATOR   **DATE**
OF THE SUPPORT TEAM (ILST)

_____   _____

PRINCIPAL   **DATE**

SCHOOL STAMP

SECTION F:

F1:   DISTRICT CONCESSION COMMITTEE (DCC)

RECOMMENDATION

Do you support this application?

YES	NO

If **NO:** Please state the reason for not recommending the request:

_____
_____
_____
_____

Barrier/s: _____   Barrier Code/s

Concession / accommodation recommended	Concession Code

_____   _____   _____
NAME OF THE COORDINATOR (DCC)   SIGNATURE   DATE

No concession will be considered by the PCC unless recommendations were made by the DCC.

GUIDELINE

CONCESSION	
Max rest of 45 minutes	Diabetes, Spastic, Physical Condition, Chronic Fatigue Syndrome. Time link to duration of paper
Add time 5 minutes per hour	Slow reader/writer standardized test condition confirming
Add time 10 minutes per hour	Coding, language processing problem confirmed by psychological test
Add time 15 minutes per hour	Physical condition, medical evidence
Alternative questions	Blind candidates, Deaf, Hard of Hearing, Deaf - Blind
Amanuensis 15 minutes per hour	Visually Impaired, Deaf, Hard of Hearing, Blind, Physical Impairment, Severe Reading Problem, Dyslexia, Dysgraphia, Severe Spelling Problems, Severe Planning Problems, Physical Disabilities
Braille 15 minutes per hour	Blind candidates
Computer (max 15 minutes)	Severe hand writing problem, physical disability (e.g. cerebral palsy)
Interpreter 15 minutes per hour	Deaf candidates
Large print 15 minutes	Visually impaired
Prompter(planning aid) + 15 minutes	Poor attention + concentration span, (epilepsy, attention deficit disorder and psychiatric disorder, anxiety disorder
Reading to candidate + 15 minutes per hour	Visual impaired, Hard of hearing, Severe reading problem
Adaptation of questions (only for deaf and aphasic learners)	Deaf candidates, Immigrants
Separate venue	Reader and or scribe
Special aids	Visually impaired, hard of hearing, physical impairment
Dictionary	Immigrant & Deaf learners
Other	To be specified