



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

**EXAMINATION INSTRUCTION
No. 07 of 2013**

TOPIC : REGISTRATION PROCEDURES FOR ENTRY TO THE AET LEVEL 4 EXAMINATIONS (MAY/JUNE AND OCTOBER 2013)

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 2013
Annexure C: Concessions Form

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Making education a societal priority

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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 : RENE VERMAAK

DATE : 18 JANUARY 2013

SUBJECT : REGISTRATION PROCEDURES FOR ENTRY TO THE AET
LEVEL 4 EXAMINATIONS (MAY/JUNE AND OCTOBER 2013)

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 2013)

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

RENE VERMAAK
ACTING DIRECTOR: EXAMINATIONS AND ASSESSMENT

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REGISTRATION PROCEDURES FOR ENTRY TO THE AET LEVEL 4 EXAMINATIONS (MAY/JUNE AND OCTOBER 2013)

1. INTRODUCTION

- 1.1 The Gauteng Department of Education (GDE) will be conducting examinations for AET Level 4 during May/June and October 2013.
- 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 2013 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 2013** is **15 March 2013** and the closing date for the **October 2013 examination** is **17 May 2013**.
- 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 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 one 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 **12 to 19 April 2013** 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 **06 to 11 June 2013**.

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.		

**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

Annexure A2



OFFICE OF EXAMINATIONS AND ASSESSMENT

ENTRY FORM FOR OCTOBER 2013

AET LEVEL 4 EXAMINATION

CLOSING DATE:

17 May 2013

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 produksiebehoefes: Braille

Yes/Ja

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

No/Nee

Y Y Y Y M M D D

11. Date of birth
Geboortedatum

--	--	--	--	--	--	--	--

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 TURN OVER AND 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

AET LEVEL 4 EXAMINATIONS REGISTRATION INFORMATION BROCHURE 2013

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 2013.
- 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

11. DATE OF BIRTH: Fill in the year (Y), month (M) and day (D).
12. 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.
13. GENDER: This must be completed. Mark in the appropriate block with 'M' for male or 'F' for female.
14. SURNAME must be written one letter per block. (Please print.)
15. FIRST NAMES must be written one letter per block.
16. 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.
17. POSTAL ADDRESS refers to the address where your mail is delivered and may be a physical street address OR a post office box.
18. POSTAL CODE: The number used to identify the area as provided by the Post Office.
19. 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

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

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

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	LC SO4	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



Directorate: Examinations and Assessment

APPLICATION ON BEHALF OF A LEARNER WITH BARRIERS TO LEARNING FOR A SPECIAL CONCESSION

GENERAL INSTRUCTIONS

1. Sections/ A-D must be completed by the institution. Copies of relevant documents and /or Section A to D reports (e.g. medical reports, psychological report, school report, example of school work and support forms etc.) must be attached.
2. Submit the application form with relevant and recent documentation that provides evidence of the barriers indicated in this form to the District Concession Committee.
3. The District Concession Coordinator will forward the application and recommendation to the Provincial Concession Committee for consideration.
4. The original documentation must be included in the learner's profile (GDE 461) as well as evidence of intervention by the ILST. 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. accidents, pregnancy, injury, trauma and hospitalization.

SECTION A: PERSONAL PARTICULARS

Surname of												
First Names												
Date of birth	Y	Y	Y	Y	M	M	D	D				
Identity Number												
Centre Number												
District												
Centre Name												
Grade of learner												
Tracking number												

Kindly indicate with a circle in the applicable block.

Is the learner following the AET curriculum ((Academic)	Y	N
Is the learner following the AET Curriculum (Vocational)	Y	N
LSEN number*	Y	N

*Mention if applicable

SECTION B: BARRIERS TO LEARNING / DISABILITY

When applying for a special concession, 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 indicate with an **X** the appropriate box and, where a short explanation is given, how the challenge can be best addressed.

For school to indicate	Please indicate with an "X" the barrier and how the candidate can be supported best		
Barrier Code	BARRIER		
1	Visually impaired: How would this barrier best be addressed?		
	Allowing extra time to process the visual material	Large print (Font size)	Both
2	Partially sighted: How would limited vision best be addressed?		
	Allowing extra time to process the visual material	Large print	Both Font size
3	Blindness: How would this barrier best be addressed?		
	Braille	Amanuensis	Other
4	Deafness: How would this barrier best be addressed?		
5	Deaf /Blind / Barrier: How would this barrier best be addressed?		
6	Hard of hearing: How would this barrier best be addressed? Does the candidate wear a hearing aid? Yes /No (Indicate one or more of the following options.)		
	Amanuensis	Extra time	Interpreter
	Dictionary	Language concession	Other
7	Reading problem: How would this barrier best be addressed?		
	Learner cannot read: Read paper to candidate	Severe reading problem: Amanuensis to the candidate	Mild reading problem: Extra time
8	Writing problem: How would a problem with handwriting best be addressed?		
	Amanuensis (The candidate cannot write due to an accident or other physical disability or writing is eligible)	Extra time 15 minutes per hour (The candidate writes extremely slowly.)	
	Use of computer. The learner must be computer literate (adhere to requirements)		
	Use of computer with extra time. (Indicate time requested.)		

9	Attention deficit problem: Does the candidate have a history of attention deficit problems? (Yes / No). How would this barrier best be addressed?			
		Extra time (indicate time requested.)	Planning aid and extra time	
10	Problem with mathematics (dyscalcula): Only for Grades implementing NSC.			
	Dyscalcula is the inability to deal with simple mathematics concepts. Apply separately for exemption with relevant documentation at District prior to Gr 10 – (Gr 9)			
11	Aphasia: Aphasia is a language problem on receptive and expressive level. Evidence by means of professional reports required, for example, speech, therapy, neurologist reports.			
	The candidate cannot speak and would require alternative assessment	The candidate would require extra time in processing both oral and written examinations.	Amanuensis	
12	Speech disorder: Does the candidate have a speech disorder that would be a barrier in oral examinations for example disatria, stuttering etc ? How would this barrier be addressed?			
13	Cerebral palsy: 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)			
14	Epilepsy: Give a short description of how this condition affects the candidate during examinations. How would this barrier best be addressed? Indicate one or more of the options.			
	Planning aid	Amanuensis + 15 minutes		
15	Multiple barriers: 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). Provide all medical reports.			
16	Psychological Condition: How would this barrier best be addressed? Indicate one or more options.			
	Planning aid	Amanuensis	Extra time	Separate venue
17	Mild behaviour disorder: Provide evidence and / or medical or psychological reports of oppositional defiance disorder or a conduct disorder. How would this barrier best be addressed? Indicate <u>one or more options.</u>			
	Writing in a separate venue	Planning aid	Other	

18	Insufficient Attention Span: If the candidate finds it difficult to concentrate for extended periods of time and is distracted during examinations, how would this barrier best be addressed? Provide all medical reports			
	Planning aid	Extra time: minutes per hour	Separate venue	
19	Physical challenge: Give a short description of the challenge and indicate how the barrier would best be addressed. Indicate one or more options.			
	Amanuensis	Extra time: minutes per hour	Special Aids	
	Other			
20	Limitation in working tempo: If the candidate's work tempo is limited due to injury, illness of innate disability, indicate how the barrier would best be addressed. Give a			
	Amanuensis	Extra time: minutes per hour	Special Aids	
Other				
21	Mild or moderate intellectual challenge: Indicate how a concession would assist the learner to reach his /her best performance in examinations.			
22	Severe behaviour disorder: Provide evidence and / or medical or psychological reports of oppositional defiance disorder or a conduct disorder. How would this barrier best be addressed? Indicate one or more options.			
	Writing in a separate venue	Planning aid	Other	
23	Specific learning challenge: 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. Indicate the suitable concession(s) for this candidate.			
24	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.			
25	Other challenges: (Extraordinary concessions) Please indicate challenge and how it will be best addressed, for example, diabetes.			

B2: HISTORY / BACKGROUND RELEVANT TO BARRIER (If not included, application will not	SUPPORTING DOCUMENTS	
	YES	NO
B3: STATE NATURE OF PREVIOUS CONCESSIONS GRANTED BY THE		

Latest available examinations marks obtained in Grade: _____

SUBJECT / LEARNING AREA	MARKS %	GRADE AVERAGE

SECTION C: CONCESSION APPLIED FOR AND MOTIVATION FOR REQUEST(S)

Description:

SPECIAL CONCESSION RECOMMENDATIONS (Please tick and circle the appropriate code.) Please refer to the attached guideline.

RECOMMENDATION / CONCESSION	CONCESSION
Rest Break	A
Additional time - 05 minutes per hour	B
Additional time - 10 minutes per hour	C
Additional time - 15 minutes per hour	D
Alternative questions	E
Amanuensis	F
Braille	G
Computer	H
Interpreter	I
Large Print	J
Planning aid	K
Reading to candidate	L
Rephrasing	M
Separate venue	N
Special aids (specify)	O
*Dictionary	P
Other recommendations (Specify)	Q
QUERIES: CONTACT THE DISTRICT EXAM COORDINATOR AT THE DISTRICT OFFICE	

*** Please note that no programmable dictionary will be allowed for immigrant candidates.**

SECTION D: DECLARATION BY CENTRE

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

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

DATE

PRINCIPAL

DATE

SCHOOL STAMP

E1: DISTRICT CONCESSION COMMITTEE

RECOMMENDATION

Do you support this application?

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

Barrier/s: _____ Barrier Code/s

Special concession recommended	Concession Code

NAME OF THE COORDINATOR (DCC) SIGNATURE DATE

E2: PROVINCIAL CONCESSION COMMITTEE (PCC)

Concession approved:

YES	NO
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If not approved, state reasons:

Special Concession(s) Approved:

Code(s)

NAME OF CHAIRPERSON (PCC) SIGNATURE DATE

GUIDELINE

CONCESSION	
Max rest of 45 minutes	Diabetes, Spastic, Physical Condition, Chronic Fatigue Syndrome. Time link to duration
Add time 5 minutes per hour Add time 10 minutes per hour Add time 15 minutes per hour	Slow reader/writer standardized test condition confirming Coding, language processing problem confirmed by
Alternative questions	Blind candidates
Amanuensis 15 minutes per hour	Visual impaired, deaf, hard of hearing, blind, physical impairment, severe reading problem, dyslexia, dysgraphia, severe
Braille 15 minutes per hour	Blind candidates
Computer (max 15 minutes)	Severe hand writing problem, physical disability (e.g. cerebral
Interpreter 15 minutes per hour	Deaf candidates
Large print 15 minutes	Visual impaired
Planning aid + 15 minutes	Poor attention and concentration span, (epilepsy, attention deficit disorder and psychiatric disorder,
Reading to candidate + 15 minutes per hour	Visual impaired, severe barrier to hearing, physical barrier
Rephrasing	Deaf candidates
Separate venue	Amanuensis, scribe, reader
Special aids	Visual impaired, hard of hearing, physical impairment
Dictionary	Immigrant and Deaf learners
Other	To be specified