


**TO : DISTRICT DIRECTORS
GET & FET MANAGERS
DISTRICTS HEADS OF EXAMINATION AND ASSESSMENTS
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
TEACHER FORMATIONS**


**SUBJECT : CIRCULAR NO. 11 OF 2025 ON HANDLING AND MANAGEMENT OF
ACCOMMODATIONS AND CONCESSIONS FOR GRADES R-12 LEARNERS
EXPERIENCING BARRIERS TO LEARNING & ASSESSMENT AND
REQUEST FOR IMMIGRANT STATUS GRADES 4 –12**

1. The Department hereby issues a directive on handling and management of assessment accommodations for grades R–12 learners who experience barriers to learning & assessment and those that request immigrant status for assessment purposes.
2. Application procedures are outlined in the Policy on Screening, Identification, Assessment and Support (SIAS). It is imperative for all to adhere to the mentioned policy in ensuring that qualifying candidates are not disadvantaged.
3. A learner who is identified to be experiencing barrier to learning must be supported and evidence retained by educators. Educators are requested to complete **DBE form 124**, Support Needs Assessment Form 1 & 2 (SNA1 & 2), attach relevant supporting documents and submit through the line function.
4. If support at school level does not deliver the desired results, the School-Based Support Team (SBST) may refer the learner, via the principal, to the District-Based Accommodations Committee (DBAC).
5. An application for support should be submitted to DBAC with all the supporting documentation, including SIAS forms, medical reports, psychological assessments, supporting historical evidence, class or subject teacher comments, school report, school samples, etc.
6. The school must, after consultation with the District Educational Psychologist/learning support advisor, capture the assessment accommodation application on SA-SAMS.
7. The generated form must be printed and all supporting documentation attached, after which the application must be sent to the DBAC. A psychologist will verify the barrier to learning and provide a recommendation.
8. Adjudication process will be conducted by **DBAC for GET Band** whilst **FET Band** by Provincial Based Accommodation Committee (**PBAC**).
9. Submission of applications must be made by the **04 April 2025**.

10. Schools should submit new applications at the beginning of each new phase.
11. The **DBAC** will meet and review recommendations for **Grades R - 09 by 09 May 2025**.
12. **Grades 10 to 12** applications will be considered and approved by the **PBAC** by **16 May 2025** and approval letters printed and must be kept on their desk during internal examinations.
13. In some instances, in Grade 12, the approval letter must be attached to the learner's script informing the marker of a specific marking accommodation (e.g. spelling, enlarged font, etc.), will also be supplied.
14. The school must ensure that the list of the learners awarded accommodations is captured in the South African Administration and Management System (SA-SAMS).
15. Appeals
 - 15.1. **Grades R - 9 learners.**
 - 15.1.1. In the event that an application for an assessment accommodation / concession is unsuccessful, parents will have 10 days from the notice of the outcome of the application to appeal.
 - 15.1.2. Parents may appeal, in writing, directly to the district director. The District Director will appoint an independent panel to review the appeal, deliberate on the merits of the application and provide a recommendation for his/her approval within five days of the independent panel being constituted.
 - 15.1.3. District curriculum and special needs representatives should form part of the independent panel.
 - 15.2. **Grades 10 - 12.**
 - 15.2.1. In the event that an application for an assessment accommodation / concession is unsuccessful, parents must appeal within 10 days after receipt of the notice of the application outcome.
 - 15.2.2. Parents may appeal, in writing, directly to the Director: Public Examinations and Assessments.
16. Repeater candidates for NSC examinations with previous approval for assessment accommodations / concessions, should not re-apply as the approval does not expire but should continue using the existing approval letter.
17. In the case of urgent applications in Grade 12 (from Term 3 onwards), the application along with the necessary documentation must be submitted with motivations to; Director: Public Examinations and Assessments.
18. Verification of the barrier to learning will be done by the Inclusive Section and Public Examinations and Assessments Directorates.
19. Together committed to administer Irregularities free examinations.



MRS LH MOYANE
HEAD: EDUCATION



DATE