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TO:	DEPUTY DIRECTORS-GENERAL CHIEF DIRECTORS DIRECTORS PROVINCIAL OFFICE DIRECTORS: DISTRICT OFFICES DISTRICT BASED CES: SCHOOL MANAGEMENT AND GOVERNANCE DEVELOPERS DISTRICT BASED: CURRICULUM DCES: EXAMINATIONS AND ASSESSMENT SUBJECT ADVISOR ADMINISTRATIVE COORDINATORS SUBJECT ADVISORS PRINCIPALS OF ALL SCHOOLS
FROM:	DIRECTORATE: EXAMINATIONS AND ASSESSMENT
DATE	15 JULY 2014
SUBJECT:	GUIDELINES FOR THE MANAGEMENT OF APPEALS RELATING TO PROGRESSION AND PROMOTION AT SCHOOL AND DISTRICT LEVEL

This circular serves to communicate the appeal procedure that should be followed in line with the National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R to 12 and the National Protocol for Assessment Grades R- 12 as set out in EA 1/2014.

INTRODUCTION

1. Parents or guardians have the right to appeal when they are dissatisfied with the progression or promotion result of their child/children.
2. The stipulated appeal procedure is important for ensuring transparent assessment practices at schools, fairness to all learners and consistency in dealing with appeals across the province.
3. Principals must ensure that all parents and guardians are informed about the procedure to be followed when lodging an appeal.
4. When the end-of-year schedules are signed off by the district officials, principals must ensure that evidence of learning is available for all learners who are not ready for progression or who have not been promoted.
5. The authority to manage appeals on the different levels should be read in line with the National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R to 12. This implies that Principals/SMGDs/District Directors/Officials must only be guided by the specific requirements in the policy as stated in circular EA 1/2014.

TIMEFRAMES FOR THE MANAGEMENT OF APPEALS

6. A parent or guardian may appeal in writing to the school principal by the first Friday after schools reopen in January.
7. The school principal should communicate the outcome of the appeal to the parent or guardian within 5 working days of receipt of the appeal.
8. If the parent or guardian is not satisfied with the outcome of the appeal, he or she may appeal in writing to the District Director within 3 days of receipt of the outcome of the appeal from the school principal.

MANAGEMENT OF APPEALS AT SCHOOL LEVEL

9. Procedure to be followed by school principles:
 - 9.1 Issue the parent or guardian with the appeal form (**Annexure A**) on the day of lodging the appeal and ensure that the parent or guardian completes Part 1 of the appeal form.
 - 9.2 Gather the required information from teachers' files, evidence of learning, learner profiles and all evidence of interventions. (This information must be filed and be available to the appeals investigating officials).
 - 9.3 Provide a register of appeals to the School Management and Governance Developers (SMGDs), informing him or her about the appeal(s), by the second Monday of the first term.
 - 9.4 Together with the school management team, reconsider all evidence, make a decision with regard to the appeal and obtain written approval from the SMGD if the promotion or progression result has to be changed.
 - 9.5 Complete Part 2 of the appeal form (**Annexure A**). The completed form must be returned to the parent and a copy should be filed.
 - 9.6 The outcome of the appeal must be communicated to the parent or guardian within 5 working days of receipt of the appeals.
 - 9.7 Keep all the supporting documents used in the appeal process for a minimum period of 3 months.

MANAGEMENT OF APPEALS AT DISTRICT LEVEL

10. The office of the education District Director must send a letter acknowledging receipt of the appeal to the parent or guardian within 3 working days of receiving the appeal.
11. The Director must refer the appeal to the Examination and Assessment co-ordinator and request him/her to form an investigation team to investigate the appeal. If the appeal involves a subject or subjects, or a learner with special needs, the relevant official(s) should be co-opted to assist with the investigation.
12. The Examination and Assessment co-ordinator must assign a case number to each appeal lodged and record it on the appeals database (**Annexure B**).
13. Based on the investigation and all the supporting evidence, the Examination and Assessment co-ordinator must write a report, make recommendations (**Annexure C**) and complete Part 3 of each appeal form.
14. The Examination and Assessment co-ordinator must submit the report to the Director, who will complete Part 4 of the appeal form.

15. The office of the district director must write a letter to the school and to the parent or guardian, informing them of the outcome of the appeal. The decision of the District Director is final.
16. All appeals must be finalised by 15 February of each year.
17. All appeal cases that were a result of an examination or assessment irregularity must be tabled before a full sitting of the District Assessment Irregularities Committee (DAIC), which may impose a suitable sanction.
18. If the appeal is the result of misconduct, the matter must be referred to Labour Relations.
19. District Directors and principals are kindly requested to bring the contents of this circular to the attention of all teachers and parents.


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SUPERINTENDENT-GENERAL OF EDUCATION

DATE: 30/07/2014



APPEAL FORM

PART 1: PARENT/GUARDIAN

I,, parent/guardian of
in grade at(name of school) wish to appeal
against the promotion/progression decision made about my son/daughter for the following reason(s):

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Contact details of parent/guardian	Address:.....	Cell no.....
	Home tel. No.....
	Work tel. No.

Signature:	Date:/...../20.....
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PART 2: PRINCIPAL

I,, principal of
have investigated the above appeal and have decided that: *(Please tick in the appropriate box.)*

<input type="checkbox"/>	The original decision should be upheld, i.e. the learner will remain in the same grade.
<input type="checkbox"/>	The original decision should be overruled, i.e. the learner will be allowed to progress to the next grade.

Reason(s):

Signature:	Date:/...../20.....
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If you are not satisfied, you may contact the district director at:
Tel: Fax:

PART 3: EXAMINATION AND ASSESSMENT CO-ORDINATOR

I,, Examination and Assessment co-ordinator of the Education District, have investigated the above appeal and have decided that: *(Please tick in the appropriate box.)*

The original decision should be upheld, i.e. the learner will remain in the same grade.

The original decision should be overruled, i.e. the learner will be allowed to progress to the next grade.

Reason(s):

Signature: Date:/...../20.....

PART 4: DIRECTOR

I,, Director of the Education District, have investigated the above appeal and have decided that: *(Please tick in the appropriate box.)*

The original decision should be upheld, i.e. the learner will remain in the same grade.

The original decision should be overruled, i.e. the learner will be allowed to progress to the next grade.

Reason(s):

THIS DECISION IS FINAL

Signature: Date:/...../20.....



education

Department of
Education
FREE STATE PROVINCE

CASE NO.	DATE THE APPEAL WAS LODGED	NAME OF THE LEARNER	NAME OF THE SCHOOL	GRADE	FINDINGS	RECOMMENDATION BY INVESTIGATION TEAM	DECISION OF THE DISTRICT DIRECTOR
Eg.	14 Jan 2014	Poggenpoe, W	Brandkop High	9	The investigation showed that the learner got 30% for English HL instead of 40% minimum pass rate.	The school's decision is upheld.	APPROVED
1							APPROVED/NOT APPROVED
2							APPROVED/NOT APPROVED
3							APPROVED/NOT APPROVED
4							APPROVED/NOT APPROVED
5							APPROVED/NOT APPROVED
6							APPROVED/NOT APPROVED
7							APPROVED/NOT APPROVED
8							APPROVED/NOT APPROVED
9							APPROVED/NOT APPROVED
10							APPROVED/NOT APPROVED
11							APPROVED/NOT APPROVED
12							APPROVED/NOT APPROVED
13							APPROVED/NOT APPROVED



REPORT ON THE OUTCOME OF THE PROGRESSION / PROMOTION APPEAL

EDUCATION DISTRICT:.....

NAME OF THE LEARNER:..... DATE:.....

SCHOOL:..... GRADE:.....

INVESTIGATING TEAM:

BACKGROUND:

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FINDINGS OF THE INVESTIGATION:

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RECOMMENDATION:

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Name :	Date:/...../20.....
Signature:		