




# CRITICAL ENROLMENT INFORMATION

 Read the information below before registering for Grade 10 – 12.

**Take note:** A computer or laptop with internet access and a reliable email address are essential for learners in the FET Phase as email is Impaq's primary means of communication.

## Entrance examinations

Impaq reserves the right to request that a learner writes an entrance examination to confirm that he/she complies with the admission requirements.

## Provisional approval

If a final report from the previous grade is not available, an application will only be accepted provisionally until a successful and valid final report is submitted to [fet@impaq.co.za](mailto:fet@impaq.co.za)/fax: 0866872581. The due date for submitting a final report is the end of February. If the parent/guardian fails to submit a successful and valid final report card, the learner's registration may be cancelled. Preliminary approval is granted at Impaq's discretion.

## Subject requirements

Impaq offers the Academic (General) pathway in the FET Phase, which comprises Grade 10 to 12. This pathway requires the completion of seven subjects, of which four are compulsory and three electives.

Learners must select four compulsory subjects from the following:

Two compulsory language subjects:

- At least one home language
- A second language at home language or first additional language level

One compulsory mathematical subject:

- Mathematics
- Mathematical Literacy

Life Orientation is the fourth compulsory subject

Learners must take a minimum of three elective subjects.

It is recommended that Mathematics be taken if any of the following subjects are selected:

- Engineering Graphics and Design
- Geography
- Information Technology
- Life Sciences

For a full list of the subjects Impaq offer please see FET Phase.

## Statutory subject selection rules

- The same language may not be offered as Home Language and First Additional Language.
- Mathematics and Mathematical Literacy may not be taken together. Learners must select one or the other.
- Consumer Studies and Hospitality Studies may not be taken together. Learners may select one or the other.
- Mathematics is compulsory with the following subjects:
  - o Accounting
  - o Physical Sciences

## Subject changes

All subject changes must be approved before the quotation will be sent. For approval the parent/guardian is required to provide a letter of motivation explaining the reason for the subject change. The letter must include: Learner's full names and ID number, a thorough motivation and a programme outlining the programme to be followed and indicating how the subject content for the previous grade will be covered.

Approval of any subject change is subject to Impaq's discretion.

- A Grade 10 learner may make a maximum of two subject changes on or before 27 June and the payment cut-off date is 29 June of the academic year.
- A Grade 11 learner may make two subject changes on or before 28 March and the payment cut-off date is 30 March of the academic year.
- No subject changes allowed in the Grade 12 academic year.



### TAKE NOTE:

- A change from a Home Language to an Additional Language (or vice versa) is regarded as a subject change.
- A change from Mathematics to Mathematical Literacy (or vice versa) is regarded as a subject change.
- A change from Consumer Studies to Hospitality Studies (or vice versa) is regarded as a subject change

## Registration and payment cut-off dates

- Grade 10 applications must be submitted by 27 June 2018, and payments must be finalised by 29 June 2018.
- Grade 11 applications must be submitted by 2 May 2018, and payments must be finalised by 4 May 2018.
- Grade 12 applications must be submitted by 15 February 2018, and payments must be finalised by 21 February 2018.

After the initial cut-off dates an official term report is required showing a learner's progress up to his/her registration at Impaq until 31 August 2018.

Should the learner be unable to provide an official report card showing his/her progress up to his/her registration at Impaq, the learner is required to catch up any work missed for the grade/year. (Not applicable for Grade 12).

All examinations must be written in accordance to a set timetable. No extension will be given for any examinations missed.

Additional requirements are applicable for Grade 12 registrations.

## Taking more than seven subjects

If a learner wishes to take more than the required seven subjects, he/she must complete all the required work, including portfolio work, from Grade 10. The learner must pass each additional subject before he/she will be allowed to continue with that subject in the next grade.

If a learner has already passed Grade 12, additional subjects are allowed. The Grade 10 and 11 material for the subjects must be acquired and worked through to provide the learner with an understanding of each subject's fundamental principles. However, it is not a requirement for learners to formally complete Grade 10 and Grade 11 in the said subject through Impaq.

## Subjects taken through another institution

We do not facilitate any arrangements or fees for subjects not taken through Impaq. Ensure that the institution selected follows the CAPS curriculum. Also make the necessary arrangements with SACAI (we do not recommend that learners register with more than one examination board).

## Additional costs – Grade 12

Orals: Option 1	Oral assessment events scheduled by Impaq at R200 per subject.
Orals: Option 2	As negotiated with an approved assessor. All Option 2 assessors must be approved by Impaq.
PAT: Option 1	Costs to be determined, depending on subject, venue and format of the event.
PAT: Option 2	As negotiated with an approved assessor. All Option 2 assessors must be approved by Impaq.
Visual Arts exhibition: Option 1	Visual Art exhibition scheduled by Impaq at R600.
Visual Arts exhibition: Option 2	As negotiated with an approved assessor. All Option 2 assessors must be approved by Impaq.
Dramatic Arts practical: Option 1	Dramatic Art practical scheduled by Impaq at R150 per session (three sessions).
Dramatic Arts practical: Option 2	As negotiated with an approved assessor. All Option 2 assessors must be approved by Impaq.

Remarking/resubmission of assessment tasks may be requested at an additional cost, as outlined in the Parent Manual

## Examination requirements

All examinations in the FET phase (June, November and Preliminary Examination – excluding the Grade 12 Final Examination) must be written at an approved invigilator (commissioner of oaths, assessor, qualified teacher or network tutor using Impaq). It is the responsibility of the parent/guardian to nominate an invigilator.

The parent and invigilator must agree on any additional costs relating to:

- invigilation
- downloading of examination papers from my.Impaq
- printing of examination papers
- required courier services

## Grade 12 NSC Final Examination

Impaq's candidates are registered with SACAI, an approved independent examination board under Umalusi. The National Senior Certificate Final Examination must be written at a registered SACAI examination centre. Examination centres are generally established based on the concentration of candidates per geographical area. To ensure the accurate allocation of candidates, each candidate's physical address must be correct on Impaq's system. It is important to inform Impaq of any changes.

Costs for the administration of the Final Examination for candidates within the borders of South Africa are included in the package. However, additional fees may apply for Visual Arts, Dramatic Arts or approved concessions.

Candidates residing abroad may be required to write the Grade 12 Final Examination in South Africa. Although SACAI previously approved examination centres in Namibia, this approval is subject to annual approval from Umalusi. Should SACAI allow examination centres in Namibia, candidates placed at these centres may be required to pay additional fees associated with the costs for servicing and managing an international examination centre. These fees will be levied after registration, upon confirmation of the additional costs required. More information regarding examination centres and regulations will be provided once confirmed.

## Marking and submission of assessment components

Grade	Marking and submission of assessment pieces
10 – 11	<ul style="list-style-type: none"><li>• Facilitators/parents may mark all continuous assessments (excluding the Grade 11 November examination) themselves by using the memorandums and rubrics supplied by Impaq. There are two ways of submitting the marks: Facilitators/parents may capture the marks on my.Impaq OR facilitators/parents may submit the mark sheets supplied for capturing by Impaq. Impaq maintains the right to request the submission of examination answer sheets for internal marking or moderation.</li><li>• Formal assessments may also be marked by Impaq, on request.</li><li>• The answer sheets for the Grade 11 November examination must be submitted to Impaq for marking before the submission deadline.</li></ul>
12	<ul style="list-style-type: none"><li>• Tutor Centres/facilitators/parents may not mark any formal assessment or portfolio components. All assessments and portfolio components must be submitted to Impaq (in person or via courier) to be marked and processed.</li><li>• The assessment of some practical portfolio components may be arranged by the candidate, with Impaq's approval.</li><li>• The assessment of subjects with a practical or oral component – including language subjects, Agricultural Management Practices, Dramatic Arts, Visual Arts, Hospitality Studies and Consumer Studies – may be done in one of two ways:<ul style="list-style-type: none"><li>o Option 1: Impaq arranges the assessment</li><li>o Option 2: Candidate arranges the assessment (approval required)</li></ul></li></ul>

## Orals

All oral tasks for language subjects in Grade 12 must be completed under the supervision of a qualified language assessor at an event arranged by Impaq, or candidates may apply for a language assessor to assess the orals at their convenience (Option 2). Take note of the due dates for oral marks, as no late submissions will be accepted.

## Concessions

Learners who experience barriers to learning may apply for special concessions with Impaq, provided that the necessary proof can be submitted. Applications cost R700 and are subject to approval.

**Take note:** Impaq will not accept new concession applications submitted for the first time in Grade 12. A history of previous concessions must be submitted.



For more information on the FET phase send an email to [fet@impaq.co.za](mailto:fet@impaq.co.za) or see Frequently Asked Questions