

Please read the information below before registering for Grade 10, 11 or 12.

Please note:

- A valid copy of the learner's South African birth certificate/identity document is required for all Grade 12 learners.
- A computer or laptop with internet access, a printer, and a reliable email address are essential for learners in the FET Phase as email is Impaq's primary means of communication. This is also important for the distribution and submission of assessment components.

ENTRANCE EXAMINATIONS

- Learners who want to register with Impaq for Grade 11 but who did not follow the CAPS curriculum and who do not meet the CAPS curriculum subject and/or pass requirements, may be expected to write an entrance examination to determine whether they comply with Impaq's admission requirements (not applicable for Grade 12).
- Impaq reserves the right to request that a learner writes an entrance examination to confirm that he/she complies with the admission requirements (only applicable for Grade 11 registrations).

PRELIMINARY APPROVAL

- If a successful final report from the previous grade is not yet available (before January), the learner will only be accepted provisionally if a Term Two report card for the previous grade is submitted during registration. The final report card must then be sent via email to fet@impaq.co.za before 31 January. Preliminary approval is granted at Impaq's discretion.
- The learner will receive the books and will be able to continue with the grade but will not be resulted until the preliminary approval has been lifted. It is the parent's choice to enrol the learner with this option. When submitting the registration form before January, the parent/guardian automatically agrees to give their consent and acknowledges the risk.
- If the cancellation is received before 15 January of the academic year, and all printed lesson material, where applicable, is returned in an undamaged and unused state, a cancellation fee of 20% will be charged. Thereafter, a 75% cancellation fee on the package price will apply, and printed lesson material cannot be returned. Proof of the learner failing their current year and not being able to progress to the next academic year, only in the FET Phase, must be provided to qualify for the cancellation.

SUBJECT REQUIREMENTS

In addition to the subject requirements on the registration form and website, herewith more statutory subject selection rules:

- The same language may not be taken as a Home Language and a 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 subject:
 - Physical Sciences

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

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

SUBJECT CHANGES

All subject changes must be approved before the quotation can be sent. For approval, the parent/guardian is required to provide a letter of motivation explaining the reason for the subject change. Refer to the applicable subject change and motivation form. 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 23 June, and the payment cut-off date is 30 June of the academic year. No subject changes will be allowed during the June examination. If subject changes are not paid for by the June examination, the learner will not be allowed to write the cancelled or the new subject.
- A Grade 11 learner may make two subject changes on or before 25 March, and the payment cut-off date is 30 March of the academic year.
- Grade 12 subject changes are only allowed in exceptional circumstances and before 15 December of the Grade 11 academic year. Please contact our FET department (fet@impaq.co.za) for more information before applying.

Take note:

- A change from a Home Language to a First Additional Language (or vice versa) is viewed as a subject change.
- A change from Mathematics to Mathematical Literacy (or vice versa) is viewed as a subject change.
- A change from Consumer Studies to Hospitality Studies (or vice versa) is viewed as a subject change.
- Any other changes to subjects, whether only the language of lesson material, will be viewed as a subject change.

REGISTRATION AND PAYMENT CUT-OFF DATES

- Grade 10 and 11 applications must be submitted by 21 April 2021, and the deposit (according to the quote) must be finalised by 28 April 2021.
- Grade 12 applications must be submitted by 18 February 2021, and the deposit (according to the quote) must be finalised by 2 March 2021.
- After the initial cut-off dates, an official term report is required, showing the learner's progress up to his/her registration at Impaq until 31 August 2021. Thereafter registrations will be reviewed on an individual basis.
- Additional requirements are applicable for Grade 12 registrations.
- Should the learner be unable to provide an official report card showing his/her progress (before the above-mentioned cut-off dates) up to his/her registration at Impaq, the learner is required to catch up on any work missed for the grade/year (not applicable for Grade 12).
- All examinations must be written according to a set timetable. No extension will be given for any examinations missed. It is the parent's responsibility to ensure that the learner is ready to write the applicable examinations (June examination, Grade 12 preliminary examination, final examination). Please note that the June examination starts in May. The parent is also responsible for appointing an invigilator for these examinations (refer to examination requirements). Impaq cannot be held responsible should the learner miss any examinations or perform poorly due to late enrolment.
- All tests and examinations are made available electronically and must be downloaded. Please note that examination papers are made available as per downloading slots that will be communicated prior to the papers being made available. Please ensure that alternative arrangements are in place in case of loss of internet connectivity, power failures or load shedding.

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 is allowed to continue with that subject in the next grade. Only two additional subjects are allowed.
- If a learner has already sat for the National Senior Certificate examination (Grade 12), two additional subjects are allowed. The Grade 10 and 11 materials 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 Grades 10 and 11 in the applicable 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 as it might result in clashes in the examination timetable. If this should happen, the learner will not be able to write another question paper.

ADDITIONAL COSTS: GRADE 10 TO 12

ADDITIONAL COSTS APPLY TO:	INFORMATION
<p>Assessment of practical tasks and orals:</p> <ul style="list-style-type: none"> • Languages • Hospitality Studies • Consumer Studies • Dramatic Arts • Visual Arts • Agricultural Management Practices 	<p>Impaq assessment (events scheduled by Impaq): Costs to be determined, depending on the venue and format of the event.</p> <p>or</p> <p>Private assessment (Nominated by the parent; approval required): Fees negotiated with an Impaq-approved assessor.</p>
<p>Grade 12 NSC final examination</p>	<p>Costs for the administration of the final examination at a SACAI-approved examination centre for candidates within the borders of South Africa are included in the package. However, additional fees may apply for travelling, Visual Arts, Dramatic Arts or approved special accommodation. Refer to the section on the Grade 12 NSC final examination for more information.</p>
<p>Downloading and printing of assessment components</p>	<p>All assessment components must be downloaded and printed from Impaq's online portal. Colour printing is essential for Hospitality Studies, Consumer Studies, Tourism, Visual Arts, Life Sciences and Dramatic Arts.</p>
<p>Remarking/Resubmission of assessment tasks</p>	<p>May be requested at an additional fee.</p>
<p>Additional resources required for the execution of subjects</p>	<p>Examples include:</p> <ul style="list-style-type: none"> • Calculator for Mathematics, Mathematical Literacy, Physical Sciences, and Accounting. • Appliances and products for Hospitality- and Consumer Studies. • Computers and applicable programs for Computer Applications Technology (CAT) and Information Technology (IT). • Drawing board and equipment for EGD. • Art materials for Visual Arts.

EXAMINATION REQUIREMENTS

All examinations in the FET Phase (June, November, and preliminary examinations – excluding the Grade 12 final examination) must be written at an approved invigilator (commissioner of oaths, assessor, or a qualified teacher), who has completed the online training and passed the invigilator assessment. 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 and submitting/scanning and uploading answer sheets for marking (where applicable).

All examinations must be written according to a set timetable. No extension will be given for any examinations missed. It is the parent's responsibility to ensure that the learner is ready to write the applicable examinations (June examination, Grade 12 preliminary examination, final examination). Please note that the June examination starts in May. Impaq cannot be held responsible should the learner miss any examinations or perform poorly due to late enrolment.

All tests and examinations are made available electronically and must be downloaded. Please note that examination papers are made available as per downloading slots that will be communicated prior to the papers being made available. Please ensure that alternative arrangements are in place in case of loss of internet connectivity, power failures or load shedding.

NB: If specific religious holidays must be taken into consideration for examinations, please inform our assessment department by sending an email to assessment@impaq.co.za.

GRADE 12 NSC FINAL EXAMINATION

- Impaq's candidates are registered with SACAI, the assessment body for distance education. SACAI is quality assured by Umalusi. Umalusi issues the NSC to all learners who successfully complete the NSC qualification. The NSC final examination must be written at a registered SACAI examination centre. Examination centres are established based on the concentration of candidates per geographical area. Examination centres differ yearly and might not be in your preferred area. The centres used in previous years are also not guaranteed to be approved as NSC examination centres in the future. Each candidate's physical address must be correct on Impaq's system to ensure the best and most practical allocation of candidates. It is important to inform Impaq of any changes.
- Costs for the registration and administration of the NSC 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, and approved concessions.
- Costs that candidates might incur due to travel and accommodation during the NSC final examination sittings are for the parents' own account.
- Note that an identification document/passport/study permit (not a birth certificate) is required to write the Grade 12 final examination.
- Candidates residing abroad may be required to write the Grade 12 final examination in South Africa. Although SACAI/Umalusi previously approved examination centres in Namibia, this approval is subject to annual review by 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.
- The concession to sit the NSC final examination in Namibia will be phased out with effect from 2022. After this date, no NSC examination centres will be established outside the borders of South Africa. In the meantime, all FET applicants should apply and attain a study permit to complete the three years of study and write the NSC final examination in South Africa.
- Upon successful completion of the Grade 12 final examination, the candidate will receive a National Senior Certificate. The certificate can be collected at Impaq's head office, it can be dispatched via registered post, or a courier can be sent (courier costs are for the client's account). The certificate can only be dispatched once it is received from SACAI after being issued by Umalusi.

MARKING AND SUBMISSION OF ASSESSMENT COMPONENTS

GRADE	MARKING AND SUBMISSION OF ASSESSMENT COMPONENTS
10- 11	<ul style="list-style-type: none"> Facilitators may mark all continuous assessments (excluding examinations) by using the memorandums and rubrics supplied by Impaq. There are two ways of submitting the marks: Facilitators may capture the marks on <i>my.Impaq</i> OR facilitators may submit the mark sheets to Impaq for capturing. Formal assessments may also be marked by Impaq, on request. The answer sheets for the Grade 10 and 11 examinations must be scanned and uploaded to <i>my.Impaq</i> (excluding EGD and the practical papers for IT, CAT, Visual Arts and Dramatic Arts) for marking before the submission deadline. 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 by a private assessment, which means that candidates/parents can arrange the assessment (approval required).
12	<ul style="list-style-type: none"> Tutors/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. The assessment of some practical portfolio components may be arranged by the candidate, with Impaq's approval. 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"> Impaq assessment: Impaq arranges the assessment. Private assessment: Candidate arranges the assessment (approval required).

Please note:

- The due dates for assessments must be strictly adhered to. If you fail to submit your assessments on time, you will not receive your marks, and your School-Based Assessment (SBA) will be incomplete, which can ultimately result in you not receiving your final results for the year.
- Please ensure that Impaq is in possession of the correct email address for correspondence throughout the year as continuous updates in this phase is paramount. All communication can also be found under General Documents on *my.Impaq*.

SPECIAL ACCOMMODATIONS AND EXEMPTIONS

Learners who experience barriers to learning may apply for special accommodations and/or exemptions with Impaq, provided that the necessary proof is submitted. Applications cost R500 and are subject to approval.

Please note: Impaq will not accept new applications submitted for the first time in Grade 12. A history of previously approved concessions and/or exemptions must be submitted.

For more information on the FET Phase, please send an email to fet@impaq.co.za or see [Frequently Asked Questions](#) on the Impaq website.