

2 March 2023

AMUNEUSIS / CONCESSION (Scribe/Reader)

Concessions are Alternative methods of assessment to allow learners to demonstrate their knowledge and skills.

Barriers to learning refer to difficulties that arise within the education system as a whole, the learning site, and/or within the learner him/herself, which prevent access to learning and development.

Barriers in Learning

- Autism spectrum
- Reading problems (2-3 Years behind chronological age) – Dyslexia
- Dysgraphia (a neurological disorder characterized by writing disabilities)
- Handwriting illegible
- ADHD on medication
- Visual problems
- Anxiety
- Spelling problems
- Dyscalculia (ability to understand number-based information and math's)
- Dyspraxia – difficulty in motor skills
- Chronic Pain
- Medical diabetes etc.

Adopted Assessment:

- Extra time (5,10,15 minutes on the hour)
- Computer – text-to-voice and voice- to- text
- Enlarged print
- Handwriting (from the brain to hand or illegible)
- Rest breaks (pregnant)
- Reader – reads the paper scribe – writes the paper, prompter – Assist with focus
Personal assistant – disabled student – turning the page, etc.
- C – Pen – electronic pen reading paper

Closing date for applications:

- Grade 12: 1 April 2023
- Grade 10 & 11: 1 June 2023

Applications submitted after this date will not be accepted.


The average processing time for an application is between six (6) and eight (8) weeks. The SACAI concession/accommodation committee meets monthly, and an application must be submitted by the first of every month to ensure that the application can be processed during the meeting that month. Incomplete applications will be delayed as incomplete applications cannot be formally presented to the Impaq concession/accommodation committee.

No late applications will be processed and closing dates need to be strictly adhered to. Furthermore, it is the responsibility of each parent/guardian to ensure that ALL the required documents as stipulated on the application form are submitted. Impaq cannot take responsibility for incomplete or outstanding documentation.

Application requirements

All application documents, along with proof of payment, must be sent via email to aqc.support@impaq.co.za (in the email subject line, please use 'Accommodation 2023' and the student number, e.g., 'Accommodation 2023 - 12345').

- o 2023 application form (outdated versions of the application form will NOT be accepted)
- o Annexure A: summary of results.
- o Detailed educational psychologist report (not older than two years). The report must include:
 - Full developmental history
 - Family history
 - Scholastic history (including the history of learning difficulties and interventions)
 - Previous and current assessments, diagnoses, interventions, and prescribed medications
 - Observations during the evaluation process (behaviour during testing)
 - Tests administered
 - One intelligence test (test scores to be included)
 - Other psychometric and educational tests (test scores to be included)
 - Analysis and test results
 - Conclusions and recommendations
- o Medical reports not older than six (6) months as proof of any medical condition (e.g. diabetes/autism/epilepsy/Cerebral Palsy)
- o Annexure B: Writing samples
- o Supporting historical evidence (can include previous concessions, older psycho-educational or medical)
- o Learner declaration 2023
- o All relevant school reports from the past two years
- o Educator comments (comments from up to three subject teachers/tutors must be included in the application. The comments should shed light on how the learner's barriers have impacted their work)



in the classroom and in assessments)

- o School samples (three samples of work that support the application for specific accommodations or concessions)
- o Proof of payment – R700 (reference is the student number and 'accommodation') (*any funds received in an overdue account will first be allocated to unpaid funds)

Banking details

Optimi Home (Pty) Ltd

First National Bank

Account number: 62333318047

Branch code: 253305

NB: Should a learner be granted a reader or scribe, a certificate of the qualified reader or scribe that intends to assist the learner during tests and/or examinations will be requested. The reader/scribe may not be a teacher, facilitator, or tutor of the learner, nor the head of a tutoring centre or independent school. This rule applies to all assessments for which the approved accommodation is used.

Should you have any queries in this regard, please do not hesitate to contact us.