Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT & EXAMINATIONS
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ASSESSMENT INSTRUCTION 19 OF 2014

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
(GRADE 12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 06 FEBRUARY 2014

2014 REGISTRATION OF NSC GRADE 12 LEARNERS

INTRODUCTION

This Assessment Instruction deals with the registration of candidates for the 2014 National Senior Certificate Examination. It outlines the categories of learners who may be registered by a registered School / centre or a part-time district examination centre.

LEARNERS WHO WILL BE REGISTERED FOR 2014 NSC GRADE 12 EXAMINATIONS

1. FULL TIME LEARNERS

A Grade 11 promotion schedule will be used to promote 2013 Grade 11 qualifying learners to 2014 Grade 12 full time learners in the school in which they offered Grade 11. A preliminary schedule of learner entries of these candidates will be sent to schools for checking and verification.

2. FULL TIME REPEATERS (Annexure A)

The Eastern Cape Department of Education affords all learners, who did not meet the requirements for a certificate in the National Senior Certificate (NSC) examination, an opportunity to return to full-

(SBA), orals and practical assessment tasks (PATS) again in 2014. Previous SBA and PATS marks are not carried over.

REGISTERING A FULL TIME REPEATER *(Annexure A)*

- A learner must have written the National Senior Certificate Examinations
- A statement of results or a schedule of final results must be attached to the template signed by the principal *(Annexure A)*.
- **A change of one subject will only be registered if a request was made and approved by the Provincial Office.**

3. TRANSFERRED LEARNERS

The following categories of learners are referred to as Transferred Learners:

1) Learners who met the promotion requirements for Grade 11 in other schools or Provinces and who are seeking registration as 2014 NSC candidates.
2) Learners who attended the same school in previous years, met Grade 11 NSC promotion requirements but could not come back to school and register for Grade 12.

REGISTERING A TRANSFERRED LEARNER *(Annexure B)*

A copy of the NSC Grade 11 report (compulsory) with contactable details (preferable a landline telephone number) and transfer card MUST be attached to a transferred learner registration form. No registration forms will be accepted by the Provincial Office without these attachments **(Annexure B)**. **It is the responsibility of the Principal to verify the validity of the school report submitted by the new learner in his/her school.** The rate of fraudulent reports submitted by learners has drastically increased. The validity of the documents of a transferred learner will also be checked by the District/Province on the promotion schedule of an Eastern Cape school. If the learner is from another Province, the validity of the documents will be checked by officials in the relevant Province.

Principals are urged to inform parents of this process and to **register these learners provisionally** until notification of their registration in the 2014 NSC.
A change of subject will only be registered if a request was made and approved by the Provincial Office

4. REPEAT CANDIDATES

There are a number of learners who passed the National Senior Certificate in 2008/ 2009/ 2010/ 2011/2012 /2013 and who wish to write one or more NSC subjects in 2014.

In order to register as a part-time candidate for NSC in 2014, the candidate must meet the following requirements:

1. Candidates must be in possession of a 2008/ 2009/2010/2011/2012 / 2013 NSC Statement of results issued by the National Department of Basic Education. This means that the candidate must have written the NSC examination in either 2008/ 2009/2010/2011/ 2012 / 2013.

2. Candidates may only register for NCS subjects.

3. Candidates may register for one or more subjects.

4. Candidates may change only one subject from those studied in the previous years. In order for the new subject to be registered, a candidate must register at a full-time registered centre for tuition in the new subject. A written confirmation by the full time registered centre MUST be attached to the registration form.

5. **NB:** The SBA shelf life for 2008 candidates has expired. This implies that the 2008 candidates have to have a new SBA.

DOCUMENTATION REQUIRED TO REGISTER A REPEAT CANDIDATE

1. A South African ID book. This is compulsory and no candidate may access a District examination centre without it. Affidavits are not accepted.

2. A part time registration form which will serve as a proof of registration must be completed in full *(Annexure C)*.

3. A copy of 2008/2009/2010/2011/2012 / 2013 NSC Statement of Results.

4. In the case of a candidate who has changed a subject, a letter from the Principal of a registered school that will provide tuition, assess and moderate SBA, Oral and PAT marks for the subject where no recorded marks are available, must be submitted .

5. The candidate must agree to present himself/herself at the District Office to sign all preliminary entry schedules and to collect an Admission Letter that will give him/her access to the examination room.

6. The District Office will issue the applicant with a proof of registration (COMPULSORY) *(Annexure C)*.

7. Principals of schools are also required to accurately complete the attached form on the analysis of candidates numbers per subject as part of the documentation required to complete the grade 12 learners registration process *(Annexure D)*.

8. Declaration on the correctness of the NSC grade 12 learner entries in respect of all the three categories of learners registering in a school must be completed and submitted *(Annexure E)*.

CLOSING DATES

The following closing dates must be strictly adhered to:

- Grade 12 Full-Time Repeaters: Wednesday 10 March 2014
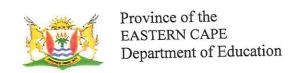- Grade 12 Transferred Learners: Wednesday 10 March 2014
- Part-Time Candidates: Friday 14 March 2014

CONCLUSION

The Directorate Assessment and Examinations strives to administer examinations with zero defect. This can only be achieved if the registration of all candidates is error-free. Principals are asked to disseminate this information widely to ensure that the class of 2014 is able to access Higher Education Institutions and follow the career paths of their choice.

R. TYWAKADI
DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

Province of the
EASTERN CAPE
Department of Education

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

NATIONAL SENIOR CERTIFICATE
REPEAT CANDIDATE REGISTRATION FORM
GRADE 12

DISTRICT: _____

SCHOOL: _____

NO	LEARNER'S NAME	ID NUMBER	EXAMINATION NUMBER	YEAR
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

PRINCIPAL'S NAME: _____ SIGNATURE: _____ DATE: _____

Province of the EASTERN CAPE Department of Education

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

NATIONAL SENIOR CERTIFICATE
REPEAT CANDIDATE REGISTRATION FORM
GRADE 12

All Candidates

A. Exam Information

Exam Period | Y | Y | Y | Y | M | M |

Examination   F = Final : S = Supplementary

Exam Centre Number   EMIS Number _____

Exam Centre Name

Written in RSA   Will the examination be written in RSA? Y = Yes : N = No

B. Personal Information

Exam Paper Language   A = Afrikaans : E = English

Certificate Language   A = Afrikaans   E = English   I = Siswati   N = isiNdebele   P = Sepedi   S = Sesotho
T = XiTsonga   V = TshiVenda   W = SeTswana   X = isiXhosa   Z = isiZulu

Date of Birth | Y | Y | Y | Y | M | M | D | D |

Identity/Passport Number

Previous Exam Number   Year/Month Wrote | Y | Y | Y | Y | M | M |

Study Permit   Y = Yes : N = No

Surname

First Name(s) (One Name per Line)

Population Group   A = Asian   B = Black   C = Coloured   I = Indian   W = White

Home Language (Statistical Purposes Only)   A = Afrikaans   E = English   I = Siswati   N = isiNdebele   P = Sepedi   S = Sesotho
T = XiTsonga   V = TshiVenda   W = SeTswana   X = isiXhosa   Z = isiZulu   U = Unspecified

Special Needs   A = Aphasic/Dyslectic (Concession Application Required) : B = Blind : D = Deaf : N = None

Mathematical Disorder   Y = Yes (Concession Application Required) : N = No :

C. General Information

Postal Address

Postal Code   e-Mail Address _____

Telephone Number   Cell

D. Subjects and Codes

SUBJECT		E	A	SUBJECT		E	A
Afrikaans Home Language	AFRHL			Afrikaans Second Additional Language	AFRSA		
Afrikaans First Additional Language	AFRFA			IsiXhosa Second Additional Language	XHOSA		
English Home Language	ENGHL						
English First Additional Language	ENGFA			Civil Technology	CVLT		
IsiXhosa Home Language	XHOHL			Electrical Technology	ELTT		
IsiXhosa First Additional Language	XHOFA			Mechanical Technology	MCHT		
IsiZulu Home Language	ZULHL			Engineering Graphics and Design	GRDES		
Sesotho Home Language	SESHL						
				Geography	GEOG		
Mathematical Literacy	MLIT			History	HIST		
Mathematics	MATH			Religion Studies	RLGS		
Life Orientation	LIFE			Computer Applications Technology	CATN		
				Information Technology	INFT		
Agricultural Management Practices	AGRM			Life Sciences	LFSC		
Agricultural Science	AGRS			Physical Sciences	PHSC		
Agricultural Technology	AGRT						
				Consumer Studies	CNST		
Dance Studies	DNCE			Hospitality Studies	HOSP		
Design	DSGN			Tourism	TRSM		
Dramatic Arts	DRMA						
Music	MUSC			Arabic Second Additional Language	ARBSA		
Visual Arts	VSLA			French Second Additional Language	FRHSA		
				German Second Additional Language	GRMSA		
Accounting	ACCN						
Business Studies	BSTD						
Economics	ECON						

_____ _____
Candidates Signature   Date

_____ _____ _____
DISTRICT OFFICIAL   Date   DISTRICT OFFICIAL
                                                                SIGNATURE

+-----------------------------------+
| |
| |
| DISTRICT STAMP |
| |
| |
+-----------------------------------+

Province of the
EASTERN CAPE
Department of Education

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

NATIONAL SENIOR CERTIFICATE
TRANSFERRED LEARNER REGISTRATION FORM
GRADE 12

All Candidates

A. Exam Information

Exam Period — Y Y Y Y M M

Examination — F = Final : S = Supplementary

Exam Centre Number — EMIS Number

Exam Centre Name

Written in RSA — Will the examination be written in RSA? Y = Yes : N = No

B. Personal Information

Exam Paper Language — A = Afrikaans : E = English

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T = XiTsonga   V = TshiVenda   W = SeTswana   X = isiXhosa   Z = isiZulu

Date of Birth — Y Y Y Y M M D D

Identity/Passport Number

Previous School — Province

Transfer Card — Y = Yes : N = No   Year

Surname

First Name(s) (One Name per Line)

Population Group — A = Asian   B = Black   C = Coloured   I = Indian   W = White

Home Language (Statistical Purposes) — A = Afrikaans   E = English   I = Siswati   N = isiNdebele   P = Sepedi   S = Sesotho
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C. General Information

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IsiXhosa First Additional Language	XHOFA			Mechanical Technology	MCHT		
IsiZulu Home Language	ZULHL			Engineering Graphics and Design	GRDES		
Sesotho Home Language	SESHL						
				Geography	GEOG		
Mathematical Literacy	MLIT			History	HIST		
Mathematics	MATH			Religion Studies	RLGS		
Life Orientation	LIFE			Computer Applications Technology	CATN		
				Information Technology	INFT		
Agricultural Management Practices	AGRM			Life Sciences	LFSC		
Agricultural Science	AGRS			Physical Sciences	PHSC		
Agricultural Technology	AGRT						
				Consumer Studies	CNST		
Dance Studies	DNCE			Hospitality Studies	HOSP		
Design	DSGN			Tourism	TRSM		
Dramatic Arts	DRMA						
Music	MUSC			Arabic Second Additional Language	ARBSA		
Visual Arts	VSLA			French Second Additional Language	FRHSA		
				German Second Additional Language	GRMSA		
Accounting	ACCN						
Business Studies	BSTD						
Economics	ECON						

_____   _____
Candidates Signature   Date

_____   _____   _____
Parent/Guardian Surname & Initials (Please Print)   Date   Parent/Guardian Signature

VERIFICATION : NEW SCHOOL

Name of Contact Person at Previous School	Designation of Contact Person	School Land Line	Exam Result from Previous School
Please Print			

Verified By:

Surname/Initials of Principal	Contact Number	Principal Signature
Please Print		

VERIFICATION : DISTRICT

Name of Contact Person at Previous School	Contact Number		Exam Result from Previous School
	Cellular	Land Line	
Please Print			

Verified By:

Surname/Initials of District Official	Contact Number	Rank
Please Print		

- -
Signature District Official   Date

SCHOOL / CENTRE NAME: _____ **DISTRICT:** _____

CONTACT PERSON: _____ **TELEPHONE NO:** _____

VAK (AFRIKAANS VERSION)	ANTAL	SUBJECT (ENGLISH VERSION)	NO
REKENINGKUNDE		ACCOUNTING	
LANDBOU BESTUURSPRAKTYKE		AGRICULTURAL MANAGEMENT PRACTICES	
LANDBOUWETENSKAPPE		AGRICULTURAL SCIENCE	
LANDBOUTEGNOLOGIE		AGRICULTURAL TECHNOLOGY	
BESIGHEIDSTUDIES		BUSINESS STUDIES	
SIVIELE TEGNOLOGIE		CIVIL TECHNOLOGY	
REKENAARTOEPASSINGSTEGNOLOGIE		COMPUTER APPLICATIONS TECHNOLOGY	
VERBRUIKERSTUDIES		CONSUMER STUDIES	
DANSSTUDIES		DANCE STUDIES	
ONTWERP		DESIGN	
DRAMATIESE KUNSTE		DRAMATIC ARTS	
EKONOMIE		ECONOMICS	
ELEKTRIESE TEGNOLOGIE		ELECTRICAL TECHNOLOGY	
INGENIEURSGRAFIKA		ENGINEERING GRAPHICS AND DESIGN	
GEOGRAFIE		GEOGRAPHY	
GESKIEDENIS		HISTORY	
GASVRYHEIDSTUDIES		HOSPITALITY STUDIES	
INLIGTINGSTEGNOLOGIE		INFORMATION TECHNOLOGY	
LEWENSWETENSKAPPE		LIFE SCIENCES	
WISKUNDE		MATHEMATICS	
WISKUNDE GELETTERDHEID		MATHEMATICAL LITERACY	
MEGANIESE TEGNOLOGIE		MECHANICAL TECHNOLOGY	
MUSIEK		MUSIC	
FISIESE WETENSKAPPE		PHYSICAL SCIENCES	
RELIGIESTUDIES		RELIGION STUDIES	
TOERISME		TOURISM	
VISUELEKUNS		VISUAL ARTS	
LANGUAGES		**LANGUAGES**	
HOME LANGUAGES		**SECOND ADDITIONALE LANGUAGES**	
AFRIKAANS		AFRIKAANS SECOND ADDITIONAL LANGUAGE	
ENGLISH		ISIXHOSA SECOND ADDITIONAL LANGUAGE	
ISIXHOSA			
SESOTHO		**NON-OFFICIAL LANGUAGES**	
FIRST ADDITIONAL		ARABIC	
AFRIKAANS		**OTHER:**	
ENGLISH			
ISIXHOSA			

Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION
STATEMENT
CORRECTNESS OF GRADE 12 NSC ENTRIES

NAME OF SCHOOL	
NAME OF DISTRICT	
NAME OF PRINCIPAL	
CONTACT NO OF PRINCIPAL	

DECLARATION
This consists of 3 pages. Complete in full.

I declare the following:

1. I have overseen the process of the checking the statistics of the 2014 NSC entries.

2. A.   There are no ADDITIONS to the Grade 11 of 2013 who met the promotion requirements in this school.

OR

B.   A summary of additions, either full-time repeaters or transfers, is attached.

DELETE EITHER 2A OR 2B ABOVE

3. I have retained a copy of this declaration for reference purposes.

_____
FULL NAME OF PRINCIPAL

_____
SIGNATURE OF PRINCIPAL

_____
DATE

SCHOOL STAMP

CANDIDATES PROMOTED FROM 2013 GRADE 11 IN THIS SCHOOL	
TOTAL NUMBER	

CANDIDATES ADDED TO 2013 GRADE 11 LEARNERS(TRANSFERS)	
NAME	**PROOF OF ELIGIBILITY SUPPLIED**

CANDIDATES THAT WILL BE ADDED TO PRELIMINARY SCHEDULE(FULL TIME REPEATERS)	
NAME	**PROOF OF ELIGIBILITY SUPPLIED**

CANDIDATES THAT WILL BE ADDED TO PRELIMINARY SCHEDULE(PART TIME REPEATERS)	
NAME	**PROOF OF ELIGIBILITY SUPPLIED**

SUMMARY OF NUMBER OF CANDIDATES ELIGIBLE TO WRITE 2014 NSC	
CANDIDATES PROMOTED FROM 2013 GRADE 11 IN THIS SCHOOL	
CANDIDATE TRANSFERRED FROM OTHER SCHOOL	
CANDIDATES WHO ARE FULL TIME REPEATERS	
CANDIDATES WHO ARE PART TIME REPEATERS	
TOTAL NUMBER OF GRADE 12 NSC CANDIDATES AS AT 14/03/2014	

_____

FULL NAME OF PRINCIPAL

_____

SIGNATURE OF PRINCIPAL

_____

DATE

SCHOOL STAMP