



DEPARTMENT OF EDUCATION
ISEBE LEZEMFUNDO
DEPARTEMENT VAN ONDERWYS
Province of the Eastern Cape



Grade 12 Examination Centre Registration
November 2009 Examination

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Closing Date: 05 December 2008

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Where applicable, use an "X", otherwise use BLOCK LETTERS

- (1) Was the Examination Centre used during the November 2008 Examinations? Yes No
If Yes, complete paragraphs (a) and (b) below
- (a) Examination Centre Number used in 2008:

- (b) EMIS Number used in 2008:

(Call 043-735 1820 to obtain EMIS No.)
- (2) Type of Centre: Public School / Private School / Special School / Independent School
- (3) Official Name of Examination Centre:
- (4) Physical Address of Examination Centre:

Area Code
- (5) Postal Address of Examination Centre:

Postal Code
- (6) Tel. No. of Examination Centre:

- (7) Fax No of Examination Centre:

- (8) e-Mail Address of Principal:
- (9) Surname & Initials of Principal:
- (10) Home Tel. No. of Principal:

- (11) Cell No. of Principal:

- (12) Alternate Contact (Surname & Init)
- (13) Cell No. of Alternate Contact:

- (14) Magisterial District where Examination Centre is situated:
- (15) District Office administering Centre:
- (16) Name of Education Development Officer:
- (17) No. of Grade 12 Learners at Examination Centre this year:
- (18) No. of Grade 11 Learners at Examination Centre this year:
- (19) Language of Learning and Teaching at Centre: (A=Afrikaans / E=English / D=Afr & Eng)
- (20) Previously Disadvantaged Centre? YES NO

Signature of Principal/Official in Charge

Surname & Initials (Block Letters)

Date

Official Stamp

>>> See Reverse Side

National Guidelines for the Registration of an Examination Centre:

Every Examination Centre must **first** be registered as an Educational Institution with the Department of Education.

Is the proposed venue conducive to the writing of examinations?

Is the proposed venue situated in an area where the candidates will not be distracted by external factors, e.g. Railway Station, busy roads, factories, heavy industries, etc.?

- Does the proposed venue have:
- a) sufficient space and appropriate furniture to seat all the candidates?
 - b) proper lighting & ventilation?
 - c) adequate drinking water facilities?
 - d) adequate toilet facilities?
 - e) clearance in terms of local health and fire services by-laws?
 - f) secure means for safe-keeping of examination material?

Are there suitably qualified teaching staff?

Are there members of the community who can be trained as invigilators?

In case of private centres, are there financial guarantees to cover costs of electricity, water, rates, taxes, rental, etc.?

Proposed Venue visited by an Official from: District Office Provincial Office

District Office

Details of official who visited centre: Name:
 Designation:

The Proposed Examination Centre, detailed overleaf, meets the criteria as outlined above.
 Recommended Not Recommended Recommended Registration Type: Full Time / Part Time

 Signature: District Director

 Surname & Initials (Block Letters)

 Date

Official Stamp

Provincial Office (Directorate: Assessment and Examinations)

Details of official who visited centre: Name:
 Designation:

Recommendations: _____

Signature: _____

Approved Not Approved

If Approved, Examination Centre No: Name:

 Signature of Director: Assessment and Examinations

 Surname & Initials (Block Letters)

 Date

Official Stamp