



## ASSESSMENT & EXAMINATIONS DIRECTORATE

Bundy Park Building, Schornville, King William's Town, Private Bag 4571, King William's Town, 5600  
REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)  
E-mail: Nomvuyo.Mbeleki@edu.ecprov.gov.za

Ref. No 13/P

Tel: (043) 604 7708

Enquiries: Ms N Mbeleki

Fax: 043 604 7795/0866 035 085

### ASSESSMENT INSTRUCTION 14 of 2013

**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 ALL PUBLIC AND INDEPENDENT SCHOOLS  
(GRADES 10-12)  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES

**DATE:** 18 FEBRUARY 2013

#### 2013 REGISTRATION OF GRADE 12 NSC LEARNERS

## 1. INTRODUCTION

This Assessment Instruction deals with the registration of candidates for the 2013 National Senior Certificate (NSC) Examination. It outlines the categories of learners who may be registered by a registered school or a part-time district examination centre.

## 2. LEARNERS WHO WILL BE REGISTERED FOR 2013 NSC EXAMINATION

### 2.1. FULL TIME LEARNERS

A Grade 11 promotion schedule will be used to promote 2012 Grade 11 qualifying learners to 2013 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.

**Please note that no subject changes will be accepted after the closing date, 31 January 2013.**

## 2.2 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-time study at a registered school. These learners have to present School-Based Assessment (SBA), Orals and Practical Assessment Tasks (PATs) again in 2013. Previous marks are not carried over.

### 2.2.1 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 before 31 January 2013 and approved by the Provincial Office.**

## 2.3 TRANSFERRED LEARNERS

The following categories of learners are referred as Transferred Learners:

- Learners who met the promotion requirements for Grade 11 in other schools or Provinces and who are seeking registration as 2013 NSC candidates.
- 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.

### 2.3.1 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 the 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 2013 NSC.

**A change of subject will only be registered if a request was made before 31 January 2013 and approved by the Provincial Office**

## 2.4. REPEAT CANDIDATES

These are candidates who passed the National Senior Certificate in 2008/ 2009/ 2010/ 2011/2012 and who wish to write one or more NSC subjects in 2013.

#### 2.4.1 REGISTERING A REPEAT CANDIDATE (*Annexure C*)

In order to register as a part-time candidate for NSC in 2013, the candidate must meet the following requirements:

- Candidates must be in possession of an authentic 2008/ 2009/2010/2011/2012 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/or 2012.
- Candidates may only register for NCS subjects.
- Candidates may register for one or more subjects.
- 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.

#### 2.4.2 DOCUMENTATION REQUIRED TO REGISTER A REPEAT CANDIDATE

- A valid South African ID book. This is compulsory and no candidate may access a District examination centre without it. Affidavits are not accepted.
- A part time registration form which will serve as a proof of registration must be completed in full (*Annexure C*).
- A valid copy of 2008/2009/2010/2011/2012 NSC Statement of Results issued by the Department of Basic Education.
- 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.

#### 2.4.3 REGISTRATION PROCESS: REPEAT CANDIDATES

- The candidate must register at the District Office closest to his/her home.
- The District Office will receive and verify all the above documentation before accepting the registration of the candidate.
- The candidate must agree to present himself/herself at the District Office to sign all preliminary entry schedules and to collect an Admission Letter to the examination that will give him/her access to the examination room.
- The District Office will issue the applicant with a proof of registration (COMPULSORY) (*Annexure C*).

### 3. CLOSING DATES

CANDIDATE CATEGORY	CLOSING DATE
Grade 12 Full-Time Repeaters	Wednesday 08 March 2013
Grade 12 transferred Learners	Wednesday 08 March 2013
Part-Time Candidates	Friday 15 March 2013



#### 4. 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.



---

**S. P. GOVENDER**

**ACTING DEPUTY DIRECTOR-GENERAL: TEACHING & LEARNING SERVICES**

