

DIRECTORATE: ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 15 OF 2015

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)

TEACHERS UNION / ORGANISATIONS

SCHOOL GOVERNING BODIES

DATE:

16 FEBRUARY 2015

2015 REGISTRATION OF NSC GRADE 12 LEARNERS

INTRODUCTION

This Assessment Instruction deals with the registration of learners for 2015 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 2015 NSC GRADE 12 EXAMINATIONS

1. FULL TIME LEARNERS

A Grade 11 promotion schedule will be used to promote 2014 Grade 11 qualifying learners as 2015. Grade 12 full time learners in the schools in which they offered Grade 11. In view of the implementation of the new phase promotion policy in 2014, heads of Examinations in districts are urged to thoroughly check the Grade 11 Schedules and the report issued by the Provincial Quality Assurance team to ensure that all qualifying learners in terms of the policy are duly promoted. A preliminary schedule of learner entries of these candidates will be sent to the schools for checking and verification.

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1. FULL TIME REPEATERS (Annexure A)

The Eastern Cape Department of Education affords all Learners, who did not meet the requirements for certificate in the National Senior Certificate (NSC) examination, an opportunity to return to Schools as Full-Time Repeaters doing.(SBA), orals and practical assessment tasks (PATS) again in 2015. Previously SBA and PATS, for this category of learners 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 be registered if a request was made and approved by the Provincial Office.

2. TRANSFERRED LEARNERS

The following categories of learners are Transferred Learners:

- 1) Learners who met the promotion requirements for Grade 11 in other schools or Provinces and who are seeking registration as 2015 NSC candidates.
- Learners who attended the same school in the previous years, met Grade 11 NSC promotion requirements but could not come back to school and register for Grade 12.

REGISTERING A TRANSFERRED LEARNERS (Annexure B)

A copy of 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 the 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 2015 NSC. A change of subject will only be registered if a request was made and approved by the Provincial Office.

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3. REPEAT (PART-TIME) LEARNERS

There are a number of learners who passed the National Senior Certificate in 2008/ 2009/ 2010/ 2011/ 2012/ 2013/ 2014 and who wish to write one or more NSC subject in 2015. In order to register as a part-time candidate for NSC in 2015, the Learners must meet the following requirements:

- Learners must be in possession of a 2009/ 2010/ 2011/ 2012/ 2013/ 2014 NSC Statement
 of results issued by the National Department of Basic Education. This means that the
 Learners must have written the NSC examination in either 2008/ 2009/ 2010/ 2011/ 2012/
 2013/ 2014.
- 2. Learners may only register NSC subjects.
- 3. Learners may register for one or more subjects.
- 4. Learners 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 registeredCentre MUST be attached to the registration form.
- 5. **NB:** The SBA shelf life for 2008 and 2009 candidates has expired. This implies that the 2008 and 2009 candidates have to generate a new SBA.

DOCUMENTATION REQUIRED TO REGISTER A REPEAT (PART-TIME) CANDIDATES

- 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/ 2014 NSC Statement of Results.
- 4. In the case of a candidate who has changed the 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 application 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).

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CLOSING DATES

The following closing dates must be strictly adhered to:

Grade 12 Full-Time Repeaters:

Wednesday 10 March 2015

Grade 12 Transferred Learners:

Wednesday 10 March 2015

16/02/200

Part-Time Candidates:

Friday 13 March 2015

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 2015 is able to access Higher Education Institutions and follow the career of their choice.

DR. A.S. NUKU

(A)DDG: INSTITUTIONAL OPERATIONS MANAGEMENT



ANNEXURE A ASSESSMENT INSTRUCTION 15 OF 2015

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

NATIONAL SENIOR CERTIFICATE REPEAT CANDIDATE REGISTRATION FORM GRADE 12

DISTRICT:						
SCH	SCHOOL:					
NO	LEARNER'S NAME	ID NUMBER	EXAMINATION NUMBER	YEAR		
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PRIN	ICIPAL'S NAME:		IGNATURE:	DATE:		

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ANNEXURE C
ASSESSMENT INSTRUCTION 150F
2015

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NATIONAL SENIOR CERTIFICATE REPEAT CANDIDATE REGISTRATION FORM GRADE 12

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All Candidates																				
	7																			
A. Exam Information				_		_				40										
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Examination] F=	Final	: S = S	Supple	mentar	У													
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Exam Centre Name																*				
Written in RSA		Wil	the e	xamin	ation b	e writ	ten in	RSA?	Y = Y	es : N	= No									
B. Personal Information		_			e											(#)				
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Certificate Language		A =	Afrik	aans	E=	= Engli	ish	- I	= Sisu	ati		N = isi	Ndebe	le	P = S	epedi		S = S	esotho)
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Date of Birth	Y	Y	Y	Y	М	М	D	D												
Identity/Passport Number									Ī				1							
Previous Exam Number									Year/N	lonth	Wrote	Y	Y	Y	Y	M	M	7		
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ANNEXURE B ASSESSMENT INSTRUCTION 15 OF 2015

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NATIONAL SENIOR CERTIFICATE TRANSFERRED LEARNER REGISTRATION FORM GRADE 12

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A. Exam Information																				
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B. Personal Information																	× ===			
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Date of Birth	Y.	Y	Y	Y	М	М	D	D												
Identity/Passport Number]						
Previous School													Province]
Transfer Card		Y =	Yes:	N = N	lo								Year							•
Surname																		T		
First Name(s) (One Name per Line)													-							
Population Group		A =	Asian		B=	Black	k	С	= Colo	ured	1	= Indi	an -		W = V	White				
F Language (Statistical Purposes)		A=	Afrika	aans	E =	Engli	ish	I =	= Siswa	ati	V	l = isil	Ndebele		P = S	epedi	KE.	S = Se	sotho	
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D. Subjects and Codes (TRANSFERRED LEARNERS)

SUBJECT				SUBJECT		1	
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Afrikaans Home Language	AFRHIL			Afrikaans Second Additional Language	AFRSA	N. T.	
Afrikaans First Additional Language	AFRFA			IsiXhosa Second Additional Language	XHOSA		
English Home Language	ENGHL			联络证据等的现在分词的	AND THE REAL PROPERTY.	10.00	100
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				1374 CL (1274)	CONTRACTOR OF THE PARTY OF THE	製器部
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Mathematical Literacy	MLIT			History	HIST		
Mathematics	MATH			Religion Studies	RLGS		
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Life Orientation	LIFE			Computer Applications Technology	CATN		
PER SERVICE SE			100 Tel	Information Technology	INFT		
Agricultural Management Practices	AGRM		-	Life Sciences	LFSC		
Agricultural Science	AGRS			Physical Sciences	PHSC		
Agricultural Technology	AGRT				州湖台 里的	E STATE	100
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Dance Studies	DNCE			Hospitality Studies	HOSP		
Design	DSGN			Tourism	TRSM		
Dramatic Arts	DRMA				建筑保制库 设计	2,000,00	15 A.
Music -	MUSC		0.50	Arabic Second Additional Language	ARBSA		
Visual Arts	VSLA			French Second Additional Language	FRHSA		
等的 医克里斯特氏性 医电影电影电影	建筑建筑		是他的	German Second Additional Language	GRMSA		
Accounting	ACCN		2 1		ALCOHOLD BY THE	N. 1927.	21033A
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Candidates Signature	Date	
Parent/Guardian Surname & Initials (Please Print)	Date	Parent/Guardian Signature
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Verified By:	9	
Surname/Initials of Principal		Contact Number Principal Signature
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	ארוו סויקולא	FICATION: DISTRICT
		TCATION: DISTRICT
Name of Contact Person at Previous School		Contact Number Exam Result from Previous
		Cellular Land Line School
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Verified By:		
Surname/Initials of District Official		Contact Number Rank
Please Print		
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Signature District Official		Date

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D. Subjects and Codes (PART TIME LEARNERS)

SUBJECT				SUBJECT			T
		E	A		1	E	A
Afrikaans Home Language	AFRHL			Afrikaans Second Additional Language	AFRSA	35	A
Afrikaans First Additional Language	AFRFA			IsiXhosa Second Additional Language	XHOSA	-	+
English Home Language	ENGHL		No.		LOSTOSA	R 2000000	e esercia
English First Additional Language	ENGFA			Civil Technology	CVLT	7 10 12-15	E PROFILE
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			The state of the s	GRUES	Wiles Andrews	a larendari
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Mathematical Literacy	MLIT	THE SHOP SHOW	Market Company	History	GEOG	-	
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Agricultural Science	AGRS		-	Physical Sciences	LFSC		
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Design	DSGN		-	Tourism	HOSP		_
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ANALYSIS OF CANDIDATE NUMBERS PER SUBJECT – GRADE 12

ANNEXURE D
ASSESSMENT INSTRUCTION 15 OF 2015

SCHOOL / CENTRE NAME:DISTRICT:

CONTACT PERSON: TELEPHONE NO: VAK (AFRIKAANS VERSION) ANTAL SUBJECT (ENGLISH VERSION) A NOT 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**

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ANNEXURE E Assessment Instruction 15 of 2015

Province of the <u>EASTERN CAPE</u> DEPARTMENT OF EDUCATION <u>STATEMENT</u> CORRECTNESS OF GRADE 12 NSC ENTRIES

NAME OF SCHOOL	×	,
NAME OF DISTRICT		
NAME OF PRINCIPAL		
CONTACT NO OF PRINCIPAL		
This co	DECLARATION ensists of 3 pages. Comple	te in full.
I declare the following:		
 I have overseen the pro entries. 	ocess of the checking the s	tatistics of the 2015 NSC
	ADDITIONS to the Grade 1 quirements in this school.	
	OR	
B. A summary of attached.	of additions, either full-time	repeaters or transfers, is
DELETE EITHE	R 2A OR 2B ABOVE	
3. I have retained a copy of	this declaration for refere	nce purposes.
FULL NAME OF PRINCIPAL	-	
		SCHOOL
SIGNATURE OF PRINCIPAL		STAMP
DATE		

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CANDIDATES PROMOTED FROM	2014 GRADE 11 IN THIS SCHOOL
TOTAL NUMBER	×
CANDIDATES ADDED TO 2014 GF	RADE 11 LEARNERS(TRANSFERS)
NAME	PROOF OF ELIGIBILITY SUPPLIED
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CANDIDATES THAT WILL BE ADDED TO PREL	IMINARYSCHEDULE(FULL TIME REPEATERS)
NAME	PROOF OF ELIGIBILITY SUPPLIED
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CANDIDATES THAT WILL BE ADDED TO PRELIMI	NARY SCHEDULE(PART TIME REPEATERS)
NAME	PROOF OF ELIGIBILITY SUPPLIED

		A D D D D D D D D D D D D D D D D D D D
	SUMMARY OF NUMBER OF CANDIDATE	S ELIGIBLE TO-WRITE 2015NSC
	CANDIDATES PROMOTED FROM 2014 GRADE 11 IN THIS SCHOOL	
	CANDIDATE TRANSFERRED FROM OTHER	79.9
	SCHOOL SCHOOL	
1	CANDIDATES WHO ARE FULL TIME	
	REPEATERS	9
	CANDIDATES WHO ARE PART TIME	
-	REPEATERS	
	TOTAL NUMBER OF GRADE 12 NSC CANDIDATES AS AT 16/03/2015	2 .
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