



ASSESSMENT AND EXAMINATIONS

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ASSESSMENT INSTRUCTION 09 OF 2016

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: 25 FEBRUARY 2016

2016 REGISTRATION OF GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) LEARNERS

INTRODUCTION

This Assessment Instruction deals with the registration of candidates for the 2016 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.

LEARNERS WHO WILL BE REGISTERED FOR 2016 NSC EXAMINATION

1. FULL TIME LEARNERS

A Grade 11 promotion schedule that has been generated through SASAMS as per Assessment Instruction 47 of 2015 were used to promote 2015 Grade 11 qualifying learners to 2016 Grade 12 full time learners. In view of the implementation of the new phase promotion policy, and the generation of schedules through SASAMS, Heads of Examinations in Districts are urged to thoroughly check the Grade 11 promotion schedules and ensure that only learners who have been indicated as promoted and or / progressed are captured in the system for Grade 12.

Please note that the due date for subject changes in Grade 12 was on 31 January 2016 and no more application will be accepted.

2. FULL TIME REPEATERS

The Eastern Cape Department of Education affords all learners, who did not meet the requirements for National Senior Certificate (NSC), an opportunity to return to school as Full-Time Repeaters doing School Based Assessment (SBA), orals and practical assessment tasks (PATs) again in 2016. Previous SBA, orals and PATs, for this category of learners' marks are not carried over. Full-Time Repeat candidates registration form is attached as **Annexure A**.

REGISTERING A FULL TIME REPEATER

- 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 the due date, 31 January 2016 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 or progression requirements for Grade 11 in other schools or Provinces and who are seeking registration as 2016 Grade 12 NSC candidates.
- 2) Learners who attended the same school in previous years from 2008, met Grade 11 NSC promotion requirements but could not come back to school and register for Grade 12. Transferred learners registration form is attached as **Annexure B**.

REGISTERING A TRANSFERRED LEARNER

A copy of the NSC Grade 11 report (compulsory) with contactable details (preferable a landline telephone number) and a 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 2016 NSC Grade 12.

A change of subject will only be registered if a request was made before the due date, 31 January 2016 and approved by the Provincial Office.

4. REPEAT (PART TIME) CANDIDATES

There are a number of learners who did not meet the requirements for 2008 - 2015 National Senior Certificate and who wish to write and improve one or more NSC subjects in 2016. In order to register as a part-time candidate for NSC in 2016, the learners must meet the following requirements:

1. Learners must be in possession of a 2008 - 2015 NSC Statement of results issued by the National Department of Basic Education. This means that the candidate must have written the NSC examination between 2008 - 2015.
2. Learners may only register for NCS subjects.
3. Learners 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 - 2012 candidates has expired. This implies that the 2008 -2012 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 – 2015 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 to the examination 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 required to accurately complete the attached form on the analysis of candidates numbers per subject and language version as part of the documentation required to complete the Grade 12 learners registration process as well as printing of papers (**Annexure D**). Schools are informed that there will be no printing of dual question papers hence the language version of each subject has to be clearly indicated.
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: Thursday 10 March 2016
- Grade 12 Transferred Learners: Thursday 10 March 2016
- Part-Time Candidates: Friday 11 March 2016
- Grade 12 progressed learners: Friday 11 March 2016

CONCLUSION

The Assessment and Examinations Directorate 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 2016 is able to access Higher Education Institutions and follow the career paths of their choice.



R TYWAKADI

DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

**NATIONAL SENIOR CERTIFICATE
FULL TIME 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.				

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

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

NATIONAL SENIOR CERTIFICATE
PART TIME CANDIDATE REGISTRATION FORM
GRADE 12

All Candidates

A. Exam Information

Exam Period

Y	Y	Y	Y	M	M
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Examination

☐ F = Final : S = Supplementary

Exam Centre Number

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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

<input type="checkbox"/> A = Afrikaans	<input type="checkbox"/> E = English	<input type="checkbox"/> I = Siswati	<input type="checkbox"/> N = isiNdebele	<input type="checkbox"/> P = Sepedi	<input type="checkbox"/> S = Sesotho
<input type="checkbox"/> T = XiTsonga	<input type="checkbox"/> V = TshiVenda	<input type="checkbox"/> W = SeTswana	<input type="checkbox"/> X = isiXhosa	<input type="checkbox"/> Z = isiZulu	

Date of Birth

Y	Y	Y	Y	M	M	D	D
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Identity/Passport Number

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Previous Exam Number

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Year/Month Wrote

Y	Y	Y	Y	M	M
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Study Permit

☐ Y = Yes : N = No

Surname

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First Name(s)

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Population Group

☐ A = Asian B = Black C = Coloured I = Indian W = White

Home Language (Statistical Purposes Only)

<input type="checkbox"/> A = Afrikaans	<input type="checkbox"/> E = English	<input type="checkbox"/> I = Siswati	<input type="checkbox"/> N = isiNdebele	<input type="checkbox"/> P = Sepedi	<input type="checkbox"/> S = Sesotho
<input type="checkbox"/> T = XiTsonga	<input type="checkbox"/> V = TshiVenda	<input type="checkbox"/> W = SeTswana	<input type="checkbox"/> X = isiXhosa	<input type="checkbox"/> Z = isiZulu	<input type="checkbox"/> 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

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Postal Code

--	--	--	--

e-Mail Address

Telephone Number

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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						

Candidate Signature

Date

Parent/ Guardian Surname & Initial (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 Principal	Contact Number	Rank

Please Print

Signature District Official

Date

D. Subjects and Codes (PART TIME LEARNERS)

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						

Candidate Signature

Date

DISTRICT OFFICIAL

Date

District Official Signature

DISTRICT STAMP



ANALYSIS OF CANDIDATE NUMBERS
PER SUBJECT – GRADE 12

ANNEXURE D
ASSESSMENT INSTRUCTION 09 OF 2016

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			

**ANNEXURE E**

Assessment Instruction 09 of 2016

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 2016 NSC entries.
2.
 - A. There are no ADDITIONS to the Grade 11 of 2015 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 2010 GRADE 11 IN THIS SCHOOL	
TOTAL NUMBER	
CANDIDATES PROMOTED FROM 2015 GRADE 11 IN THIS SCHOOL	
TOTAL NUMBER	
CANDIDATES ADDED TO 2015 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
TOTAL NUMBER	
CANDIDATES ADDED TO 2015 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 2016 NSC	
CANDIDATES PROMOTED FROM 2015 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 10/03/2016	

FULL NAME OF PRINCIPAL

SIGNATURE OF PRINCIPAL

DATE

SCHOOL STAMP