

#### **EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE**

Steve Vukile tshwete Education Complex, Zone 6 Zwelitsha, King Williams Town\* Private Bag X 0032\* Bisho\* 5607 Republic of South Africa \*\* Website: <a href="www.ecdoe.gov.za">www.ecdoe.gov.za</a> Email: <a href="mailto:funiwe.bikitsha@ecdoe.gov.za">funiwe.bikitsha@ecdoe.gov.za</a>

Ref. No. 13/P

Enquiries: Ms F. Bikitsha

Tel: 072 378 2817/ 040 602 7739

#### **ASSESSMENT INSTRUCTION 05 OF 2020**

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:

**8 JANUARY 2020** 

## 2020 REGISTRATION OF GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) LEARNERS

#### 1. INTRODUCTION

This Assessment Instruction deals with the registration of candidates for the 2020 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 CAN BE REGISTERED FOR THE 2020 NSC EXAMINATION

#### 2.1 FULL-TIME LEARNERS

Grade 11 promotion schedules were generated through SASAMS and will be used to promote 2019 Grade 11 qualifying learners to 2020 Grade 12 full-time learners.

Please note that the due date for subject changes for 2020 Grade 12 learners was on <u>15 December 2019</u> and no new applications will be accepted.

#### 2.2 FULL-TIME REPEATERS

• The Eastern Cape Department of Education affords all learners, who did not meet the requirements for the National Senior Certificate (NSC), an opportunity to return to school as full-time repeaters with them doing School Based Assessment (SBA), orals and practical assessment tasks (PATS) again in 2020.

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- Previous marks for SBA, orals and PATS, for this category of learners are not carried over.
- Full-Time Repeat candidate's registration form is attached as Annexure A.

#### 2.2.1 REGISTERING A FULL-TIME REPEATER

- A learner must have written the National Senior Certificate Examination.
- Full-time repeaters can change <u>one</u> subject provided that the learner did not change a subject in his/her previous Grade 12 year(s).
- The deadline for the submission of the subject change for the full-time repeat learners
  - is <u>31 January 2020</u> by schools to district examination offices with all necessary documentation.
- A statement of results or a schedule of results and a copy of an ID must be attached to the template and must be signed by the principal (Annexure A).
- Deadline for the submission of subject changes by districts to Head Office is 14 February 2020.

#### 3. TRANSFERRED LEARNERS

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

- Learners who met the promotion or progression requirements for Grade 11 in other schools or Provinces and who are seeking registration as 2020 Grade 12 NSC candidates in new schools.
- Learners who attended the same school in previous years from 2008, fulfilled Grade 11 NSC promotion requirements but could not return to school and register for

Grade 12.

• Transferred learners' registration form is attached as Annexure B.

#### 3.2 REGISTERING A TRANSFERRED LEARNER

- A copy of the NSC Grade 11 report (compulsory) with contactable details and a transfer card MUST be attached to a transferred learner's registration form.
- No registration forms will be accepted by the district examination offices or 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 at his/her school.
- The rate of fraudulent reports submitted by learners has drastically increased.
   Extra vigilance and care must thus be taken in the verification process.
- 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 2019 NSC Grade 12.
- A change of subject will only be registered if a request was made before the due date, 15 December 2019 and approved by the Provincial Office.

#### 4. REPEAT (PART-TIME) CANDIDATES

- 4.1 Learners who did not meet the requirements for 2008 2019 National Senior Certificate can register and improve one or more NSC subjects in 2020. To register as a part-time candidate for NSC in 2020, the learners must meet the following requirements:
  - Learners must be in possession of a 2008 2019 NSC statement of results issued by the National Department of Basic Education.
  - This means that the candidate must have written the NSC examination between 2008–2019.
  - Learners may only register for NCS subjects.
  - Learners may register for one or more subjects.
  - Candidates may change only one subject from those studied in the previous years provided that the candidate did not change a subject in his/her Grade 12 previous year(s).
  - For the new subject to be registered, a candidate must register at a <u>full-time</u> registered centre for tuition in the new subject.
  - A written confirmation by the full-time registered centre to provide SBA MUST be attached to the registration form.

NSC - Period SBA marks are valid

Exam Year		Valid	Period ,	Expirir	g Year		Expired	Average age	Year of Birth
2008	2009	2010	2011	2012	2013	2014	Yes	28	1990
2009	2010	2011	2012	2013	2014	-	Yes	27	1991
2010	2011	2012	2013	2014	2015	-	Yes	26	1992
2011	2012	2013	2014	2015	2016	-	Yes	25	1993
2012	2013	2014	2015	2016	2017	-	Yes	24	1994
2013	2014	2015	2016	2017	2018	-	Yes	23	1995
2014	2015	2016	2017	-	-	-	Yes	22	1996
2015	2016	2017	2018	-	-	-	Yes	21	1997
2016	2017	2018	2019	-	-	-	No	20	1998
2017	2018	2019	2020	, <del>-</del> .:	-	-	No	19	1999
2018	2019	2020	2021	-	-	-	No	18	2000
2019	2020	2021	2022	-	-	-	No	17	2001

Notes: Last two columns based on average age of matric learners. Info in the "Expired" column - as it is for the 2020 exam year/cycle.

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

- A South African ID book. This is compulsory, no candidate will be registered 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 copy of 2008 2019 NSC Statement of results.
- In the case of a candidate who has changed a subject, a letter from the <u>Principal of a registered school that will provide tuition</u>, assess and moderate SBA, Oral and PAT <u>marks</u> for the subject where no recorded marks are available, must be submitted.

- The candidate must agree to present himself/herself at the District Office to sign all <u>preliminary entry schedules</u> and to <u>collect an admission letter</u> 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).

#### 4.3 INSTRUCTIONS TO PRINCIPAL

- Principals of schools are required to accurately complete the attached form on the analysis of candidate's 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.
- Declaration on the correctness of the NSC Grade 12 learners' entries in respect of all the three categories of learners registering in a school must be completed and submitted (Annexure E).

#### 5. CLOSING DATES

- Grade 12 Full-Time Repeaters: 14 February 2020.
- Grade 12 Transferred Learners: 14 February 2020.
- Part-Time Candidates:

14 February 2020.

#### 6. CONCLUSION

Examinations and Assessment Chief Directorate strives to administer examinations with zero defect. This can only be achieved if the registration of all candidates is error-free. Principals are expected to disseminate this information widely to ensure that the class of 2020 can access higher education institutions and follow the career paths of their choice.

MR R. TYWAKADI

DDG: EPEM

09/01/2020

DATE



#### CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

# NATIONAL SENIOR CERTIFICATE FULL-TIME REPEAT CANDIDATE REGISTRATION FORM GRADE 12 - 2020

	RICT: DOL:			
NO.			EXAMINA NUMBER	TION YEAR
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
PRINC	CIPAL'S NAME:	SIGNA	ATURE:	DATE:
			so	CHOOL STAMP



#### **ANNEXURE B ASSESSMENT INSTRUCTION 05 OF 2020**

#### **CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT** NATIONAL SENIOR CERTIFICATE TRANSFERRED LEARNER REGISTRATION FORM **GRADE 12 - 2020** All Candidates A. Exam Information Exam Period 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 Identity/Passport Number Previous School Province Transfer Card Y = Yes : N = NoYear Surname First Name(s) Population Group A = Asian B = Black C = Coloured I = Indian W = White N = Home Language (Statistical Purposes) A = Afrikaans E = English I = Siswati P = Sepedi S = Sesotho isiNdebele 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 Tel Number

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## ANNEXURE C ASSESSMENT INSTRUCTION 05 OF 2020

	NATIONAL SENIOR CERTIFICATE
	PART-TIME CANDIDATE REGISTRATION FORM  GRADE 12 - 2020
All Candidates	GRADE 12 - 2020
A. Exam Information	
Exam Period	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 M M D D
Identity/Passport Number	
Previous Exam Number	Year/Month Wrote Y Y Y M M
Study Permit	Y = Yes : N = No
Surname	
First Name(s)	
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
	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

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#### D. Subjects and Codes

SUBJECT	CODE VERSION		RSION	SUBJECT	CODE	VERSIO	
		Eng.	Afr.			Eng.	Af
Afrikaans Home Language	AFRHL	150.51		Afrikaans Second Additional Language	AFRSA	Barrier States	
Afrikaans First Additional Language	AFRFA			IsiXhosa Second Additional Language	XHOSA		
English Home Language	ENGHL			0.00			10
English First Additional Language	ENGFA			Civil Technology	CVLT		
IsiXhosa Home Language	XHOHL	1		Electrical Technology	ELTT	1	+
IsiXhosa First Additional Language	XHOFA			Mechanical Technology	мснт		+
IsiZulu Home Language	ZULHL			Engineering Graphics and Design	GRDES		$\top$
Sesotho Home Language	SESHL		Pa syn	PROPERTY OF THE PROPERTY OF TH			
		1000		Geography	GEOG		
Mathematical Literacy	MLIT			History	HIST		
Mathematics	MATH			Religion Studies	RLGS		
Life Orientation	LIFE	EJER		Computer Applications Technology	CATN		
		100000		Information Technology	INFT	-	+-
Agricultural Management Practices	AGRM			Life Sciences	LFSC		_
Agricultural Science	AGRS			Physical Sciences	PHSC	<del>                                     </del>	+
Agricultural Technology	AGRT	<b>†</b>					
	by Charles			Consumer Studies	CNST		
Dance Studies	DNCE			Hospitality Studies	HOSP		$\neg$
Design	DSGN			Tourism	TRSM		
Dramatic Arts	DRMA					Electric State	100
Music	MUSC			Arabic Second Additional Language	ARBSA		
/isual Arts	VSLA			French Second Additional Language	FRHSA		
	3.700			German Second Additional Language	GRMSA		
Accounting	ACCN						
Business Studies	BSTD						
conomics	ECON						
Candidate Signature				Date			
Parent/ Guardian Surname & Initial (print)			Date		10 11 5		
orenty obtained initial (print)		\/E		Parent DN: NEW SCHOOL	/ Guardian Signa	ture	
lame of Contact Person at Previous School	Designation of				xam Result from	Previous Scho	ool
Please Print							
erified By:							
urname/ Initials of Principal Co	ntact Number	ST. San Steel	E NOVA PRATE	Principal Signature			ESP/ROTON

Surname/ Initials of Principal	Contact Number	Principal Signature
Please Print		

Exam Result from Previous
C-L1
School

Please Print Verified By:

Surname/ Initials of Principal	Contact Number	Rank	7128
Please Print			

Signature District Official

Date

#### E. Subjects and Codes (PART-TIME LEARNERS)

SUBJECT	CODE	CODE VERSION		SUBJECT	CODE	VERSION	
		Eng.	Afr.			Eng.	Afr.
Afrikaans Home Language	AFRHL			Afrikaans Second Additional Language	AFRSA		
Afrikaans First Additional Language	AFRFA	TO YOU		IsiXhosa Second Additional Language	XHOSA	0.0000000000000000000000000000000000000	
English Home Language	ENGHL						
English First Additional Language	ENGFA	1		Civil Technology	CVLT	3 532 334 33	
IsiXhosa Home Language	XHOHL			Electrical Technology	ELTT		+
IsiXhosa First Additional Language	XHOFA			Mechanical Technology	мснт		1
IsiZulu Home Language	ZULHL			Engineering Graphics and Design	GRDES		
Sesotho Home Language	SESHL						
		100		Geography	GEOG		
Mathematical Literacy	MLIT			History	HIST		
Mathematics	MATH			Religion Studies	RLGS		
Life Orientation	LIFE			Computer Applications Technology	CATN		
		D'SYRVERS		Information Technology	INFT	-	+
Agricultural Management Practices	AGRM			Life Sciences	LFSC		<b>-</b>
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			(25) (4) 1-30 (5) (4) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5		The same of	
Music	MUSC			Arabic Second Additional Language	ARBSA		
Visual Arts	VSLA			French Second Additional Language	FRHSA		+
				German Second Additional Language	GRMSA		
Accounting	ACCN					Eliza i Seki	
Business Studies	BSTD						
Economics	ECON						

Candidate Signature	Date	_
DISTRICT OFFICIAL	Date	District Official Signature
	DISTRICT	STAMP

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## ANALYSIS OF CANDIDATE NUMBERS PER SUBJECT – GRADE 12 - 2020

## ANNEXURE D ASSESSMENT INSTRUCTION O5 OF 2020

SCHOOL / CENTRE NAME:		DISTRICT:	
CONTACT PERSON:		TELEPHONE NO:	
VAK (AFRIKAANS VERSION)	AANTAL	SUBJECT (ENGLISH VERSION)	NO.
REKENINGKUNDE		ACCOUNTING	

VAK (AFRIKAANS VERSION)	AANTAL	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	1
GASVRYHEIDSTUDIES		HOSPITALITY STUDIES	
INLIGTINGSTEGNOLOGIE		INFORMATION TECHNOLOGY	
LEWENSWETENSKAPPE		LIFE SCIENCES	
WISKUNDE		MATHEMATICS	
WISKUNDE GELETTERDHEID		MATHEMATICAL LITERACY	
MEGANIESE TEGNOLOGIE		MECHANICAL TECHNOLOGY	
MUSIEK	1	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			



# STATEMENT CORRECTNESS OF GRADE 12 NSC ENTRIES (2020)

NAME OF SCHOOL				
NAME OF DISTRICT				
NAME OF PRINCIPAL CONTACT NO OF PRINCIPAL				
CONTACT NO OF FRINCIPAL				
DEC	CLARATION			
This consists of	3 pages. Complete in full.			
I declare the following:				
	e checking the statistics of the 2020 NSC			
entries.  2. There are no ADDITIONS to the Grequirements in this school.	Grade 11 of 2019 who met the promotion  OR			
B. A summary of additions, either	r full-time repeaters or transfers, is attached.			
<u>DELETE/CANCEL</u>	EITHER 2A OR 2B ABOVE			
3. I have retained a copy of this decla	ration for reference purposes.			
FULL NAME OF PRINCIPAL				
	SCHOOL			
	STAMP			
SIGNATURE OF PRINCIPAL	STAIVII			
DATE				
FULL-TIME CANDIDATES PROMOTED FROM 2019 GRADE 11 IN THIS SCHOOL				
TOTAL NUMBER				
NPA AL-I				
CANDIDATES ADDED TO 2020 (	GRADE 11 LEARNERS (TRANSFERS)			
NAME	PROOF OF ELIGIBILITY SUPPLIED			

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	HAT WILL BE ADD (FULL-TIME REPE		
NAME	F	PROOF OF ELIGIBILITY SUPPLIED	
	70		
CANDIDATES THAT WILL BE A	DED TO BRELIMI	NADV SCHEDIII	E (DADT TIME DEDEATEDS)
NAME			GIBILITY SUPPLIED
		,	
TOTAL NUMBER			
SUMMARY OF NUMBER OF O	CANDIDATES EL	IGIBLE TO WRI	TE 2020 NSC
CANDIDATES PROMOTED FROM IN THIS SCHOOL	M 2019 GRADE 11		
CANDIDATE TRANSFERRED FR SCHOOL/S	OM OTHER		
CANDIDATES WHO ARE FULL-T	IME REPEATERS		
TOTAL NUMBER OF GRADE CANDIDATES AS AT 14 FEBI			
FULL NAME OF PRINCIPAL	SIGNATUR		DATE
TOLE NAME OF PRINCIPAL	SIGNATURE		DAIL
			SCHOOL STAMP
			3CHOOL STAIVIP

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