



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

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MEMORANDUM

**TO: DISTRICT DIRECTORS
CES: CURRICULUM MANAGEMENT
DCES: EXAMINATIONS AND ASSESSMENT
PRINCIPALS OF SCHOOLS WITH GRADE 12 CANDIDATES
GRADE 12 CANDIDATES
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

**FROM: (A) DIRECTOR: EXAMINATION ADMINISTRATION AND LOGISTICS
MS N. MBELEKI**

SUBJECT: IMPORTANT NOTICE FOR THE CURRENT GRADE 12 CANDIDATES

DATE: 8 NOVEMBER 2021

The above matter refers.

1. Candidates must note that, the information that appears on the admission letter/ timetable will appear on his/her certificate;
2. An opportunity is hereby given to all candidates to check the correctness of the Name/s, Surname, Date of Birth and Identity Number (ID). This information should be the same as the one appearing in the ID;
3. If the candidate identifies an incorrect information, she/he must bring that to the attention of the principal, together with the copies of both an ID and the admission letter/ timetable;
4. If the candidate does not have an ID, a copy of birth certificate must be attached;
5. If a Grade 12 candidate wishes to change a surname, due to various reasons, she/he must submit it to the Principal, an approval letter from the Department of Home Affairs;
6. The closing date for the submission to the District Examination offices of changes emanating from the admission letter/ timetable is **on or before Monday, 29 November 2021**;





7. **NB:** IF CHANGES ARE NOT DONE AND THE CERTIFICATE IS PRINTED, UMALUSI WILL NOT MAKE ANY CHANGES UNLESS SUPPORTING DOCUMENTS WERE SUBMITTED BEFORE OR DURING THE WRITING OF GRADE 12 EXAMINATIONS.

Yours in Education

N. MBELEKI

(A) DIRECTOR: EXAMINATIONS & LOGISTICS

8 November 2021

DATE

