



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION 36 OF 2023

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF GRADE 12 REGISTERED PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 08 AUGUST 2023

**FINAL PRELIMINARY SCHEDULES FOR
2023 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) CANDIDATES**

1. The errors that were identified by the schools on the first preliminary schedules of learner entries for 2023 Grade 12 NSC examinations have been effected in the examination system.
2. It has been observed that some schools did not submit the supporting documents to District Examination offices despite the guidance that was given through Assessment Instruction 24 of 2023. Those corrections have not be effected in the system.
3. The **FINAL** preliminary schedule of learner entries is attached to this Assessment Instruction. Schools are given the **LAST** chance to verify the examination registration data.



4. It is the responsibility of the learners and school principals to ensure that details such as personal information and subjects, printed on the preliminary schedules are correct.
5. Principals are advised to distribute these preliminary schedules to learners so that they can check if their details are correct. This should be done with the assistance of the SMT and/or class teachers. Ensure that all Grade 12 candidates are accounted for.
6. It is highly advisable that a separate session under the guidance of the Deputy Principal, subject Heads and class teachers be held with all Grade 12 candidates, where the importance of verifying examination registration data is shared.
- 7.1 The following table will assist the school teams and candidates to go through the prelims and make the necessary changes RED INK (if any).

Item	Importance	Procedure to correct
Identity Number	All Grade 12 candidates are encouraged to be in a possession of an ID (Refer to Assessment Instruction 55/2017 that was based on DBE Circular E25 of 2017.	Attach a copy of the ID, if not yet in possession of an ID, attach a copy of the birth certificate. It is not easy to add an ID when the certificate has been printed.
Name/s, Surname	Certificates are printed based on the information from the examination system (IECS), therefore, if the information is incorrect, it will appear as such in the certificate.	Ensure that the name/s and surname are the same as those appearing in the ID. If there are changes, use RED ink to make corrections and attach a copy of the ID.
Contact Details	This information is for Departmental purposes	Write contact details using RED ink. (Address, Telephone Number, Cellphone number)
Immigrant	This is used for system related information	Attach a copy of the study permit
Special needs	Correct question papers and/or audios are prepared on the basis of this information.	Indicate the type/nature of the special need on the prelim
Music	This is used for system related information	Indicate the type of the instrument on the prelim

Subjects	Question papers are printed on the basis of registered subjects	Make changes (if any) in RED ink and attach a subject change approval letter. The candidate should <u>sign next to each correct subject</u>
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7.2 The following table will assist with documents as guided below:

Corrections	Supporting Valid Documents required
Personal details	Scratch, write the correct details and attach a copy of ID or Birth Certificate
Subject change	Scratch, write the new subject and attach a copy of approval letter or a Grade 11 promotion schedule.
Transfer from another school	Complete registration form and attach the Report card, transfer letter.
Transferred to another school (no longer attending in your school)	Attach a letter of request for de-registration of the record of the transferred candidate from the principal, the prelim crossed-out and write "TRANSFERRED" .
De-registration of a candidate	Cross out, write "DEREGISTER" and attach (i) letter from the candidate AND a parent, (ii) copy of the ID of the candidate, and (iii) a letter from the principal
Correcting a subject wrongly captured	Cross out, write the correct subject and attach 2022 Grade 11 promotion schedule
Omitted candidates	Complete registration form (if it is not the whole school)
Duplicate candidates	Cross out, write "DUPLICATE" and attach a letter of request for de-registration of the duplicate record.
Unknown candidate	Cross out, write "UNKNOWN" and attach a letter of request for de-registration of the unknown record.
Candidates in Grade 11	Cross out, write "IN GRADE 11" and attach a letter of request for de-registration of the Grade 11 learner record.
Candidates appeared with no subjects	Write the subjects in RED INK next to each candidate, and attach 2022 Grade 11 schedule.

8. Schools are also advised to pay special attention to ***Technology subject specialisations, Technical Mathematics, Technical Sciences, Mathematics/Mathematical Literacy and Home Language/First additional Language*** registrations.
9. After satisfying herself/ himself that the preliminary schedule is correct, the learner must sign the schedule.
10. Principals are reminded to make copies of the completed entry forms, corrected preliminary entries, and related documents and keep them in a safe place until the candidates are correctly resulted and certified.
11. **This is the FINAL preliminary schedule, however, if there still corrections, schools are advised to submit the errors with supporting documents to the District Examination Office on or before Friday, 18 August 2023.** If there are no corrections, the attached declaration form must be submitted to the District Examination Office, on the date mentioned above.
12. Principals and learners are requested to give this exercise the necessary attention it deserves to enable the Department to create an error-free 2023/11 examination registration record as incorrect registration data will affect the resulting of the affected learners and lead to non-issuance of the Grade 12 certificate.
14. All enquiries should be directed to the District Head of Examination and Assessment Office.



R. TYWAKADI

DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGEMENT AND DELIVERY



DECLARATION

VERIFICATION ON THE FINAL PRELIMINARY SCHEDULE OF LEARNER ENTRIES

I _____, in my capacity as the principal of

_____ (School Name),

Centre Number _____ declares that I have:

- Overseen the verification of FINAL preliminary schedules of 2023 NSC learners;
- There are NO corrections on the names of the learners;
- There are NO corrections the ID numbers (the names that appear and the ID numbers are the same as those reflected on the prelims);
- There are NO corrections on subjects.

I take full responsibility/accountability if any information furnished above is incorrect.

NAME

(PRINCIPAL)

SIGNATURE

DATE

