



## **CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:  
Enquiries: **Mr T Fourie** Tel: 040 608 7028 . Email: [tyronne.fourie@ecdoe.gov.za](mailto:tyronne.fourie@ecdoe.gov.za)

Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

### **ASSESSMENT INSTRUCTION 29 OF 2025**

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

**DATE: 22 MAY 2025**

#### **GUIDELINES FOR REGISTRATION RELATING TO THE 2025 OCTOBER / NOVEMBER EXAMINATION**

#### **1. General**

The Provincial Education Department received Examination Instruction 08 of 2025 from the Department of Basic Education.

This Examination Instruction serves to provide guidelines to PEDs, their District Offices and Schools for the registration of the 2025 October/November examination.

#### **2. Guidelines for the registration of NSC Candidates:**

- 2.1. The closing date for registration for Full Time and Part Time candidates was 14 March 2025. However, in the case of candidates that have registered and would have written the 2025 May/June examination, these candidates will be allowed until 21 August, to register for the 2025 October/November examination.



- 2.2. The registration data for full-time (FT) candidates (both first time and repeat fulltime candidates) will be extracted from the SA-SAMS system and be uploaded to the Integrated Examination Computer System (IECS).
- 2.3. Part Time (PT) candidates must complete a registration form which must be submitted at the school or the district office. The part-time candidate data will be captured manually on the IECS either at the district or provincial office.
- 2.4. The following is applicable to Part-Time candidates:
- (a) All candidates that registered for the October/November National Senior Certificate examination, as from 2008 may register for the 2025 October/November examination as Part Time candidates.
  - (b) Part Time Candidates may only register for subject/s for which they were registered in a previous October/November examination or May/June examination.
  - (c) Part Time Candidates who register for the 2025 October/November examination must have completed their SBA tasks, Practical Assessment Tasks and the Language Oral tasks in a previous October/November examination. In exceptional cases, a learner may change the subject that he/she registered for in the previous examination, after having consulted the district office and after having decided to complete the SBA component in that subject.
  - (d) Candidates who were absent with a valid reason (ill-health, death in the immediate family or other special reasons) from one or more question papers, may register for the 2025 October/November examination. Documentary proof substantiating reasons for the absenteeism, must be submitted to the school principal or at the office, where the registration form is submitted.
  - (e) Candidates who want to improve their overall achievement status or want to



- (f) improve their results in a specific subject, may register for the 2025 October/November examination.
  - (g) Candidates that would have applied for a remark of the 2025 May/June examination must also register for the October/November examination before 21<sup>st</sup> August 2025, if they desire to write the October/November examination. If after the re-mark results are released and a candidates may withdraw their application for the 2025 October/November examination. This must be done in writing and submitted to the district office or the school where the application was submitted.
  - (h) In the case where a candidate was absent from one or more question papers in a subject in the 2024 October/November examination, the candidate must rewrite all the question papers for that subject, in the 2025 October/November examination.
  - (i) In a case where an irregularity is being investigated from the 2024 October/November examination, provisional enrolment for the 2025 October/November examination may be granted to the candidate concerned, pending the outcome of the investigation.
3. SA-SAMS is used as the platform for the capture of learner data at school level and Grade 12 Registration data will be uploaded from SASAMS. Refer to ANNEXURE B, which is a Simplified Guideline on the use of SASAMS for the purpose of Grade 12 candidate registration. The uploading of Grade 12 candidate data at provincial level was scheduled for extraction on 15<sup>th</sup> April 2025. Please note that as from 2025 only the data on the NSC Registration tables will be extracted from SA-SAMS.
4. After the SA-SAMS registration data from the individual schools has been uploaded onto the IECS, a Preliminary Schedule of Registration data (Prelims) will be sent out to schools for verification of the registration data. The Preliminary Schedules should be sent out to schools atleast twice. Principals must ensure that the candidate details



as well as the subjects are correct on the Preliminary Schedules. See list of areas to be checked in **Annexure A** below.

5. **District Offices must assist Part-Time candidates to find spaces at Writing Centres, if schools have reached their capacity.**
6. Please ensure that the contents of this Assessment Instruction are brought to the attention of all candidates who qualify to write the October/November 2025 examination.

Your co-operation in this regard is appreciated.

**DDG: CM&D**  
**MR R. TYWAKADI**



## ANNEXURE A

### PRINCIPALS MUST VERIFY THE FOLLOWING DETAILS ON THE PRELIMINARY SCHEDULES:

- a) The names and surname of the candidate. Confirm the spelling and ensure that there is only one space between names, and remove any special characters and numbers attached to names and surnames.
- b) The ID number must be the same as on the school records and the ID has 13 digits with the first 6 characters being the date of birth.
- c) Confirm the registration type – FT or PT.
- d) A candidate must be marked as a repeater, if he/she is repeating Grade 12.
- e) A candidate must be marked as an immigrant, if he/she qualifies for immigrant status. Immigrant candidates will be registered with passport or study permit number.
- f) Check if the immigrant qualifies for the language concession.
- g) Learners with special needs must be marked as an SNE candidate. Also confirm the barrier to learning as well as the accommodation. It needs to be noted that the accommodation that is captured must be approved by the provincial office.
- h) Confirm if the SNE candidate qualifies for a Language and/or Mathematics concession.
- i) Confirm if the SNE candidate wishes to register for the “Endorsed NSC”.
- j) Confirm the race and gender of the candidate.
- k) Check the language selections i.r.o. Home Lang (Any of the 11 official languages), the language of learning and teaching (English or Afrikaans) and Certificate Language (English or Afrikaans).
- l) Confirm the Progressed status of the candidate, if applicable, and ensure that the candidate has satisfied the necessary progression criteria.
- m) Check if the 6 POPIA indicators are marked correctly.
- n) In the case of Part-time candidates, confirm if the candidate is registered to receive support through the Second Chance Matric Programme (SCMP).



- o) Confirm that the subject selection of the candidate is correct. For languages confirm the language level – Home Language (HL), First Additional Language (FAL) or Second Additional Language (SAL). The candidate must register for seven or more subjects. Only SNE candidates may register for the Endorsed NSC which is reduced to five subjects.
- p) In the case of Part-time candidates, the “Redo” indicator will be completed, if the candidate wants to redo the SBA, a “Yes” indicator is captured.
- q) Confirm that the NSC subject combinations have been applied correctly in terms of the prescribed policy.