EC/05/001



DEPARTMENT OF EDUCATION ISEBE LEZEMFUNDO DEPARTEMENT VAN ONDERWYS



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Province of the Eastern Cape

Grade 10 Examination Centre Registration November 2012 Examination

Closing Date: 10 December 2010

Where applicable, use an "X", otherwise use BLOCK LETTERS	
(1) Was the Examination Centre used during the November 2010 Exam If Yes, complete paragraphs (a) and (b) below	inations? Yes No
(a) Examination Centre Number used in 2010:	(Call 043-735 1820
(b) EMIS Number used in 2010:	to obtain EMIS No.)
(c) UMALUSI Accreditation No. (Independent schools only)	
(2) Type of Centre: Public School / Part-time School / Special School / Independent School	
(3) Official Name of Examination Centre:	
(4) Physical Address of Examination Centre: (5) Postal Ad	ddress of Examination Centre:
Area Code	Postal Code
(6) Tel. No. of Examination Centre:	
(7) Fax No of Examination Centre:	
(8) Email Address of Principal:	
(9) Surname & Initials of Principal:	
(10) Home Tel. No. of Principal:	
(11) Cell No. of Principal:	
(12) Alternate Contact (Surname & Init)	
(13) Cell No. of Alternate Contact:	
(14) Magisterial District where Examination Centre is situated:	
(15) District Office administering Centre:	
(16) Name of Education Development Officer:	
(17) No. of Grade 11 Learners at Examination Centre this year:	
(18) No. of Grade 10 Learners at Examination Centre this year:	
(19) Language of Learning and Teaching at Centre: (A=Afrikaans / E=English / D=Afr & Eng)	
(13) Early dage of Ecarring and Teaching at Centre. (N=Ninkdans / E=Em	glish / D=/th & Eng/
Signature of Principal/Official in Charge	Official Stamp
Currence 9 Initials (Pleak I stress)	
Surname & Initials (Block Letters)	
Date	>>> See Reverse Side
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National Guidelines for the Registration of an Examination Centre: Every Examination Centre must first be registered as an Educational Institution with the Department of Education. Every independent school must first obtain accreditation from UMALUSI. Evidence to be attached. Is the proposed venue conducive to the writing of examinations? YES/NO Is the proposed venue situated in an area where the candidates will not be distracted by external factors, e.g. Taxi Rank, busy roads, factories, heavy industries, etc.? YES/NO Does the proposed venue have: a) sufficient space and appropriate furniture to seat all the candidates? YES/NO b) proper lighting & ventilation? YES/NO c) adequate drinking water facilities? YES/NO d) adequate toilet facilities? YES/NO e) clearance in terms of local health and fire services by-laws? YES/NO f) secure means for safe-keeping of examination material? YES/NO Are there suitably qualified teaching staff (NCS trained)? YES/NO Are there members of the community who can be trained as invigilators, if necessary? YES/NO **Proposed Venue visited by an Official from:** District Office Provincial Office **District Office** Details of official who visited centre: Name: Designation: The Proposed Examination Centre, detailed overleaf, meets the criteria as outlined above. Recommended for Grd 10 Not Recommended for Grd 10 Recommended Registration Type: Full Time / Part Time Signature: District Director Official Stamp Surname & Initials (Block Letters) Date Provincial Office (Directorate: Assessment and Examinations) Details of official who visited centre: Name: Designation: Recommendations: Signature: Approved for Grade 10 Not Approved for Grade 10 If Approved, Examination Centre No: Name: Signature of Director: Assessment and Examinations Official Stamp Surname & Initials (Block Letters)

Date