EC/05/001



DEPARTMENT OF EDUCATION ISEBE LEZEMFUNDO DEPARTEMENT VAN ONDERWYS



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Province of the Eastern Cape

Grade 12 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 Examinations? Yes No
If Yes, complete paragraphs (a) and (b) below (a) Examination Centre Number used in 2010:
(Call 043-735 182
(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 Address 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 12 Learners at Examination Centre this year:
(18) No. of Grade 11 Learners at Examination Centre this year:
(19) Language of Learning and Teaching at Centre: (A=Afrikaans / E=English / D=Afr & Eng)
Signature of Principal/Official in Charge Official Stamp
Surname & Initials (Block Letters)
Date >>> See Reverse Side

EC/05/001 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 Grd 12 Not Recommended Grd 12 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 Grd 12 Not Approved Grd 12 If Approved, Examination Centre No: Name: Signature of Director: Assessment and Examinations

Surname & Initials (Block Letters)

Date

Official Stamp