



REFERENCE 13/P

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ASSESSMENT INSTRUCTION 40 OF 2011

TO:

- DEPUTY DIRECTOR-GENERAL**
- CHIEF DIRECTORS**
- HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS**
- CHIEF EDUCATION SPECIALISTS**
- EDUCATION DEVELOPMENT OFFICERS**
- DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS**
- DEPUTY DIRECTORS**
- ASSISTANT DIRECTORS**
- SENIOR ADMIN OFFICERS**
- PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10-12)**
- TEACHER UNIONS / ORGANISATIONS**
- SCHOOL GOVERNING BODIES**

DATE: 27 June 2011

COMMON TARIFFS FOR CERTIFICATION SERVICES BY UMALUSI

1. Circular QCC 1 of 2011 from Umalusi dated 31-03-2011 and received in the Province of the Eastern Cape on 14-04-2011, has reference.
2. In terms of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)* Umalusi Council has decided to increase the certification fees due to increases in operational costs and inflation.
3. Umalusi had to consult with the Ministry of Basic Education in respect of the increase as part of the Umalusi budget and only received approval for the proposed budget on 31 March 2011. It is for this reason that it has only been possible to communicate this information to the Districts at this late stage. The revised tariff structure for certification services was approved for implementation from 1 April 2011.
4. This Assessment Instruction replaces Assessment Instruction 23 of 2010 dated 10 March 2010

5. The new tariffs in respect of the issuing of certificates are:

EXAMINATION ITEM	TARIFF
	R/c
Senior Certificate	48.00
National Senior Certificates (schools)	48.00
General Education and Training Certificate (ABET Level 4)	48.00
Subject Certificate	48.00
Learning Area Certificate	48.00
Subject Statements	48.00
National Senior Certificate (Technical)	96.00
National Certificate (Vocational)	96.00
National N3 Certificate)	96.00
Subject Statement	96.00
Statement of Symbols	15.00
Forced Change of Name	250.00

6. Districts must charge one tariff for each qualification. There is no differentiation in tariffs regardless of whether a full qualification, Subject Statement, Subject Certificate or Learning Area Certificate is issued.

7. Attached find application forms for the various certificates:

7.1. Application for Statement of Symbols	Annexure A
7.2. Application for a Combination of Subjects	Annexure B
7.3. Application for Change of Name / Surname	Annexure C
7.4. Application for a Statement in Lieu of a lost Certificate	Annexure D
7.5. Application for a Duplicate Teacher's Certificate	Annexure E
7.6. Application for Forced Change of Name / Surname	Annexure F
7.7. Tariffs for Certification services	Annexure G

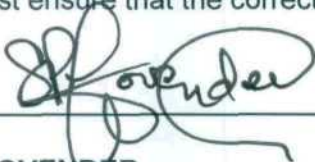
8. In terms of Circular QCC 1 of 2010 dated 22 February 2010 Umalusi Committee has amended the Interim Directive for Certification to cater for candidates who wish to change the following details on their certificates:

- 8.1. Change of their gender
- 8.2. Change of identity number
- 8.3. Change of date of birth
- 8.4. Change of names

9. With regard to applications where a person wishes to have the certificate re-issued with the gender, date of birth or identity number same to that reflected on his/her ID book the process given below must be followed:

- 9.1. The candidate must make a detailed sworn statement (affidavit) clearly indicating the reasons why there is a mismatch between the information provided at registration (and which is reflected on the certificate) and the change proposed. Furthermore, the person requesting the changes should indicate what has happened to occasion the request for a re-issue.
- 9.2. The candidate must provide some form of documentation that was used for examination registration.

- 9.3. In the case, where the candidate is not in possession of a birth registration certificate and the date of birth is requiring to be changed, he/she must endeavour to provide some form of evidence such as clinic card, baptismal certificate, confirmation certificate or school report which reflects the person's name and date of birth. Should the person have no such documentation, he/she must attest to this fact in the affidavit.
- 9.4. The candidate must provide certified copies of all relevant identity documents and/or correspondence with the Department of Home Affairs to confirm the correct date of birth, identity number or re-registration of gender.
- 9.5. The candidate must present herself/himself with the above-mentioned documentation and be interviewed by two officials at the assessment body concerned.
- 9.6. Both officials who interviewed the candidate must make separate written declarations to the effect that the documentation provided has been verified by them, and that the candidate interviewed and requesting the re-issue is the person represented in the identity documentation. These sworn statements, stamped and co-signed by a Senior Manager in the assessment body, are to accompany the application for the re-issue.
- 9.7. A formal electronic request by the assessment body must be submitted along with the necessary documentation, as prescribed in the Directives for Certification (2005).
10. The requirements are:
- 10.1. The request for a re-issue be made through an assessment body
 - 10.2. The original certificate be returned,
 - 10.3. The verification process be undertaken for each of the documents submitted,
 - 10.4. The changes made to the mainframes system that will allow certification to recognize the reasons for re-issue, should all help ensure that fraudulent certificates do not go into circulation.
11. Re-issues in the above instances will be done as a special application at a cost of R250.00 per individual request. The fee for special applications will be reviewed annually.
12. It should be noted that when an application for a re-issue of a certificate is requested, the directive regarding re-issues should still be followed.
13. The tariffs specified in this Assessment Instruction is implemented from the 1st April 2011 and Districts must ensure that the correct fees are paid when applications for certificates are accepted.



S.P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT



ASSESSMENT AND EXAMINATIONS DIRECTORATE
* P. O. Box 4571 King William's Town * 5600 *
REPUBLIC OF SOUTH AFRICA *

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Application for Change of Name / Surname

This application must be submitted to the Head of Department.

Directorate: Assessment and Examinations, P. O. Box 4571, King Williams Town, 5600 together with a Payment of R48,00

A) Particulars of applicant:

Surname: _____ First Name(s): _____

Postal Address _____

Postal Code

Gender M = Male F = Female Tele. No. Cell. No.

Examination (Indicate: Grade 12[Std 10], Std 8, Std 5 etc) Examination Number _____

Year in which the examination was passed (YYYY) At which School/Centre Previous TBCV States _____

Province _____

B) Name of applicant as shown on original certificate

Surname: _____ First Name(s) _____

Names required to be shown on certificate

Surname: _____ First Name(s) _____

C) Date of birth on certificate **Correct date of birth**

D) Identity No. on certificate _____ **Correct Identity No.** _____

Please note that the original certificate and a Photostat copy of the applicant's particulars from their identity document must be attached to this application. NB. Travel or temporary identity document are not acceptable

SWORN DECLARATION

This declaration must be signed before a commissioner of Oaths

I, the undersigned, hereby declare that the information given is to the best of my knowledge correct and the prescribed Oath binding

Date _____ Signature _____

Signed at _____ on this _____ day of _____ in the year _____

The deponent acknowledges that he/she understands the contents of this Affidavit which has been signed and Sworn before me.

Official Stamp _____ Commissioner of Oaths _____





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Application for Forced Change of Name / Surname

This application must be submitted to the Head of Department.

Directorate: Assessment and Examinations, P. O. Box 4571, King Williams Town, 5600 together with a Payment of R250,00

A) Particulars of applicant:	
Surname:	First Name(s):
Postal Address	
Postal Code <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	
Gender <input type="checkbox"/> M = Male <input type="checkbox"/> F = Female	Tele. No. <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
Cell. No. <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Examination Number
Examination (Indicate: Grade 12[Std 10], Std 8, Std 5 etc)	<input type="checkbox"/> At which School/Centre Previous TBCV States
Year in which the examination was passed (YYYY) <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Province
B) Name of applicant as shown on original certificate	
Surname:	First Name(s)
Names required to be shown on certificate	
Surname:	First Name(s)
C) Date of birth on certificate <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Correct date of birth <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
D) Identity No. on certificate	Correct Identity No.
Please note that the original certificate and a Photostat copy of the applicant's particulars from their identity document must be attached to this application. NB. Travel or temporary identity document are not acceptable	
SWORN DECLARATION	
This declaration must be signed before a commissioner of Oaths	
I, the undersigned, hereby declare that the information given is to the best of my knowledge correct and the prescribed Oath binding	
Date	Signature
Signed at	on this day of in the year
The deponent acknowledges that he/she understands the contents of this Affidavit which has been signed and Sworn before me.	
Official Stamp	Commissioner of Oaths





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Application for a Duplicate Teacher's Certificate

This application must be submitted to the Head of Department.

Directorate: Assessment and Examinations, P. O. Box 4571, King Williams Town, 5600 together with a Payment of R48,00

Particulars of applicant:					
Surname: _____			First Name(s): _____		
Maiden Name _____			_____		
Postal Address _____					

Postal Code	<input type="text"/>	Tele. No.(h)	<input type="text"/>	Tele. No.(w)	<input type="text"/>
	<input type="text"/>	Cell No.	<input type="text"/>		<input type="text"/>
Date of Birth	<input type="text"/>	Identity Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of College	<input type="text"/>		<input type="text"/>	Course	<input type="text"/>
The Original Certificate was: (Mark with a "X") Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Never Received <input type="checkbox"/> Destroyed <input type="checkbox"/>				Exam Date	<input type="text"/>
First Supplementary			Second Supplementary		
Exam Date	<input type="text"/>	Exam Date	<input type="text"/>	Subjects	<input type="text"/>
Subjects			Subjects		
_____			_____		
_____			_____		
_____			_____		
Signature of Applicant _____			Date _____		
SWORN DECLARATION					
This declaration must be signed before a commissioner of Oaths					
I, the undersigned, hereby declare that the information given is to the best of my knowledge correct and the prescribed Oath binding					
Date _____	Signature _____		_____		
Signed at _____	On this _____	Day of _____	In the year _____		
The deponent acknowledges that he/she understands the contents of this Affidavit which has been signed and Sworn before me.					
Official Stamp			Commissioner of Oaths _____		
_____			_____		



TARRIFS FOR CERTIFICATION SERVICES

EXAMINATION ITEM	YEAR AND TARIFF			
	2008/9	2009/10	2010/11	2011/12
National Senior Certificate	30.00	35.00	40.00	48.00
General Education and Training Certificate	30.00	35.00	40.00	48.00
Application for duplicate certificates that were issued to replace previous certificates (Senior Certificate and GETC)	30.00	35.00	40.00	48.00
Re-issue of statements of symbols/results (subject certificate/statement)	30.00	35.00	40.00	48.00
Changes, amendments to certificates (re-issues)	30.00	35.00	40.00	48.00
Application for replacement (duplicate) certificates-National Senior Certificate (Technical), National Certificate (Vocational), National N# certificate and Subject Statement	60.00	70.00	80.00	96.00
National Senior Certificate (Technical), National Certificate (Vocational), National N3 certificate and Subject Statement	60.00	70.00	80.00	96.00
Confirmation document issued prior to the certificate (system generated document)	15.00	15.00		15.00
Re-issue statement of results (provincial)	15.00	15.00		15.00
Teachers certificates/diplomas	30.00	35.00		48.00