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**ASSESSMENT AND EXAMINATIONS**

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**ASSESSMENT INSTRUCTION 09 OF 2016**

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

**DATE: 25 FEBRUARY 2016**

**2016 REGISTRATION OF GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) LEARNERS**

**INTRODUCTION**

This Assessment Instruction deals with the registration of candidates for the 2016 National Senior Certificate (NSC) Examination. It outlines the categories of learners who may be registered by a registered school or a part-time district examination centre.

**LEARNERS WHO WILL BE REGISTERED FOR 2016 NSC EXAMINATION**

**1. FULL TIME LEARNERS**

A Grade 11 promotion schedule that has been generated through SASAMS as per Assessment Instruction 47 of 2015 were used to promote 2015 Grade 11 qualifying learners to 2016 Grade 12 full time learners. In view of the implementation of the new phase promotion policy, and the generation of schedules through SASAMS, Heads of Examinations in Districts are urged to thoroughly check the Grade 11 promotion schedules and ensure that only learners who have been indicated as promoted and or / progressed are captured in the system for Grade 12.

**Please note that the due date for subject changes in Grade 12 was on 31 January 2016 and no more application will be accepted.**

## 2. FULL TIME REPEATERS

The Eastern Cape Department of Education affords all learners, who did not meet the requirements for National Senior Certificate (NSC), an opportunity to return to school as Full-Time Repeaters doing School Based Assessment (SBA), orals and practical assessment tasks (PATS) again in 2016. Previous SBA, orals and PATS, for this category of learners' marks are not carried over. Full-Time Repeat candidates registration form is attached as **Annexure A**.

### REGISTERING A FULL TIME REPEATER

- A learner must have written the National Senior Certificate Examinations
- A statement of results or a schedule of final results must be attached to the template signed by the principal (**Annexure A**).
- **A change of one subject will only be registered if a request was made before the due date, 31 January 2016 and approved by the Provincial Office.**

## 3. TRANSFERRED LEARNERS

The following categories of learners are referred to as Transferred Learners:

- 1) Learners who met the promotion or progression requirements for Grade 11 in other schools or Provinces and who are seeking registration as 2016 Grade 12 NSC candidates.
- 2) Learners who attended the same school in previous years from 2008, met Grade 11 NSC promotion requirements but could not come back to school and register for Grade 12. Transferred learners registration form is attached as **Annexure B**.

### REGISTERING A TRANSFERRED LEARNER

A copy of the NSC Grade 11 report (compulsory) with contactable details (preferable a landline telephone number) and a transfer card **MUST** be attached to a transferred learner registration form. No registration forms will be accepted by the Provincial Office without these attachments (**Annexure B**). **It is the responsibility of the Principal to verify the validity of the school report submitted by the new learner in his/her school.** The rate of fraudulent reports submitted by learners has drastically increased. The validity of the documents of a transferred learner will also be checked by the District/Province on the promotion schedule of an Eastern Cape school. If the learner is from another Province, the validity of the documents will be checked by officials in the relevant Province. Principals are urged to inform parents of this process and to **register these learners provisionally** until notification of their registration in the 2016 NSC Grade 12.

**A change of subject will only be registered if a request was made before the due date, 31 January 2016 and approved by the Provincial Office.**

#### 4. REPEAT (PART TIME) CANDIDATES

There are a number of learners who did not meet the requirements for 2008 - 2015 National Senior Certificate and who wish to write and improve one or more NSC subjects in 2016. In order to register as a part-time candidate for NSC in 2016, the learners must meet the following requirements:

1. Learners must be in possession of a 2008 - 2015 NSC Statement of results issued by the National Department of Basic Education. This means that the candidate must have written the NSC examination between 2008 - 2015.
2. Learners may only register for NCS subjects.
3. Learners may register for one or more subjects.
4. Candidates may change only one subject from those studied in the previous years. In order for the new subject to be registered, a candidate must register at a full-time registered centre for tuition in the new subject. A written confirmation by the full time registered centre MUST be attached to the registration form.
5. **NB:** The SBA shelf life for 2008 - 2012 candidates has expired. This implies that the 2008 -2012 candidates have to generate a new SBA.

#### DOCUMENTATION REQUIRED TO REGISTER A REPEAT (PART – TIME) CANDIDATES

1. A South African ID book. This is compulsory and no candidate may access a District examination centre without it. Affidavits are not accepted.
2. A part time registration form which will serve as a proof of registration must be completed in full ( *Annexure C* ) .
3. A copy of 2008 – 2015 NSC Statement of results.
4. In the case of a candidate who has changed a subject, a letter from the Principal of a registered school that will provide tuition, assess and moderate SBA, Oral and PAT marks for the subject where no recorded marks are available, must be submitted.
5. The candidate must agree to present himself/herself at the District Office to sign all preliminary entry schedules and to collect an Admission Letter to the examination that will give him/her access to the examination room.
6. The District Office will issue the applicant with a proof of registration (COMPULSORY) (**Annexure C**).
7. Principals of schools are required to accurately complete the attached form on the analysis of candidates numbers per subject and language version as part of the documentation required to complete the Grade 12 learners registration process as well as printing of papers (**Annexure D**). Schools are informed that there will be no printing of dual question papers hence the language version of each subject has to be clearly indicated.
8. Declaration on the correctness of the NSC Grade 12 learner entries in respect of all the three categories of learners registering in a school must be completed and submitted (**Annexure E**).

