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ASSESSMENT INSTRUCTION 09 OF 2017

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: 20 JANUARY 2017

2017 REGISTRATION OF GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) LEARNERS

INTRODUCTION

This assessment instruction deals with the registration of candidates for the 2017 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 CAN BE REGISTERED FOR THE 2017 NSC EXAMINATION

1. FULL-TIME LEARNERS

A Grade 11 promotion schedule was generated through SASAMS as per Assessment Instruction 42 of 2016 and was used to promote 2016 Grade 11 qualifying learners to 2017 Grade 12 full-time learners.

Please note that the due date for subject changes for 2017 Grade 12 learners was on 15 December 2016 and no new applications will be accepted.

2. FULL-TIME REPEATERS

The Eastern Cape Department of Education affords all learners, who did not meet the requirements for the National Senior Certificate (NSC), an opportunity to return to school as full-time repeaters with them doing School Based Assessment (SBA), orals and practical assessment tasks (PATS) again in 2017. Previous SBA, orals and PATS, for this category of learners' marks are not carried over. A Full-Time Repeat candidate's registration form is attached as **Annexure A**.

REGISTERING A FULL-TIME REPEAT LEARNER

- A learner must have written the National Senior Certificate Examination.
- A full-time repeat learner are allowed to change one subject provided that the learner did not change a subject in his/her previous Grade 12 year(s). The deadline for the submission of the subject change for the full-time repeat learners is **31 January 2017** by schools to district examination offices with all necessary documentation.
- A statement of results or a schedule of final results and a copy of an ID must be attached to the template and must be signed by the principal (**Annexure A**).

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 2017 Grade 12 NSC candidates in new schools.
- (2) Learners who attended the same school in previous years from 2008, fulfilled Grade 11 NSC promotion requirements but could not return to school and register for Grade 12. The 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 and a transfer card **MUST** be attached to a transferred learner's registration form. No registration forms will be accepted by the district examination offices or 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 at his/her school.** The rate of fraudulent reports submitted by learners has drastically increased. Extra vigilance and care must thus be taken in the verification process. 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 2017 NSC Grade 12.

A change of subject will only be registered if a request was made before the due date, 15 December 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 2008–2016 National Senior Certificate and who wish to write and improve one or more NSC subjects in 2017. In order to register as a part-time candidate for NSC in 2017, the learners must meet the following requirements:

1. Learners must be in possession of a 2008–2017 NSC Statement of results issued by the National Department of Basic Education. This means that the candidate must have written the NSC examination between 2008–2016.
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 provided that the candidate did not change a subject in his/her Grade 12 previous year(s). 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 to provide SBA **MUST** be attached to the registration form.

SBA Validation Period: Table

Exam Year	Valid Period					Expiry Date
2008	2009	2010	2011	2012	2013	2014
2009	2010	2011	2012	2013	2014	2015
2010	2011	2012	2013	2014	2015	2016
2011	2012	2013	2014	2015	2016	2017
2012	2013	2014	2015	2016	2017	2018
2013	2014	2015	2016	2017	2018	2019
2014	2015	2016	2017	-	-	2018
2015	2016	2017	2018	-	-	2019
2016	2017	2018	2019	--	-	2020
2017	2018	2019	2020	-	-	2021

5. **NB:** The SBA shelf life for 2008–2011 candidates has expired. This implies that the 2008–2011 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 2008–2016 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**).

OTHER DOCUMENTS TO BE SUBMITTED

1. 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.
2. 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**).

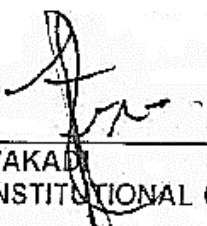
CLOSING DATES

The following closing dates must be strictly adhered to:

- Grade 12 Full-Time Repeaters: Friday, 24 February 2017
- Grade 12 Transferred Learners: Friday, 24 February 2017
- Part-Time Candidates: Friday, 24 February 2017

CONCLUSION

The Assessment and Examinations Directorate strives to administer examinations with zero defect. This can only be achieved if the registration of all candidates is error-free. Principals are expected to disseminate this information widely to ensure that the class of 2017 is able to access higher education institutions and follow the career paths of their choice.



R. TYWAKADI
DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

NATIONAL SENIOR CERTIFICATE
FULL-TIME REPEAT CANDIDATE REGISTRATION FORM
GRADE 12

DISTRICT: _____

SCHOOL: _____

NO.	LEARNER'S NAME	ID NUMBER	EXAMINATION NUMBER	YEAR
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

PRINCIPAL'S NAME: _____ **SIGNATURE:** _____ **DATE:** _____

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

**NATIONAL SENIOR CERTIFICATE
TRANSFERRED LEARNER REGISTRATION FORM
GRADE 12**

All Candidates

A. Exam Information

Exam Period

Y	Y	Y	Y	M	M
---	---	---	---	---	---

Examination

 F = Final : S = Supplementary

Exam Centre Number

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EMIS Number

Exam Centre Name

Written in RSA

 Will the examination be written in RSA? Y = Yes : N = No

B. Personal Information

Exam Paper Language

 A = Afrikaans : E = English

Certificate Language

<input type="checkbox"/>	A = Afrikaans	E = English	I = Siswati	N = isiNdebele	P = Sepedi	S = Sesotho
	T = XiTsonga	V = TshiVenda	W = SeTswana	X = isiXhosa	Z = isiZulu	

Date of Birth

Y	Y	Y	Y	M	M	D	D
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Identity/Passport Number

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Previous School

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Province

Transfer Card

 Y = Yes : N = No

Year

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Surname

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First Name(s)

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Population Group

 A = Asian B = Black C = Coloured I = Indian W = White

Home Language (Statistical Purposes)

<input type="checkbox"/>	A = Afrikaans	E = English	I = Siswati	N = isiNdebele	P = Sepedi	S = Sesotho
	T = XiTsonga	V = TshiVenda	W = SeTswana	X = isiXhosa	Z = isiZulu	U = Unspecified

Special Needs

 A = Aphasic/Dyslectic (Concession Application Required) : B = Blind : D = Deaf : N = None

Mathematical Disorder

 Y = Yes (Concession Application Required) : N = No :

C. General Information

Postal Address

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Postal Code

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E-mail address

Tel Number

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Cell

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DIRECTORATE: ASSESSMENT AND EXAMINATIONS

NATIONAL SENIOR CERTIFICATE
PART-TIME CANDIDATE REGISTRATION FORM
GRADE 12

All Candidates

A. Exam Information

Exam Period

Y	Y	Y	Y	M	M
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Examination F = Final : S = Supplementary

Exam Centre Number

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 EMIS Number _____

Exam Centre Name _____

Written in RSA Will the examination be written in RSA? Y = Yes : N = No

B. Personal Information

Exam Paper Language A = Afrikaans : E = English

Certificate Language A = Afrikaans E = English I = Siswati N = isiNdebele P = Sepedi S = Sesotho
T = XiTsonga V = TshiVenda W = SeTswana X = isiXhosa Z = isiZulu

Date of Birth

Y	Y	Y	Y	M	M	D	D
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Identity/Passport Number

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Previous Exam Number

--	--	--	--	--	--	--	--

 Year/Month Wrote

Y	Y	Y	Y	M	M
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Study Permit Y = Yes : N = No

Surname

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First Name(s)

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Population Group A = Asian B = Black C = Coloured I = Indian W = White

Home Language (Statistical Purposes Only) A = Afrikaans E = English I = Siswati N = isiNdebele P = Sepedi S = Sesotho
T = XiTsonga V = TshiVenda W = SeTswana X = isiXhosa Z = isiZulu U = Unspecified

Special Needs A = Aphasic/Dyslectic (Concession Application Required) : B = Blind : D = Deaf : N = None

Mathematical Disorder Y = Yes (Concession Application Required) : N = No :

C. General Information

Postal Address

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Postal Code

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 E-mail address _____

Telephone Number

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 Cell

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D. Subjects and Codes

SUBJECT	CODE	VERSION		SUBJECT	CODE	VERSION	
		Eng.	Afr.			Eng.	Afr.
Afrikaans Home Language	AFRHL			Afrikaans Second Additional Language	AFRSA		
Afrikaans First Additional Language	AFRFA			IsiXhosa Second Additional Language	XHOSA		
English Home Language	ENGHL						
English First Additional Language	ENGFA			Civil Technology	CVLT		
IsiXhosa Home Language	XHOHL			Electrical Technology	ELTT		
IsiXhosa First Additional Language	XHOFA			Mechanical Technology	MCHT		
IsiZulu Home Language	ZULHL			Engineering Graphics and Design	GRDES		
Sesotho Home Language	SESHL						
				Geography	GEOG		
Mathematical Literacy	MLIT			History	HIST		
Mathematics	MATH			Religion Studies	RLGS		
Life Orientation	LIFE			Computer Applications Technology	CATN		
				Information Technology	INFT		
Agricultural Management Practices	AGRM			Life Sciences	LFSC		
Agricultural Science	AGRS			Physical Sciences	PHSC		
Agricultural Technology	AGRT						
				Consumer Studies	CNST		
Dance Studies	DNCE			Hospitality Studies	HOSP		
Design	DSGN			Tourism	TRSM		
Dramatic Arts	DRMA						
Music	MUSC			Arabic Second Additional Language	ARBSA		
Visual Arts	VSLA			French Second Additional Language	FRHSA		
				German Second Additional Language	GRMSA		
Accounting	ACCN						
Business Studies	BSTD						
Economics	ECON						

_____ Candidate Signature _____ Date _____

_____ Parent/ Guardian Surname & Initial (print) _____ Date _____ Parent / Guardian Signature _____

VERIFICATION: NEW SCHOOL			
Name of Contact Person at Previous School	Designation of Contact Person	School Land Line	Exam Result from Previous School

Please Print

Verified By:

Surname/ Initials of Principal	Contact Number	Principal Signature

Please Print

VERIFICATION: DISTRICT		
Name of Contact Person at Previous School	Contact Number	Exam Result from Previous School
	Cellular	Land Line

Please Print

Verified By:

Surname/ Initials of Principal	Contact Number	Rank

Please Print

_____ Signature District Official _____ Date _____

E. Subjects and Codes (PART-TIME LEARNERS)

SUBJECT	CODE	VERSION		SUBJECT	CODE	VERSION	
		Eng.	Afr.			Eng.	Afr.
Afrikaans Home Language	AFRHL			Afrikaans Second Additional Language	AFRSA		
Afrikaans First Additional Language	AFRFA			IsiXhosa Second Additional Language	XHOSA		
English Home Language	ENGHL						
English First Additional Language	ENGFA			Civil Technology	CVLT		
IsiXhosa Home Language	XHOHL			Electrical Technology	ELTT		
IsiXhosa First Additional Language	XHOFA			Mechanical Technology	MCHT		
IsiZulu Home Language	ZULHL			Engineering Graphics and Design	GRDES		
Sesotho Home Language	SESHL						
				Geography	GEOG		
Mathematical Literacy	MLIT			History	HIST		
Mathematics	MATH			Religion Studies	RLGS		
Life Orientation	LIFE			Computer Applications Technology	CATN		
				Information Technology	INFT		
Agricultural Management Practices	AGRM			Life Sciences	LFSC		
Agricultural Science	AGRS			Physical Sciences	PHSC		
Agricultural Technology	AGRT						
				Consumer Studies	CNST		
Dance Studies	DNCE			Hospitality Studies	HOSP		
Design	DSGN			Tourism	TRSM		
Dramatic Arts	DRMA						
Music	MUSC			Arabic Second Additional Language	ARBSA		
Visual Arts	VSLA			French Second Additional Language	FRHSA		
				German Second Additional Language	GRMSA		
Accounting	ACCN						
Business Studies	BSTD						
Economics	ECON						

Candidate Signature

Date

DISTRICT OFFICIAL

Date

District Official Signature

DISTRICT STAMP



**ANALYSIS OF CANDIDATE NUMBERS
PER SUBJECT – GRADE 12**

**ANNEXURE D
ASSESSMENT INSTRUCTION 09 OF 2017**

SCHOOL / CENTRE NAME: _____ **DISTRICT:** _____

CONTACT PERSON: _____ **TELEPHONE NO:** _____

VAK (AFRIKAANS VERSION)	AANTAL	SUBJECT (ENGLISH VERSION)	NO.
REKENINGKUNDE		ACCOUNTING	
LANDBOU BESTUURSPRAKTYKE		AGRICULTURAL MANAGEMENT PRACTICES	
LANDBOUWETENSKAPPE		AGRICULTURAL SCIENCE	
LANDBOUTEGNOLOGIE		AGRICULTURAL TECHNOLOGY	
BESIGHEIDSTUDIES		BUSINESS STUDIES	
SIVIELE TEGNOLOGIE		CIVIL TECHNOLOGY	
REKENAARTOEPASSINGSTEGNOLOGIE		COMPUTER APPLICATIONS TECHNOLOGY	
VERBRUIKERSTUDIES		CONSUMER STUDIES	
DANSSTUDIES		DANCE STUDIES	
ONTWERP		DESIGN	
DRAMATIESE KUNSTE		DRAMATIC ARTS	
EKONOMIE		ECONOMICS	
ELEKTRIESE TEGNOLOGIE		ELECTRICAL TECHNOLOGY	
INGENIEURSGRAFIKA		ENGINEERING GRAPHICS AND DESIGN	
GEOGRAFIE		GEOGRAPHY	
GESKIEDENIS		HISTORY	
GASVRYHEIDSTUDIES		HOSPITALITY STUDIES	
INLIGTINGSTEGNOLOGIE		INFORMATION TECHNOLOGY	
LEWENSWETENSKAPPE		LIFE SCIENCES	
WISKUNDE		MATHEMATICS	
WISKUNDE GELETTERDHEID		MATHEMATICAL LITERACY	
MEGANIESE TEGNOLOGIE		MECHANICAL TECHNOLOGY	
MUSIEK		MUSIC	
FISIESE WETENSKAPPE		PHYSICAL SCIENCES	
RELIGIESTUDIES		RELIGION STUDIES	
TOERISME		TOURISM	
VISUELEKUNS		VISUAL ARTS	
LANGUAGES		LANGUAGES	
HOME LANGUAGES		SECOND ADDITIONALE LANGUAGES	
AFRIKAANS		AFRIKAANS SECOND ADDITIONAL LANGUAGE	
ENGLISH		ISIXHOSA SECOND ADDITIONAL LANGUAGE	
ISIXHOSA			
SESO THO		NON-OFFICIAL LANGUAGES	
FIRST ADDITIONAL		ARABIC	
AFRIKAANS		OTHER:	
ENGLISH			
ISIXHOSA			

**STATEMENT
CORRECTNESS OF GRADE 12 NSC ENTRIES**

NAME OF SCHOOL	
NAME OF DISTRICT	
NAME OF PRINCIPAL	
CONTACT NO OF PRINCIPAL	
<p>DECLARATION</p> <p>This consists of 3 pages. Complete in full.</p> <p>I declare the following:</p> <ol style="list-style-type: none"> I have overseen the process of the checking the statistics of the 2017 NSC entries. <p>A. There are no ADDITIONS to the Grade 11 of 2016 who met the promotion requirements in this school.</p> <p style="text-align: center;">OR</p> <p>B. A summary of additions, either full-time repeaters or transfers, is attached.</p> <p style="text-align: center;"><u>DELETE/CANCEL EITHER 2A OR 2B ABOVE</u></p> I have retained a copy of this declaration for reference purposes. 	
<p>_____</p> <p>FULL NAME OF PRINCIPAL</p>	<p>SCHOOL STAMP</p>
<p>_____</p> <p>SIGNATURE OF PRINCIPAL</p>	
<p>_____</p> <p>DATE</p>	
FULL-TIME CANDIDATES PROMOTED FROM 2016 GRADE 11 IN THIS SCHOOL	
TOTAL NUMBER	

CANDIDATES ADDED TO 2016 GRADE 11 LEARNERS (TRANSFERS)

NAME	PROOF OF ELIGIBILITY SUPPLIED

**CANDIDATES THAT WILL BE ADDED TO PRELIMINARY SCHEDULE
(FULL-TIME REPEAT CANDIDATE/S)**

NAME	PROOF OF ELIGIBILITY SUPPLIED

CANDIDATES THAT WILL BE ADDED TO PRELIMINARY SCHEDULE (PART-TIME REPEATERS)

NAME	PROOF OF ELIGIBILITY SUPPLIED

TOTAL NUMBER

SUMMARY OF NUMBER OF CANDIDATES ELIGIBLE TO WRITE 2017 NSC	
CANDIDATES PROMOTED FROM 2016 GRADE 11 IN THIS SCHOOL	
CANDIDATE TRANSFERRED FROM OTHER SCHOOL	
CANDIDATES WHO ARE FULL-TIME REPEATERS	
TOTAL NUMBER OF GRADE 12 NSC CANDIDATES AS AT 24 FEBRUARY/2017	
<hr/> <p>FULL NAME OF PRINCIPAL</p>	
<hr/> <p>SIGNATURE OF PRINCIPAL</p>	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>SCHOOL STAMP</p> </div>
<hr/> <p>DATE</p>	

