



**EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE**

Steve Vukile tshwete Education Complex, Zone 6 Zwelitsha, King Williams Town\* Private Bag X 0032\* Bisho\* 5607  
Republic of South Africa \*\* Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za) Email : [funiwe.bikitsha@ecdoe.gov.za](mailto:funiwe.bikitsha@ecdoe.gov.za)

Ref. No. 13/P

Enquiries: Ms F. Bikitsha

Tel: 072 378 2817/ 083 846 5754

**ASSESSMENT INSTRUCTION 07 OF 2018**

**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:** 12 JANUARY 2018

**2018 REGISTRATION OF GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) LEARNERS**

**1. INTRODUCTION**

This assessment instruction deals with the registration of candidates for the 2018 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.

**2. LEARNERS WHO CAN BE REGISTERED FOR THE 2018 NSC EXAMINATION**

**2.1 FULL-TIME LEARNERS**

Grade 11 promotion schedules were generated through SASAMS and will be used to promote 2017 Grade 11 qualifying learners to 2018 Grade 12 full-time learners.

**Please note that the due date for subject changes for 2018 Grade 12 learners was on 15 December 2017 and no new applications will be accepted.**

## 2.2 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 2018.
- Previous marks for SBA, orals and PATS, for this category of learners are not carried over.
- Full-Time Repeat candidate's registration form is attached as **Annexure A**.

### 2.2.1 REGISTERING A FULL-TIME REPEATERS

- A learner must have written the National Senior Certificate Examination.
- **Full-time repeaters can 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 2018** 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**).
- Deadline for the submission of subject changes by districts to Head Office is **9 February 2018**.

## 3. TRANSFERRED LEARNERS

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

- Learners who met the promotion or progression requirements for Grade 11 in other schools or provinces and who are seeking registration as 2018 Grade 12 NSC candidates in new schools.
- 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.
- Transferred learners' registration form is attached as **Annexure B**.

### 3.2 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 2018 NSC Grade 12.
- **A change of subject will only be registered if a request was made before the due date, 15 December 2017 and approved by the Provincial Office.**

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

**4.1** Learners who did not meet the requirements for 2008 – 2017 National Senior Certificate can register and improve one or more NSC subjects in 2018. To register as a part-time candidate for NSC in 2018, the learners must meet the following requirements:

- 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 2008–2017.
- Learners may only register for NCS subjects.
- Learners may register for one or more subjects.
- 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).
- 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	2019	2020
2015	2016	2017	2018			
2016	2017	2018	2019			
2017	2018	2019	2020			

**NB:** The SBA shelf life for SBA is three (3) years.

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

- A South African ID book. This is compulsory, no candidate will be registered without it. Affidavits are not accepted.
- A part time registration form which will serve as a proof of registration must be completed in full (**Annexure C**).
- A copy of 2008 – 2017 NSC Statement of results.
- 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.
- 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.
- The District Office will issue the applicant with a proof of registration (COMPULSORY) (**Annexure C**).

#### 4.3 INSTRUCTIONS TO PRINCIPAL

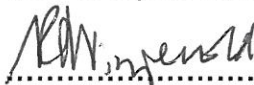
- Principals of schools are required to accurately complete the attached form on the analysis of candidate's numbers per subject and language version as part of the documentation required to complete the Grade 12 learners' registration process as well as printing of papers (**Annexure D**).
- Schools are informed that there will be no printing of dual question papers hence the language version of each subject has to be clearly indicated.
- Declaration on the correctness of the NSC Grade 12 learners' entries in respect of all the three categories of learners registering in a school must be completed and submitted (**Annexure E**).

#### 5. CLOSING DATES

- **Grade 12 Full-Time Repeaters: Friday, 23 February 2018.**
- **Grade 12 Transferred Learners: Friday, 23 February 2018.**
- **Part-Time Candidates: Friday, 23 February 2018.**

#### 6. CONCLUSION

Examinations and Assessment Chief 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 2018 can access higher education institutions and follow the career paths of their choice.



MS P. VINJEVOLD  
(A) DDG: EPEM

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

**NATIONAL SENIOR CERTIFICATE**  
**FULL-TIME REPEAT CANDIDATE REGISTRATION FORM**  
**GRADE 12 - 2018**

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**  
**PART-TIME CANDIDATE REGISTRATION FORM**  
**GRADE 12 - 2018**

**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

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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


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			
<b>VERIFICATION: NEW SCHOOL</b>			
Name of Contact Person at Previous School	Designation of Contact Person	School Land Line	Exam Result from Previous School
Please Print			
<b>Verified By:</b>			
Surname/ Initials of Principal	Contact Number	Principal Signature	
Please Print			
<b>VERIFICATION: DISTRICT</b>			
Name of Contact Person at Previous School	Contact Number	Exam Result from Previous School	
	Cellular	Land Line	
Please Print			
<b>Verified By:</b>			
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 - 2018

ANNEXURE D  
ASSESSMENT INSTRUCTION 07 OF 2018

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	
REKENAARTOEPPASSINGSTEGNOLOGIE		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	
<b>LANGUAGES</b>		<b>LANGUAGES</b>	
<b>HOME LANGUAGES</b>		<b>SECOND ADDITIONALE LANGUAGES</b>	
AFRIKAANS		AFRIKAANS SECOND ADDITIONAL LANGUAGE	
ENGLISH		ISIXHOSA SECOND ADDITIONAL LANGUAGE	
ISIXHOSA			
SESOTHO		<b>NON-OFFICIAL LANGUAGES</b>	
<b>FIRST ADDITIONAL</b>		ARABIC	
AFRIKAANS		<b>OTHER:</b>	
ENGLISH			
ISIXHOSA			







**STATEMENT  
CORRECTNESS OF GRADE 12 NSC ENTRIES (2018)**

NAME OF SCHOOL	
NAME OF DISTRICT	
NAME OF PRINCIPAL	
CONTACT NO OF PRINCIPAL	

**DECLARATION**

This consists of 3 pages. Complete in full.

I declare the following:

1. I have overseen the process of the checking the statistics of the 2018 NSC entries.
2. A. There are no ADDITIONS to the Grade 11 of 2017 who met the promotion requirements in this school.  

**OR**

B. A summary of additions, either full-time repeaters or transfers, is attached.

**DELETE/CANCEL EITHER 2A OR 2B ABOVE**

3. I have retained a copy of this declaration for reference purposes.

\_\_\_\_\_  
FULL NAME OF PRINCIPAL

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

\_\_\_\_\_  
DATE

SCHOOL  
STAMP

**FULL-TIME CANDIDATES PROMOTED FROM 2017 GRADE 11 IN THIS SCHOOL**

<b>TOTAL NUMBER</b>	
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CANDIDATES ADDED TO 2017 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 2018 NSC	
CANDIDATES PROMOTED FROM 2017 GRADE 11 IN THIS SCHOOL	
CANDIDATE TRANSFERRED FROM OTHER SCHOOL	
CANDIDATES WHO ARE FULL-TIME REPEATERS	
<b>TOTAL NUMBER OF GRADE 12 NSC CANDIDATES AS AT 23 FEBRUARY 2018</b>	
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> FULL NAME OF PRINCIPAL	
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> SIGNATURE OF PRINCIPAL	<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;">           SCHOOL STAMP         </div>
<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> DATE	



