



**CHIEF DIRECTORATE: EXAMINATIONS & ASSESSMENT**

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**MEMORANDUM**

**TO : DISTRICT DIRECTORS  
CES: CURRICULUM MANAGEMENT  
CIRCUIT MANAGERS  
DISTRICT HEADS OF EXAMINATIONS  
PRINCIPALS OF SCHOOLS WITH GRADE 12 CANDIDATES**

**FROM : DIRECTOR: EXAMINATIONS AND ASSESSMENT  
MR V.A JOSEPH**

**DATE : 01 JUNE 2020**

**GUIDELINE ON VERIFICATION OF FIRST PRELIMINARY SCHEDULE FOR  
2020 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) CANDIDATES**

1. Kindly receive first preliminary schedules for 2020 Grade 12 NSC candidates.
2. Principals are requested to read this memorandum **VERY CAREFULLY** before going through the preliminary entries.
3. The preliminary entries show the candidates' details and subjects registered for the 2020 Grade 12 NSC examination.
4. **It is the responsibility of the candidates, school principals and parents to make sure that details such as personal information and subjects printed on the preliminary schedules are correct.**
5. Data for the candidates registered for Grade 12 for the first time and candidates who are repeating Grade 12 (Full time Repeaters) were uploaded from SASAMS to the Integrated Examinations Computer System – Exams Grade 12 system (IECS).
6. There may be some omissions and errors which might have occurred during the capturing onto SASAMS and uploading the Grade 12 data will compromise the effort to administer a credible examination.

7. School Principals must ensure that all 2020 Grade 12 candidates are accounted for in your school.
8. It has been observed that there are instances where the number of candidates are either duplicated or repeated from the data of 2019 or field values of the candidate's names are incorrectly stored in the system. These errors may not be easily identifiable on the system to be corrected.

8.1. The following table helps the principals and candidates to identify these errors:

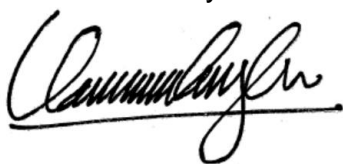
First-Timers (Data from SASAMS)	Error	Observation on the prelim	Procedure to correct
<p>On the prelim: Surname is listed first (on the left), and is separated by a comma (,) from the names (which are on the right-hand side of the comma)</p> <p>e.g.: VAN DE VENTER, ANNELOISE MARIA</p> <p>Surname: VAN DE VENTER (on the left-hand-side of the comma) Names: ANNELOISE &amp; MARIA (on the right-hand-side of the comma)</p>	FIRST NAME in the place of Surname	<p>FIRST NAME is on the left of the comma e.g. Surname: MLANJANA Name: ANDA</p> <p>Printed on the prelim as: ANDA, MLANJANA</p> <p>The first name ANDA is on the left of the comma</p>	<p>Using <b>red ink</b>, write the details in the correct order and attach a copy of the ID:</p> <p><del>ANDA, MLANJANA</del></p> <p><b>MLANJANA, ANDA</b></p>
	FIRST NAME & one NAME captured as surname	FIRST NAME & one NAME on the left of the comma e.g. SHINE DOLLY, LERATO	<p>Using <b>red ink</b>, write the details in the correct order and attach a copy of the ID:</p> <p><del>SHINE DOLLY, LERATO</del></p> <p><b>SHINE, DOLLY LERATO</b></p>
	NAMES/SURNAMES in brackets. It is possible that the learner changed the surname or is in the process of changing	e.g. MASIANA (MOHALE), ELIJAH	<p>Using <b>red ink</b>, write the correct surname which appears on the official Home Affairs documents, and attach a copy of the ID</p> <p><del>MASIANA (MOHALE), ELIJAH</del></p> <p><b>MASIANA, ELIJAH</b></p>
	Special characters in names	e.g. N''''WANDULE, SELINAH	<p>Using <b>red ink</b>, write the correct surname which appears on the official Home Affairs documents, and attach a copy of the ID:</p> <p><del>N''''WANDULE, SELINAH</del></p> <p><b>NWANDULE, SELINAH</b></p>

8.2. If you notice any discrepancies, make corrections with **RED INK**, and attach supporting documents as guided below;

<b>Corrections</b>	<b>Supporting Valid Documents required</b>
Personal details	Scratch, write the correct details and attach a copy of ID or Birth Certificate
Subject change	Scratch, write the new subject and attach a copy of approval letter.
Transfer from another school	Complete registration form and attach the Report card, transfer letter.
Transferred to another school <b>(no longer attending in your school)</b>	Attach a letter of request for de-registration of the record of the transferred candidate from the principal, the prelim crossed-out and write <b>"TRANSFERRED"</b> .
De-registration of a candidate	Cross out, write <b>"DEREGISTER"</b> and attach (i) Letter from the <b>candidate or parent</b> , (ii) copy of the ID of the candidate, and (iii) a letter from the principal
Correcting a subject wrongly captured	Cross out, write the correct subject and attach 2019 Grade 11 promotion schedule
Omitted candidates	Attach a Completed registration form
Duplicate candidates	Cross out, write <b>"DUPLICATE"</b> and attach a letter of request for de-registration of the duplicate record.
Unknown candidate	Cross out, write <b>"UNKNOWN"</b> and attach a letter of request for de-registration of the unknown record.
Candidates in Grade 11	Cross out, write <b>"IN GRADE 11"</b> and attach a letter of request for de-registration of the Grade 11 learner record.
Candidates appeared with no subjects	Write the <b>subjects</b> in <b>RED INK</b> next to each candidate, and attach 2019 Grade 11 schedule.
Candidates appeared from 2019 Grade 12	Cross out, write <b>"2019"</b> and attach a letter of request for de-registration.
Progressed Learners	Clearly Write next to the learner <b>"PROGRESSED"</b> in <b>RED INK</b> if the learner is a progressed learner.

9. Pay special attention to **Technology subject specialisation, Technical Mathematics, Technical Science, Mathematics/Mathematical Literacy and Home Language/First Additional Language** registrations.
10. Principals are advised to make copies of the completed entry forms, corrected preliminary entries, and related documents and keep them in a safe place until the candidates are correctly resulted and certified.
11. Parents, candidates and principals **MUST** sign in their provided space in the prelim after checking and have satisfied themselves that all is accurately captured/corrected.
- 12. Corrected prelim schedules with supporting documents must be forwarded to the district on or before 30 June 2020.**
13. Principals and candidates are requested to give this exercise the necessary attention it deserves to enable the Department to create an error-free 2020/11 examination registration record.
14. All enquiries should be directed to the District Examination and Assessment Office.

Yours in Quality Education



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**DIRECTOR: EXAMINATIONS AND ASSESSMENT**  
**MR V. A JOSEPH**

**DATE:17/06/2020**