

ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 19 OF 2014

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:

06 FEBRUARY 2014

2014 REGISTRATION OF NSC GRADE 12 LEARNERS

INTRODUCTION

This Assessment Instruction deals with the registration of candidates for the 2014 National Senior Certificate Examination. It outlines the categories of learners who may be registered by a registered School / centre or a part-time district examination centre.

LEARNERS WHO WILL BE REGISTERED FOR 2014 NSC GRADE 12 EXAMINATIONS

1. FULL TIME LEARNERS

A Grade 11 promotion schedule will be used to promote 2013 Grade 11 qualifying learners to 2014 Grade 12 full time learners in the school in which they offered Grade 11. A preliminary schedule of learner entries of these candidates will be sent to schools for checking and verification.

2. FULL TIME REPEATERS (Annexure A)

The Eastern Cape Department of Education affords all learners, who did not meet the requirements for a certificate in the National Senior Certificate (NSC) examination, an opportunity to return to full(SBA), orals and practical assessment tasks (PATS) again in 2014. Previous SBA and PATS marks are not carried over.

REGISTERING A FULL TIME REPEATER (Annexure A)

- 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 and approved by the Provincial Office.

3. TRANSFERRED LEARNERS

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

- Learners who met the promotion requirements for Grade 11 in other schools or Provinces and who are seeking registration as 2014 NSC candidates.
- Learners who attended the same school in previous years, met Grade 11 NSC promotion requirements but could not come back to school and register for Grade 12.

REGISTERING A TRANSFERRED LEARNER (Annexure B)

A copy of the NSC Grade 11 report (compulsory) with contactable details (preferable a landline telephone number) and 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 2014 NSC.

A change of subject will only be registered if a request was made and approved by the Provincial Office

4. REPEAT CANDIDATES

There are a number of learners who passed the National Senior Certificate in 2008/ 2009/ 2010/ 2011/2012 /2013 and who wish to write one or more NSC subjects in 2014.

In order to register as a part-time candidate for NSC in 2014, the candidate must meet the following requirements:

- Candidates must be in possession of a 2008/ 2009/2010/2011/2012 / 2013 NSC Statement of results issued by the National Department of Basic Education. This means that the candidate must have written the NSC examination in either 2008/ 2009/2010/2011/ 2012 / 2013.
- 2. Candidates may only register for NCS subjects.
- 3. Candidates 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 candidates has expired. This implies that the 2008 candidates have to have a new SBA.

DOCUMENTATION REQUIRED TO REGISTER A REPEAT CANDIDATE

- A South African ID book. This is compulsory and no candidate may access a District examination centre 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).
- 3. A copy of 2008/2009/2010/2011/2012 / 2013 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.
- The candidate must agree to present himself/herself at the District Office to sign all preliminary entry schedules and to collect an Admission Letter 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).
- Principals of schools are also required to accurately complete the attached form on the analysis of candidates numbers per subject as part of the documentation required to complete the grade 12 learners registration process (Annexure D).
- 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).

CLOSING DATES

The following closing dates must be strictly adhered to:

Grade 12 Full-Time Repeaters: Wednesday 10 March 2014

Grade 12 Transferred Learners: Wednesday 10 March 2014

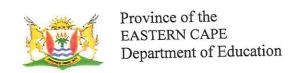
Friday 14 March 2014 Part-Time Candidates:

CONCLUSION

The Directorate Assessment and Examinations strives to administer examinations with zero defect. This can only be achieved if the registration of all candidates is error-free. Principals are asked to disseminate this information widely to ensure that the class of 2014 is able to access Higher Education Institutions and follow the career paths of their choice.

R. TYWAKADI

DDG: INSTITUTIONAL OPERATIONS MANAGEMENT



SCHOOL:

NO LEARNER'S NAME

DISTRICT:

ID NUMBER

ANNEXURE A
ASSESSMENT INSTRUCTION 18 OF

YEAR

EXAMINATION

NUMBER

DIRECTORATE: ASSESSMENT AND EXAMINATIONS NATIONAL SENIOR CERTIFICATE REPEAT CANDIDATE REGISTRATION FORM GRADE 12

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8				
9		E		
10				
11				
12				
13				
14				
15				
PR	INCIPAL'S NAME:	SIG	GNATURE:	DATE:



ANNEXURE C ASSESSMENT INSTRUCTION 18 OF 2014

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

NATIONAL SENIOR CERTIFICATE REPEAT CANDIDATE REGISTRATION FORM GRADE 12

All Candidates																				
A. Exam Information						0.0														
Exam Period	Y	Υ	Y Y	1	M	M														
Examination		F = Fin	nal : S =	Supp	pleme	entary														
Exam Centre Number								Е	MIS Nu	ımber) }								•5.	
Exam Centre Name																				
Written in RSA		Will th	ne exam	inatio	n be	writte	n in R	SA? Y	= Yes	: N =	No									
B. Personal Information																				
Exam Paper Language		A = A	frikaans	s : E =	= Eng	lish														
Certificate Language		A = A	frikaans	5	E =	Englis	sh	I =	Siswati	i	N	= isiN	Idebel	e	P = Se	epedi		S = Se	sotho	
		T = X	iTsonga	ı	V =	TshiV	enda '	W	= SeTs	wana	Х	= isi	Chosa		Z = is	iZulu				
Date of Birth	Y	Y	Y Y		M	М	D	D						51						
Identity/Passport Number																		_		
Previous Exam Number								Y	ear/Mo	nth W	/rote	Y	Ā	У	Y	М	M	1		
Study Permit		Y = Y	/es : N =	= No											,					
Surname																	_	_		
First Name(s) (One Name per Line)																		<u> </u>		
Population Group		A = A	Asian		B =	Black	•	С	= Colou	ıred	I	= Indi	an		W = Y	White				
Home Language (Statistical Purposes Only)		A = A	Afrikaan	IS	E =	Engli	sh	I =	Siswat	ti	1	1 = isi	Ndebe	le	P = S	epedi			esotho	
			KiTsong				Venda		= SeTs			K = isi				siZulu		U = U	Jnspec	ified
Special Needs		A = A	Aphasic/	/Dysl	ectic	(Conc	ession	Appl	ication I	Requi	red):	B = B1	ind : I) = [Deaf: N	= Noi	ne			
Mathematical Disorder		Y = Y	Yes (Co	ncess	ion A	pplica	ation F	Require	ed) : N =	= No :										
C. General Information													_					_		
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Telephone Number									Cel	l										

D. Subjects and Codes

SUBJECT				SUBJECT		-	+
		E	A			E	A
Afrikaans Home Language	AFRHL			Afrikaans Second Additional Language	AFRSA	I BU	_
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		
		20 0					
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						
rigitoutului Teemielegi				Consumer Studies	CNST	. Ur	
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		
1 10444 1 4140				German Second Additional Language	GRMSA		
Accounting	ACCN						
Business Studies	BSTD						
Economics	ECON						

Candidates Signature	Date	
DISTRICT OFFICIAL	Date	DISTRICT OFFICIAL SIGNATURE
DISTRICT STAI	MP	



ANNEXURE B ASSESSMENT INSTRUCTION 18 OF 2014

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

NATIONAL SENIOR CERTIFICATE TRANSFERRED LEARNER REGISTRATION FORM GRADE 12

All Candidates																				
A. Exam Information																				
Exam Period	Ϋ́	Y	Y	Y	M	M														
Examination		F = F	inal :	S = Su	pplem	entary	ti													
Exam Centre Number								E	MIS N	ımber	-									
Exam Centre Name																				
Written in RSA		Will	the ex	amina	tion be	writte	en in R	RSA?	Y = Ye	s : N =	No									
B. Personal Information																				
Exam Paper Language		A =	Afrika	ans : E	E = En	glish														
Certificate Language		A =	Afrika	ans	E =	Englis	sh	I =	Siswat	i	N	= isiN	Ndebele		P = Se	pedi	S	= Se	sotho	
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Date of Birth	Y.	Y	Υ	Y	M	M	D	D												
Identity/Passport Number																				
Previous School													Province							
Transfer Card] Y=	Yes:	$N = N_0$	3								Year							
Surname																				
First Name(s) (One Name per Line)																				
Population Group		A =	Asian		B =	Black	(C	= Colo	ured	I	= Indi	ian		W = V					
Home Language (Statistical Purposes)		A =	Afrika	aans	E =	Engli	sh	I =	= Siswa	ti	N	[= isi]	Ndebele		$P = S_0$				esotho	
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Special Needs		A =	Apha	sic/Dy	slectic	(Cond	cession	n Appl	lication	Requ	ired) :	B = E	Blind: D = I	Deaf:	N = N	one				
Mathematical Disorder		Y =	Yes (Conce	ssion A	Applic	ation I	Requir	red) : N	= No	•									
C. General Information			_		ľ										1			1		
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Candidates Signature Date					French Second Additional Language		+		-
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PROVINCIAL ASSESSMENT INSTRUCTION

Date

Please Print

Signature District Official



ENGLISH ISIXHOSA

ANALYSIS OF CANDIDATE NUMBERS PER SUBJECT – GRADE 12

ANNEXURE D
ASSESSMENT INSTRUCTION 19 OF 2014

CHOOL / CENTRE NAME:	DISTRICT:								
ONTACT PERSON:		TELEPHONE NO:							
VAK (AFRIKAANS VERSION)	ANTAL	SUBJECT (ENGLISH VERSION)	NO						
REKENINGKUNDE	ANTAL	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									
SESOTHO		NON-OFFICIAL LANGUAGES							
FIRST ADDITIONAL		ARABIC							
AFRIKAANS		OTHER:							

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PROVINCIAL ASSESSMENT INSTRUCTIONS



Province of the <u>EASTERN CAPE</u> DEPARTMENT OF EDUCATION STATEMENT CORRECTNESS OF GRADE 12 NSC ENTRIES

NAME OF SCHOOL						
NAME OF DISTRICT						
NAME OF PRINCIPAL						
CONTACT NO OF PRINCIPAL						
This co	DECLARATION onsists of 3 pages. Complete	e in full.				
I declare the following:						
I have overseen the prentries.	ocess of the checking the st	atistics of the 2014 NSC				
 A. There are no ADDITIONS to the Grade 11 of 2013 who met the promotion requirements in this school. 						
	OR					
B. A summary attached.	of additions, either full-time	repeaters or transfers, is				
DELETE EITH	ER 2A OR 2B ABOVE					
3. I have retained a copy of	of this declaration for referer	nce purposes.				
FULL NAME OF PRINCIPAL SIGNATURE OF PRINCIPAL		SCHOOL STAMP				
DATE						

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CANDIDATES PROMOTED FROM	2013 GRADE 11 IN THIS SCHOOL
TOTAL NUMBER	
CANDIDATES ADDED TO 2013 GF	RADE 11 LEARNERS(TRANSFERS)
NAME	PROOF OF ELIGIBILITY SUPPLIED
CANDIDATES THAT WILL BE ADDED TO PREL	IMINARY SCHEDULE(FULL TIME REPEATERS)
NAME	PROOF OF ELIGIBILITY SUPPLIED
	'.
CANDIDATES THAT WILL BE ADDED TO PRELIM	INARY SCHEDULE(PART TIME REPEATERS)
IAVIAIE	PROOF OF ELIGIBILITY SUPPLIED

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PROVINCIAL ASSESSMENT INSTRUCTIONS

SUMMARY OF NUMBER OF CANDIDATES	S ELIGIBLE TO WRITE 2014 NSC
CANDIDATES PROMOTED FROM 2013 GRADE	
11 IN THIS SCHOOL	
CANDIDATE TRANSFERRED FROM OTHER SCHOOL	
CANDIDATES WHO ARE FULL TIME	
REPEATERS	
CANDIDATES WHO ARE PART TIME	
REPEATERS	
TOTAL NUMBER OF GRADE 12 NSC	
CANDIDATES AS AT 14/03/2014	
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	~
	v
FULL NAME OF PRINCIPAL	_
TOLE NAME OF TRIVOTAL	
SIGNATURE OF PRINCIPAL	
SIGNATURE OF FINANCIA	
	SCHOOL STAMP
DATE	
And described to	