



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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MEMORANDUM

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

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

DATE : 30 SEPTEMBER 2019

**2019 THIRD PRELIMINARY SCHEDULE OF LEARNERS' ENTRIES FOR
GRADE 12 NSC EXAMINATION**

1. Kindly receive third and final preliminary schedules of learner entries for 2019 Grade 12 NSC learners.
2. **THE CLOSING DATE FOR SUBMISSION TO THE DISTRICT OFFICE IS 4 OCTOBER 2019 AT 15H00.**
3. **PLEASE NOTE THAT NO LATE SUBMISSION WILL BE CONSIDERED, AND NO CORRECTIONS WILL BE MADE AFTER THE CLOSING DATE.**
4. Districts and schools are requested to check if the prelims reflect the corrections.
5. If there are any other errors/omissions identified, corrections must be done in RED ink and as indicated in the memo for the first preliminary schedules.
6. Parents, learners and principals need to sign in the provided spaces on the learner's individual prelim after checking and have satisfied themselves that all the information is correct.
7. All school principals must declare that their learners' registration is correct by filling in, the attached Declaration form and submit it to the district office.

8. If there are still problems identified on the schedules, the principal must fill in the declaration form and attach only the parts of the schedule that needs to be corrected.
9. **School principals are requested to attach the copies of learners' IDs when submitting the Declaration forms on 4 October 2019 on or before 15h00.**
10. **Schools Principals must note that this is the last set of preliminary schedules. Examination material (Marksheets for SBA, ORAL and PAT; admission letters, attendance registers and marksheets for the writing of examinations will be printed after the correction of these schedules.**
11. All enquiries should be directed to the District Examination and Assessment Office.
12. The co-operation of Districts and School Principals is both expected and appreciated in the interest of irregularity free examination.

Yours in Quality Education



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

30 SEPTEMBER 2019
DATE

ANNEXURE A



Province of the
EASTERN CAPE
EDUCATION

CHECKING OF THE LAST SET OF 2019 GRADE 12 LEARNERS' ENTRIES
DECLARATION FORM BY SCHOOL PRINCIPALS

(Copies of learners' IDs must be attached and submitted on or before 15h00 on 4 October 2019)

NAME OF DISTRICT			
NAME OF EXAM CENTRE		Centre Number	
NAME OF PRINCIPAL			
CONTACT NUMBER OF PRINCIPAL			

PLEASE NOTE: If your response is NO; attach the part of the schedule that needs to be corrected with relevant evidence

I declare that I have overseen the process of the checking of the preliminary schedules of Grade 12 learners' entries and ensured that:

	YES	NO	N/A	EVIDENCE
1. School has correct centre name and number				
2. All learners have been captured.				
3. Personal details for learners are correct (Names; Date of Birth; etc.)				
4. All learners have been registered with correct subjects.				
5. All learners who were incorrectly retained appear on the schedule				
6. Approved subject changes have been effected.				
7. I have attached relevant documents for corrections to be made				
8. There are no corrections or changes to be made in this schedule.				
9. I have retained the schedule for reference purposes.				

.....
SURNAME & INITIALS OF SCHOOL PRINCIPAL

.....
SIGNATURE

.....
DATE

SCHOOL STAMP