



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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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 : HEAD: EXAMINATIONS AND ASSESSMENT
MR E.M MABONA**

DATE : 05 JUNE 2019

**GUIDELINE ON VERIFICATION OF FIRST PRELIMINARY SCHEDULES FOR
2019 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) CANDIDATES**

1. Kindly receive first preliminary schedules for 2019 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 2019 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 who are repeating Grade 12 (Full time Repeaters) was captured from the application forms completed by the candidates.
6. Data for the candidates registered for Grade 12 for the first time, was uploaded from SA-SAMS to the IECS (Intergrated Examinations Computer System – Exams Grade 12 system). There may be some omissions and errors which compromise the integrity of this data.

7. This data is for the learners who were promoted from Grade 11 to Grade 12 in the November 2018 Examinations. Ensure that all Grade 12 candidates are accounted for.
8. It has been observed that there are instances where the field values of the candidate's names are incorrectly stored in the system. These errors may not be easily identifiable on the prelims.

8.1 The following table tries to help the principals and candidates to identify these errors:

First-Timers (Data from SA-SAMS)	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)</p> <p>Names: ANNELOISE & 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</p> <p>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 red ink, write the details in the correct order and attach a copy of the ID:</p> <p>ANDA, MLANJANA</p> <p>MLANJANA, ANDA</p>
	FIRST NAME & one NAME captured as surname	<p>FIRST NAME & one NAME on the left of the comma</p> <p>e.g. SHINE DOLLY, LERATO</p>	<p>Using red ink, write the details in the correct order and attach a copy of the ID:</p> <p>SHINE DOLLY, LERATO</p> <p>SHINE, DOLLY LERATO</p>
	NAMES/SURNAMES in brackets. It is possible that the learner changed the surname or is in the process of changing	<p>e.g. MASIANA (MOHALE), ELIJAH</p>	<p>Using red ink, write the correct surname which appears on the official Home Affairs documents, and attach a copy of the ID</p> <p>MASIANA (MOHALE), ELIJAH</p> <p>MASIANA, ELIJAH</p>
	Special characters in names	<p>e.g. N""WANDULE, SELINAH</p>	<p>Using red ink, write the correct surname which appears on the official Home Affairs documents, and attach a copy of the ID:</p> <p>N""WANDULE, SELINAH</p> <p>NWANDULE, SELINAH</p>

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

Corrections	Supporting Valid Documents required
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 (no longer attending in your school)	Attach a letter of request for de-registration of the record of the transferred candidate from the principal, the prelim crossed-out and write "TRANSFERRED" .
De-registration of a candidate	Cross out, write "DEREGISTER" and attach (i) Letter from the candidate or parent , (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 Grade 11 promotion schedule
Omitted candidates	Complete registration form
Duplicate candidates	Cross out, write "DUPLICATE" and attach a letter of request for de-registration of the duplicate record.
Unknown candidate	Cross out, write "UNKNOWN" and attach a letter of request for de-registration of the unknown record.
Candidates in Grade 11	Cross out, write "IN GRADE 11" and attach a letter of request for de-registration of the Grade 11 learner record.
Candidates appeared with no subjects	Write the subjects in RED INK next to each candidate, and attach 2018 Grade 11 schedule.

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 need to sign in their provided space in the prelim after checking and have satisfied themselves that all is well.
- 12. Corrected prelim schedules with supporting documents must be forwarded to the district on or before 14 June 2019.**
13. Principals and candidates are requested to give this exercise the necessary attention it deserves to enable the Department to create an error-free 2019/11 examination registration record.
14. All enquiries should be directed to the District Examination and Assessment Office.

Yours in Quality Education



HEAD: EXAMINATIONS AND ASSESSMENT
MR E.M MABONA

DATE:05/06/2019