



**EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE**

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**ASSESSMENT INSTRUCTION 24 OF 2022**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
CIRCUIT MANAGERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF GRADE 12 REGISTERED PUBLIC AND INDEPENDENT SCHOOLS  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 03 JUNE 2022**

**GUIDELINE ON VERIFICATION OF FIRST PRELIMINARY SCHEDULES FOR  
2022 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) CANDIDATES**

1. Kindly receive first preliminary schedules for 2022 Grade 12 NSC candidates.
2. Principals are urged to familiarize themselves with this Assessment Instruction before verifying the information contained in the candidates' preliminary registration entries.
3. The individual preliminary entries show the candidate's personal details and subjects registered for the 2022 Grade 12 NSC examination.
4. **It is the responsibility of the candidates, school principals and parents to ensure that details such as personal information and subjects, printed on the preliminary schedules are correct.**
5. The learner data utilized as registration information for each candidate was uploaded from SA-SAMS to the Integrated Examinations Computer System (IECS) – Exams Grade 12 system.



Principals are advised to distribute these prelims to candidates so that they can check if their details are correct. This should be done with the assistance of the SMT and/or class teachers. Ensure that all Grade 12 candidates are accounted for.

6. It is highly advisable that a separate session under the guidance of the Deputy Principal, subject Heads and class teachers be held with all Grade 12 candidates.

8.1 The following table will assist the school teams and candidates to go through the prelims and make the necessary changes RED INK (if any).

Item	Importance	Procedure to correct
<b>Identity Number</b>	All Grade 12 candidates are encouraged to be in a possession of an ID (Refer to Assessment Instruction 55/2017 that was based on DBE Circular E25 of 2017.	Attach a copy of the ID, if not yet in possession of an ID, attach a copy of the birth certificate
<b>Name/s, Surname</b>	Certificates are printed based on the information from the IECS, therefore, if the information is incorrect, it will appear as such in the certificate.	Ensure that the name/s and surname are the same as those appearing in the ID. If there are changes, use RED ink to make corrections and attach a copy of the ID.
<b>Contact Details</b>	This information is for Departmental purposes	Write contact details using RED ink.
<b>Immigrant</b>	This is used for system related information	Attach a copy of the study permit
<b>Special needs</b>	Correct question papers and/or audios are prepared on the basis of this information.	Indicate the type/nature on the prelim
<b>Music</b>	This is used for system related information	Indicate the type of the instrument on the prelim
<b>Subjects</b>	Question papers are printed on the basis of registered subjects	Make changes (if any) in RED ink and attach a subject change approval letter.  <b>If there are no changes, the</b>

		candidate should <u>sign next to the subject</u> .
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8.2 The following table will assist with documents as guided below:

Corrections	Supporting Valid Documents required
<b>Personal details</b>	Scratch, write the correct details and attach a copy of ID or Birth Certificate
<b>Subject change</b>	Scratch, write the new subject and attach a copy of approval letter.
<b>Transfer from another school</b>	Complete registration form and attach the Report card, transfer letter.
<b>Transferred to another school (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 "TRANSFERRED".
<b>De-registration of a candidate</b>	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
<b>Correcting a subject wrongly captured</b>	Cross out, write the correct subject and attach 2021 Grade 11 promotion schedule
<b>Omitted candidates</b>	Complete registration form (if it is not the whole school)
<b>Duplicate candidates</b>	Cross out, write "DUPLICATE" and attach a letter of request for de-registration of the duplicate record.
<b>Unknown candidate</b>	Cross out, write "UNKNOWN" and attach a letter of request for de-registration of the unknown record.
<b>Candidates in Grade 11</b>	Cross out, write "IN GRADE 11" and attach a letter of request for de-registration of the Grade 11 learner record.
<b>Candidates appeared with no subjects</b>	Write the subjects in <b>RED INK</b> next to each candidate, and attach 2021 Grade 11 schedule.

8. Schools are also advised to pay special attention to ***Technology subject specialisation, Technical Mathematics, Technical Sciences, Mathematics/Mathematical Literacy and Home Language/First additional Language*** registrations.
9. Principals are reminded 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.
- 10 Parents, candidates and principals need to sign in specified spaces in the preliminary registration schedule after checking and have satisfied themselves that all is well.
11. **Corrected prelim schedules with supporting documents must be forwarded to the district on or before 21 June 2022.**
12. Principals and candidates are requested to give this exercise the necessary attention it deserves to enable the Department to create an error-free 2022/11 examination registration record.
13. All enquiries should be directed to the District Head of Examination and Assessment Office.



R. TYWAKADI

**DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGEMENT AND DELIVERY**