



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms N. Mbeleki Tel: 040 608 7028 . Email: nomvuyo.mbeleki@ecdoe.gov.za
Website: www.ecdoe.gov.za

ASSESSMENT INSTRUCTION 28 OF 2024

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

DATE: 18 JUNE 2024

**GUIDELINE ON VERIFICATION OF PRELIMINARY SCHEDULES FOR
2024 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) CANDIDATES**

1. Kindly receive the preliminary schedules of entries for 2024 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 2024 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, as the certificates are printed based on registration data.**



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.
 6. 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.
 7. It is highly advisable that a separate session under the guidance of the Principal, Subject Heads and class teachers be held with all Grade 12 candidates on the importance of correcting their registration data.
- 8.1 The following table will assist the school teams and candidates to go through the prelims and make the necessary changes with RED INK (if any).

Item	Importance	Procedure to correct
Identity Number	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
Name/s, Surname	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.
Contact Details	This information is for Departmental purposes	Write contact details using RED ink.



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EDUCATION	This is used for system related information to determine if the candidate qualifies for any concessions	Attach a copy of the study permit
Special needs	Correct question papers and/or audios are prepared based on this information.	Indicate the type/nature on the prelim
Music	This is used for system related information	Indicate the type of the instrument on the prelim

Subjects	Question papers are printed based on registered subjects	Make changes (if any) in RED ink and attach a subject change approval letter. If there are no changes, the candidate should <u>sign next to each of the subject s/he offers.</u>
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8.2 The following table will assist with 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".



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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 2023 Grade 11 promotion schedule
Omitted candidates	Complete registration form (if it is not the whole school, if all learners are affected, inform the District Exams office for assistance).
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 2023 Grade 11 schedule.

8.3 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. Schools are reminded to ensure that each candidate has completed, and all relevant signatories have signed a POPIA Consent Form as was provided with Assessment Instruction 12 of 2024.



11. 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 have correctly been resulted and certified.
12. 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.
13. **Corrected prelim schedules with supporting documents must be forwarded to the district on or before 17 July 2024.**
14. Principals and candidates are requested to give this exercise the necessary attention it deserves to enable the Department to conduct an error-free 2024/11 resulting processes.
15. All enquiries should be directed to the District Head of Examination and Assessment Office.

R. TYWAKADI
DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGMENT

19/06/2024
DATE