

Simplified Guideline on NSC Registration Management via SA-SAMS (ANNEXURE B)

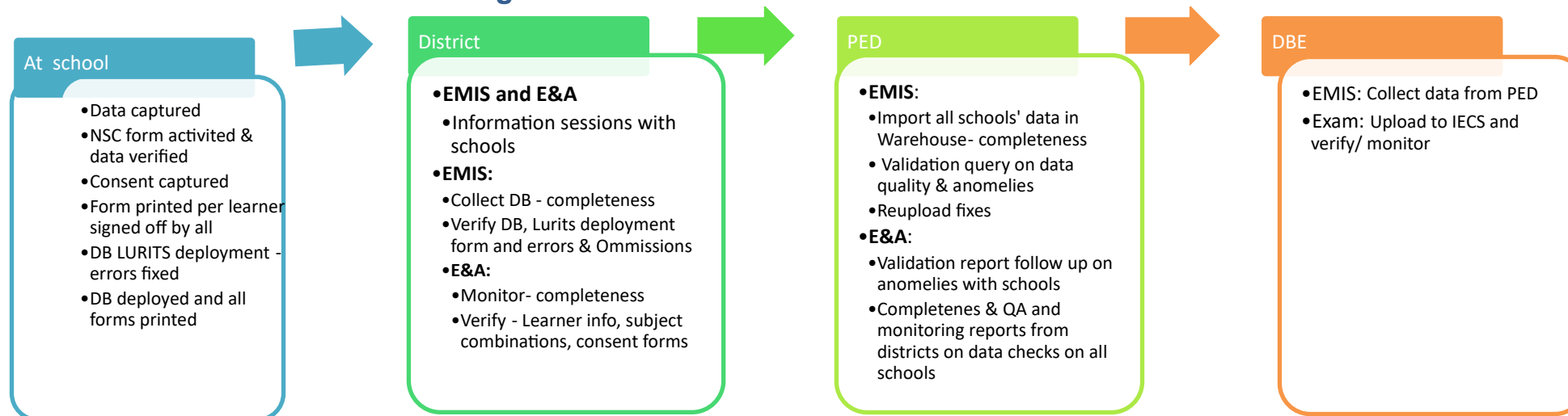
Introduction

SA-SAMS is designed to assist schools with their data administration that is used to provide data to the Education Department. This document aims to assist schools with the data management of NSC registrations for Grade 12 candidates, providing guidance on the various functions and how to use them efficiently to save time and resources. This process and setup also prepares for the 2025 SBA capturing and reporting.

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A. Flow of NSC Gr 12 learner registration Process



B. Overview of functions available on SA-SAMS for managing and reporting on NSC learner registration

1. What needs to be in place

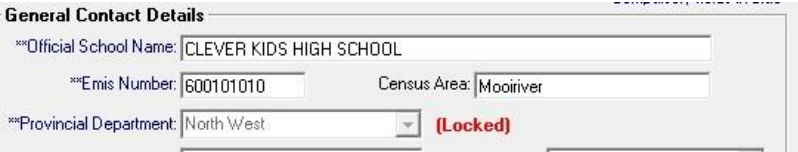
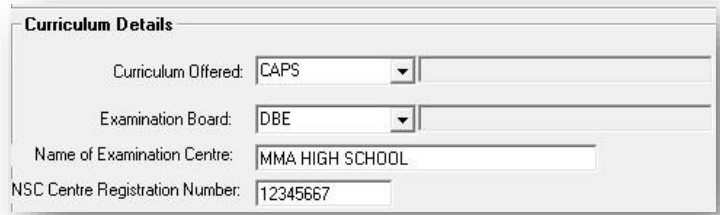
Data fields on SA-SAMS are integrated hence the NSC Examination Module is dependent on data **already being captured** in other modules e.g.

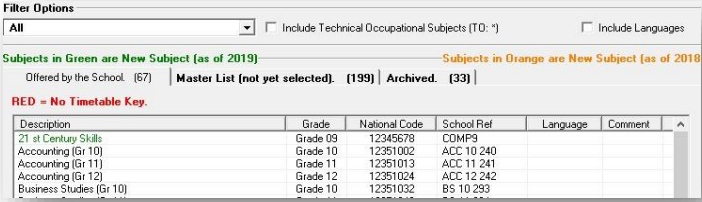
Module		Data that needs to be pre-captured (with the associated SA-SAMS screen no)
1	Set-up SA-SAMS for the school	Grades (1.2), Classes (1.3), School Terms (1.6) and subjects (1.5) offered by the school
	Identify Exam body that school uses	Identify the type of curriculum and exam body (1.1) that the school uses
3 or 4	Learner info	Learner Data (3.1.1); Learner attendance (3.3.3)
2	Educator info	Educator assigned to subject (2.1 teaching load) and learners (12.1.16)

2. Steps of the NSC Examination registration on SA-SAMS

The table below summarizes the various screens associated with the data needed to complete the NSC Examination registration process at the school, district and provincial levels:

At School level

Sections	Functions	Screen number	When	Responsible
1.1 Align SA-SAMS for the school <i>Identify/verify the Exam board and subjects offered by the school</i>	Capture/verify School name, EMIS number and address 	1.1 Tab 1	Once	Admin
	-Select the examination body, Curriculum offered by the school  If the Exam Body is DBE then capture the NSC Centre number	1.1 Tab 2	Once & if updated	Admin

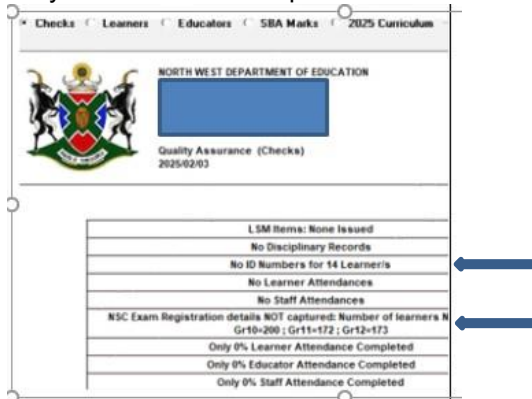
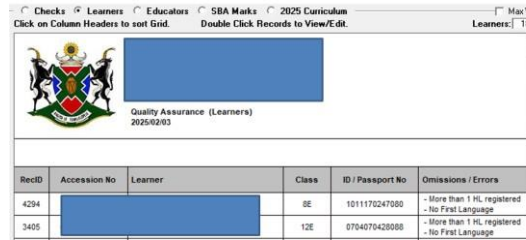
<p>*Select official subjects offered by the school (Subjects with no tags are available for NCS and IEB. Subjects tagged with O are</p>  <p>available for other programmes.</p>	1.5 or 12.1.13	Once & if updated	Admin
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<p>3.1.1 Maintain learner info that was captured when learner registered at school</p> <p>To capture/verify learner biographical & subject information</p> <p>See Screen print on p9</p>	<p>Capture/ verify learner biographical information – <i>Screen print attached as Annex</i></p> <ol style="list-style-type: none"> Spelling of names and surname, date of birth and ID number against ID documents <ul style="list-style-type: none"> Indicate correct citizenship Indicate if learner has ID documentation Learner disability as approved by district Correct address and contact number If recipient of a social support grant 	3.1.1 or 4	When learner registered & if updated	Admin
	Create subject groups for easy assignment of subject to learners	12.1.14	Once & if updated	SMT
	<p>Assign/update subjects to individual learners</p> <p>**Note: Learner subjects are automatically updated / aligned to next year's grade after completing the year end promotion function (3.19)</p>	**12.1.15	New learners & learners in new phase Subject amendments	SMT
	<p><u>Quality assurance/ checklist:</u></p> <p>Printout lists of learner subject status: learners with wrong grade subjects and learners without subjects, more and less than 7 subjects</p> <p>LURITS deployment FORM</p>	12.1.18 LURITS deployment Form	Exam registration	SMT / District Exam

To prepare database for submission 3.1.1 NSC Learner registration See Screen print on p10-12	A SA-SAMS exam unique number assigned to all learners in gr 12 per year		System Automated	
	Per learner open NSC registration – verify and update Page 1 <ol style="list-style-type: none"> 1. School information and Learner biographical information is pre-populated 2. Identify fulltime/ part time and if learner is repeating Gr 12 3. Select for the following concessions approved by the district <ul style="list-style-type: none"> • Adapted writing conditions for the learner • Language & Mathematics concessions • Foreign learner concession • 5 Subject candidate Page 2 <ol style="list-style-type: none"> 4. Confirm (tick) every subject assigned to the learner Page 3 <ol style="list-style-type: none"> 1. Confirm (tick) every consent condition for the DBE to adhere to POPIA 	4 or 3.1.1	To prepare and confirm NSC per learner Completed 20 March	SMT
	PRINT the registration form for signature	12.1.13	Learner, parent and school to sign	Admin / SMT

	<u>Quality assurance/ checklist:</u> Check if there is a registration printout for all learners and appropriately signed. Check if the corrections on forms are captured on the system Verify wrong subject combinations and POPIA consent confirmation	Exam registration forms	NSC registration	SMT / District Exam
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Reports to confirm and for submission	<div>Printout list of NSC Exam registration See also P15</div> <div><div>Export NSC Examination Registration (3.17)</div><div><div>Grade: Grade 12</div><div>Max View</div></div><div>Click on Learner to Edit and/or Fix</div><div>Learners: 214 / Errors: 2611</div><div>NSC Examination Registration</div><div>2025/02/21</div><div>Year: 2025, Grade 12</div><div><div>Region: Hartswater</div><div>District: FRANCES BAARD</div><div>ExamCentre: PAMPERSTAD HIGH</div><div>CentreNumber: 20210</div></div><div>Languages: A = Afrikaans, E = English, W = Setswana, I = Seswati, Z = Isizulu, P = Sepedi, S = Sesotho</div><div><div>Gender: M</div><div>Immigrant: N</div><div>Telephone: Err: R</div></div><div><div>Race: 1</div><div>AsylumSeeker: N</div><div>CellPhoneNumber: Err: R</div></div><div><div>Grade: 12</div><div>PassportNumber: </div><div>EmailAddress: Err: R</div></div><div><div>ProgressedToGrade: N</div><div>StudyPermHlo: </div><div>PostalAddress: Err: N</div></div><div><div>DateOfBirth: 20070418</div><div>HomeLanguage: W</div><div>PostalCode: Err: N</div></div><div><div>IDNumber: </div><div>LearnerLOLT: E</div><div></div></div></div>
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17 LURITS deployment	<p>Run LURITS deployment – 1 System data status report</p>  <p>a Example of errors indicated on LURITS deployment report</p> 	Identify Gr 12 not registered, Learner with no ID and Subject combination errors	SMT & EMIS Officer	
Eg Printout on p 15	2. Print Deployment form signed off by EMIS Officer and Principal		Sign off	EMIS Officer and Principal
	<p>Submit DB with printed documentation to district</p> <p>1 EMIS – database with LURITS deployment form</p> <p>2 Examinations & Curriculum: Quality assurance/ checklist</p> <p>a. Check submitted subject / learner error (LURITS deployment) (NPPPR)</p> <p>b. Printout of More / less than 7 subject validation (12.1.18)</p> <p>c. Printout of NSC Exam registration list</p> <p>d. **Printed learner registration forms</p>	Module 17	Submit database and forms to district by 25 March Checklist to be signed off	
	<p>LURITS deployment 12.1.18</p> <p>3.17</p> <p>**</p>	**Printed learner registration forms to be kept at school available for monitoring against Gr12 Class list/grade list		
	School receive communication on errors to fix from District by 9 April to correct.		Term 1 submission with correction on 18 April	

At District level

Sections	Functions	When	Responsible
EMIS and E&A	<ul style="list-style-type: none"> Information session on process Feedback on Process (if needed) 	15 March 2025	E&A (PED & District)
EMIS	<ul style="list-style-type: none"> Verify database as functional, LURITS deployment form (cosign) & Errors and Omissions check Communication on corrections to schools for updating Complete monitor form – p 16 Corrections collected in Term1 Collections 	<p>By 9 April to correct</p> <p>Term 1 Collection with correction on 18 April</p>	District EMIS
Examination NSC Examination	<p><i>Quality assurance/ checklist</i> Check for subject, ID and address errors</p> <ol style="list-style-type: none"> on submitted subject / learner error (LURITS deployment) (NPPPR) Printout of More / less than 7 subject validation (12.1.18) Printout of NSC Exam registration list <p>**Printed learner registration forms Verify the number of printed NSC registration forms against Gr 12 class list</p> <ul style="list-style-type: none"> Complete monitor form – p 17 	By 9 April	District Assessment
	<p>Spot check and follow up with school</p> <ul style="list-style-type: none"> Names and surname spelling/order Subject combinations Concessions with paperwork <p>Changes by parent on form updated on the system</p>		
School, District	<p>Fix database and re-upload</p> <p>District verify change and submit</p>	<ul style="list-style-type: none"> 18 April - Term 1 Collection with correction2 25 April submit to PED 	
	Give go ahead to send to PED		

At Provincial level

Sections	Functions	When	Responsible
EMIS	<ul style="list-style-type: none"> Run QA script to identify <ol style="list-style-type: none"> Subject anomalies Learner with ID challenges Concessions Verify monitor forms Provide list per learner per school to examination unit 	By 15 April	EMIS
Examination NSC Examination	Verify the Subject anomalies and Learner with ID challenges with /at school Verify monitor forms	By 15 April	Exam district
	Verify concessions with Learner support		Exam district
School, District	Fix database and re-upload District verify change and submit		
EMIS & Examination	Sign off on all school data		
	EMIS submit data set to National	By 15 April	PED EMIS

At National level

Sections	Functions	When	Responsible
EMIS	EMIS collect data set for NSC learner registration	By 30 April	EMIS
Examination	Load data on IECS Monitor compliance to all policy issues at district and PED levels	By 30 April	

Annexure A: Screen-prints on learner information management in preparation for NSC registration
On 3.1.1

DESEER BOTHA : Acc Number : 0606050295082

Personal Details	Additional Details	Medical/Financial Detail
Registration Information Learner Tracking Number: 620197789 *** Admission Number: 0606050295082 **Registration Date: 2020/01/08 <i>Actual date that the learner enters the school.</i>		
** Identification Details Birth Date: Year 2006 Month 06 Day 05 Age: 18 Gender: Male Population Group: African/Black Citizenship of learner: SA Citizen Identity Number: 0606055505089 If No ID, Reason:		
Additional Support Needs (ASN) status <input type="radio"/> Mainstream <input type="radio"/> LSEN in separate class <input type="radio"/> Multigrade Class <input checked="" type="radio"/> LSEN in mainstream <input type="radio"/> Learner at SNE school <input type="radio"/> SID Learner **SNE Disability(SNA3 Approved): SID Multigrade Class Attention Deficit Disorder Add. SNE Details		
** Learner entered this school in: Grade 08 *** Current Grade: Grade 12 Grade 12 Learner Progressed to this Grade: <input type="checkbox"/> ** Years in Grade: 1st and in Phase: 3rd **Class: 12A 12A		
Learner's Name ** Surname: BOTHA Previous Surname: ** Initials: DE Nick Name: ** First Name (ONLY): Deseer Second Name: Eudaldo Third Name:		
Country of Origin: South Africa Province of Residence: North West Residential and Emergency Contact Details (Address where Learner lives) Physical Home Address: 6209 knoppiefontein City/Suburb: Knoppiefontein Code: 2735 Home Tel. No. 1: 018 1234567 Learner Cell Phone No: 0123456789 Learner Email Address: DEBotha@gmail.co		
Learner Photograph EXTERNAL PICTURE FOLDER NOT FOUND Remove Photograph Disciplinary Records Change Admission No Main Parent NSC Exam Registration Reporting Language for this Learner English Update Done		

On NSC registration

DESEER BOTHA (M), Acc No: 0606050295082, RecID: 3446

Details | Subjects | Consent

Examination Year: **2025** **Yellow = New** Examination Centre: **9424120 | MMABATHO HIGH SCHOOL**

Registration Type: **Full time** Are you registered for the Second Chance Programme? ☐

No Fee Candidate: ☐ Repeat Grade 12: **No**

Postal Address: **6209 knoppiefontein**
 Knoppiefontein
 Code: **2735**

Learner Info

Instruction: **English** Report: **English**
 Telephone No: **(018) 1234567** Cell No: **0123456789**
 Email: **DEBotha@gmail.com**
 Citizenship: **SA Citizen** Identity No: **0606055505089**

SNE Accommodation (Concession):

Accommodations for SNE and non-SNE:

☒ Adaptation of ... ☐ Personal assis... ☐ Video/DVD
☒ Additional Time ☐ Prompter ☐ Other
☐ Digital Player/... ☐ Reader
☐ Braille ☐ Rest Breaks
☐ Computer/ voi... ☐ Scribe
☐ Enlarged Print ☐ Separate Ven...
☐ Handwriting ☐ Sign Languag...
☐ Medication/fo... ☐ Spelling
☐ Oral examinati... ☐ Transcription ...

Mathematical concession ☐
 Language concession ☐
 Immigrant with language concession: ☐
 5 Subjects Entry ☐

Special Needs: **1, 19, 28** 11, 14, 15, 11, 14, 15

DESEER BOTHA (M), Acc No: 0606050295082, RecID: 3446

Details | Subjects | Consent

Selected: **7** / **7**

Select	Subject Name	NSC Code	Comment / Instrument
<input checked="" type="checkbox"/>	Setswana Home Language	SETHL	
<input checked="" type="checkbox"/>	English First Additional Language	ENGFA	
<input checked="" type="checkbox"/>	Business Studies	BSTD	
<input checked="" type="checkbox"/>	Geography	GEOG	
<input checked="" type="checkbox"/>	History	HIST	
<input checked="" type="checkbox"/>	Life Orientation	LIFE	
<input checked="" type="checkbox"/>	Mathematical Literacy	MLIT	

Check Names
 Registration type
 Repeater
 Confirm address
 Add accommodations
 Add concessions

Check
 /Verify/Confirm
 Subjects
 Add music
 instrument

Details | Subjects | Consent

Please Tick The Appropriate Boxes For Which the Candidate Provide Consent:

CONSENT TO THE PROCESSING OF CANDIDATE'S PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (Act No. 4 of 2013)

☐ YES Publication of candidates' final results in the print media or any other platform, using only the examination number of the candidate.

☐ NO Making candidate's results available via SMS service, where candidates have to register for the service using their Identity number and exam number.

☐ Submission of candidates' results to Higher Education Institutions (HEIs) for purpose of pre-registration

☐ Submission of candidates' results to the National Student Financial Aid Scheme (NSFAS) for purpose of bursary allocation.

☐ The provision of candidates' data to government departments, other institutions, and individuals for research purposes, where candidates' personal information will be published

☐ The provision of candidates' data to government departments, other institutions, and individuals for research purposes, where the candidates' data will be published in an anonymised format

☐ **Select all above "YES"**

Select yes / no
consent to every
option
No selection is a
null value

basic education
Department
Basic Education
REPUBLIC OF SOUTH AFRICA

Sequence no.
Reeks nr.
Exam Year
Onderwysjaar

GRADE 10 to 12 NSC ENTRY FORM / GRAAD 10 tot 12 NSS INSKRYWINGSVORM

INSTRUCTIONS / INSTRUKSIES:

- A certified copy of your **ID document** or birth certificate or passport (foreign candidates) must be attached to this registration form. / 'n Geverifieerde afskrif van jou **ID dokument** of geboortesertifikaat of paspoort (buitelandse kandidaat) moet aan hierdie registrasievorm geheg word.
- Full-time candidates** need to provide proof that they achieved the previous year. / **Voltydse kandidaat** moet bewys lewer dat hulle die vorige jaar geslaag het.
- Part-time repeater candidates** must attach a copy of the statement of results of their last (previous) full-time NSC sitting. / **Deeltydse herhalerskandidate** moet 'n afskrif van hulle verslagdoening van die laaste (vorige) voltydse NSS-sessie aanheg.
- All personal information of candidates will be dealt with in accordance with and in full compliance with the **POPI Act**. Please complete the attached consent form with this application. / Alle persoonlike inligting van kandidaat sal hantear word ingevolge en in volle ooreenstemming van die **POPI Act**. Volskied aanheg die toestemmingsvorm saam met hierdie aansoek in.

A. PREVIOUS NSC REGISTRATION HISTORY / VORIGE NSS-REGISTRASIEGESKIEDENIS

Have you entered and wrote the **Grade 12 NSC** (National Senior Certificate) examination before?
Het u voorheen vir die **Grade 12 NSS** (Nasionale Senior Sertifikaat) eksamen geregsigter en skryf?

☒ **Y** - Yes / Ja
☐ **N** - No / Nee

If **YES**, complete the following index **JA**, voltooi die volgende:

	Examination number Eksamennummers	Year Jaar	Province Provinsie	Examination centre name Naam van Eksamensentrum
1.				
2.				
3.				

B. CENTRE (SCHOOL) INFORMATION / SENTRUM (SKOOL) INLIGTING

Region/Circuit
Streek/Graaf

MAHIKENG / NGAKA MOOIRI MOLEMA

Examination centre name
Naam van Eksamensentrum

MMABATHO HIGH SCHOOL

Centre (School) contact number / Sentrum (Skool) kontak nommer

Centre no.
Sentrum nr.

94241201

Telephone (code & number)
Telefoon (kode & nommer)

(018) 0005335

C. CANDIDATE REGISTRATION INFORMATION / KANDIDAT REGISTRASIE-INLIGTING

Were you promoted by "Progression" (the previous year)?
Was jy (die vorige jaar) bevorder deur "Progression"?

☒ **Y** - Yes / Ja
☐ **N** - No / Nee

Are you registered for the Second Chance Programme?
Is jy geregsigter vir die "Second Chance"

☐ **Y** - Yes / Ja
☒ **N** - No / Nee

Grade
Graad

12 (10, 11 and 12)

Date of birth
Geboortedatum

20060605

Gender
Geslag

M ☒ Male / Man
☐ Female / Vrou

ID number
ID-nummer

060605555050899

Passport number
Paspoortnommer

Foreign candidate only
Aanvullende besonderhede

Immigrant with language concession

☒ **Y** - Yes / Ja
☐ **N** - No / Nee

Registration type
Regsigterings tipe

1 ☒ Full-time / voltyd
☐ Part-time / deeltyd

Exam paper language
Eksamenpapier taal

E ☒ Afrikaans
☐ English

Immigrant
Inmigrante

☒ **Y** - Yes / Ja
☐ **N** - No / Nee

Adult learner
Volwasse leerder

☒ **Y** - Yes / Ja
☐ **N** - No / Nee

Study permit number
Studietoelaatnommer

Surname
Van

B O T H A

First names
Voornames

D E S E E R

E U D A L D O

E U D A L D O

E U D A L D O

E U D A L D O

E U D A L D O

E U D A L D O

ID: 3446

1

Name: Ras:	<div style="border: 1px solid black; padding: 2px;"> B = Aker / Aker, B = Baco / Baco, C = Coured / Coured 1 = neder / neder, 2 = 2neder / 2neder, 3 = 3neder / 3neder </div>	<div style="border: 1px solid black; padding: 2px;"> E = Aker / Aker, B = Baco / Baco, C = Coured / Coured 1 = neder / neder, 2 = 2neder / 2neder, 3 = 3neder / 3neder </div>
Home language: medium:	<div style="border: 1px solid black; padding: 2px;"> W = Aker / Aker, B = Baco / Baco, C = Coured / Coured 1 = neder / neder, 2 = 2neder / 2neder, 3 = 3neder / 3neder </div>	<div style="border: 1px solid black; padding: 2px;"> E = Aker / Aker, B = Baco / Baco, C = Coured / Coured 1 = neder / neder, 2 = 2neder / 2neder, 3 = 3neder / 3neder </div>
Continuing lang. medium:	<div style="border: 1px solid black; padding: 2px;"> E = Aker / Aker, B = Baco / Baco, C = Coured / Coured 1 = neder / neder, 2 = 2neder / 2neder, 3 = 3neder / 3neder </div>	<div style="border: 1px solid black; padding: 2px;"> E = Aker / Aker, B = Baco / Baco, C = Coured / Coured 1 = neder / neder, 2 = 2neder / 2neder, 3 = 3neder / 3neder </div>

D. LEARNERS EXPERIENCE BARRIERS OF LEARNING (SNE) / LEERDERS MET LEERHINDERNISSE (SBO)

Special need: Special needs: Special needs (SBO) (SBO)	Special needs (SBO) (SBO)	Special needs (SBO) (SBO)
Special needs (SBO) (SBO)	Special needs (SBO) (SBO)	Special needs (SBO) (SBO)
Special needs (SBO) (SBO)	Special needs (SBO) (SBO)	Special needs (SBO) (SBO)
Special needs (SBO) (SBO)	Special needs (SBO) (SBO)	Special needs (SBO) (SBO)

E. SUBJECT CHOICES / VAKKEUSES

Subject code / Vakkode	Subject description / Vakkeusbeskrywing	See subject codes on pages 4 & 5 Sien vakkode op bladsye 4 & 5	Only for purchase paper candidates Slegs vir aankoop papierkandidate
1	<div style="border: 1px solid black; padding: 2px;"> S E T H L </div> Second Home Language	<div style="border: 1px solid black; padding: 2px;"> S E T H L </div>	<div style="border: 1px solid black; padding: 2px;"> S E T H L </div>
2	<div style="border: 1px solid black; padding: 2px;"> E N G F A </div> English First Additional Language	<div style="border: 1px solid black; padding: 2px;"> E N G F A </div>	<div style="border: 1px solid black; padding: 2px;"> E N G F A </div>
3	<div style="border: 1px solid black; padding: 2px;"> B S T D </div> Business Studies	<div style="border: 1px solid black; padding: 2px;"> B S T D </div>	<div style="border: 1px solid black; padding: 2px;"> B S T D </div>
4	<div style="border: 1px solid black; padding: 2px;"> G E O G </div> Geography	<div style="border: 1px solid black; padding: 2px;"> G E O G </div>	<div style="border: 1px solid black; padding: 2px;"> G E O G </div>
5	<div style="border: 1px solid black; padding: 2px;"> H I S T </div> History	<div style="border: 1px solid black; padding: 2px;"> H I S T </div>	<div style="border: 1px solid black; padding: 2px;"> H I S T </div>
6	<div style="border: 1px solid black; padding: 2px;"> L I F E </div> Life Orientation	<div style="border: 1px solid black; padding: 2px;"> L I F E </div>	<div style="border: 1px solid black; padding: 2px;"> L I F E </div>
7	<div style="border: 1px solid black; padding: 2px;"> M L I T </div> Mathematical Literacy	<div style="border: 1px solid black; padding: 2px;"> M L I T </div>	<div style="border: 1px solid black; padding: 2px;"> M L I T </div>

Additional subjects / Aandere vakke

Additional subjects / Aandere vakke	Additional subjects / Aandere vakke	Additional subjects / Aandere vakke
Additional subjects / Aandere vakke	Additional subjects / Aandere vakke	Additional subjects / Aandere vakke
Additional subjects / Aandere vakke	Additional subjects / Aandere vakke	Additional subjects / Aandere vakke
Additional subjects / Aandere vakke	Additional subjects / Aandere vakke	Additional subjects / Aandere vakke

F. GENERAL / ALGEMEEN

Postal address: Posadres:	5203 knoppiefontein
Postal code: Poskode:	Knoppiefontein
Telephone (code & number): Telefoon (kode & nommer):	018 1234567
E-mail address: E-pos adres:	DEBotha@gmail.com

G. SIGNED BY / ONDERTEKEN DEUR:

I hereby declare that the information furnished on this form is correct and agree that the data can be used for official educational purposes.
 Ek verklaar hiermee dat die inligting in hierdie vorm korrek is en stem toe dat die data gebruik kan word vir amptelike gebruik in Ondersys.

CANDIDATE / KANDIDAAT:

Name in print / Naam in druk: _____ Signature / Handtekening: _____ Date / Datum: _____

PARENT OR GUARDIAN / OUP OF VOOR:

Name in print / Naam in druk: _____ Signature / Handtekening: _____ Date / Datum: _____

PRINCIPAL / HOOF:

Name in print / Naam in druk: _____ Signature / Handtekening: _____ Date / Datum: _____

School Stamp / Skoolstempel
 School: _____
 DMS no: _____
 DMS nr: _____

SCHOOL STAMP /
 SKOOLSTEMPEL

Verification by: (For office use) / Verifikasie deur: (Vir kantoorgebruik)

I confirmed that I have checked the candidate's entry against the supporting documents and the candidate qualifies to be registered as a Grade 12 NSC candidate.
 Ek bevestig dat ek die kandidaat se inskryfingsvorm teen die stuwende dokumente nagegaan het en die kandidaat kwalifiseer om as 'n graad 12-NSS-kandidaat geregistreer te word.

Name / Naam: _____

Signature / Handtekening: _____

Date / Datum: _____

SCHOOL STAMP /
 SKOOLSTEMPEL

TEAR OFF SLIP

This serves to confirm that (Surname and Full name) / Hiermee word bevestig dat (Van en Volsame naam) _____
 with ID no / met ID nommer _____ has registered for the / het geregistreer vir die 20 _____

National Senior Certificate (NSC) Examination at (Centre Name and No) / vir die Nasionale Senior Sertifikaat (NSS) eksamen by (Sentrum Naam en No): _____

Name and signature of registration official: _____

The candidate registered for the following subjects / Die kandidaat het vir die volgende vakke geregistreer:

Subject alpha codes / Alfa vakkodes

1 ☐ S ☐ E ☐ T ☐ H ☐ L 6 ☐ L ☐ I ☐ F ☐ E
 2 ☐ E ☐ N ☐ G ☐ F ☐ A 7 ☐ M ☐ L ☐ I ☐ T
 3 ☐ B ☐ S ☐ T ☐ D 8 ☐ ☐ ☐ ☐ ☐ ☐
 4 ☐ Q ☐ U ☐ Q 9 ☐ ☐ ☐ ☐ ☐ ☐
 5 ☐ H ☐ I ☐ S ☐ T 10 ☐ ☐ ☐ ☐ ☐ ☐

OFFICIAL STAMP /
 AMPTELIKE TOESTEL
 DATE DATUM



basic education
 Department of
 Basic Education
 REPUBLIC OF SOUTH AFRICA

CONSENT TO UTILISE LEARNER'S PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (Act No. 4 of 2013)
TOESTEMING OM PERSOONLIKE INSLIGTING VOLGENS DIE WET OP DIE BESKERMING VAN PERSOONLIKE INSLIGTING, 2013 (POPIA ACT) TE GEBRUIK (Wet No. 4 van 2013)

CONSENTER DETAIL / SE SHANGSHANG VAK	SURNAME / VAN	NAME / NAAM
Parent / Guardian Details Ouder/Voog se Besonderhede	ADAMS	Sistermang Lorraine
Candidate Details Kandidaat se Besonderhede	BOTHA	Greer
Candidate Examination Number/ Kandidaat se Eksamennummer		
Candidate ID Number Kandidaat se ID-nummer	990000000000	
Candidate Date of Birth Kandidaat se Geboortedatum	20000000	

I hereby provide my/our consent for the processing (use) of my/our personal information by the Department of Basic Education for the purposes of carrying out the following:
 Ek gee hiermee my/ons toestemming/la swaar hiermee my/ons toestemming vir die verwerking (gebruik) van my/ons persoonlike inligting deur die Departement van Basiese Ondersys vir die doel om die volgende te doen:

(PLEASE TICK THE APPROPRIATE BOXES FOR WHICH YOU PROVIDE CONSENT)

(In the case where consent is **Not** given the box must be left blank.)

(MAAK AANSLEEF IN REKEMERIE IN DIE TOEGAPASLIKES BLOKKES WAAR TOESTEMMING VERLEEN WORD)

(In the case where consent is **Not** given the box must be left blank.)

Yes	INFORMED CONSENT AREA
<input checked="" type="checkbox"/>	Publication of candidate's final results in the print media or any other platform, using only the examination number of the candidate. Publisering van kandidaat se finale resultate in die gedrukte media of op enige ander platform deur slegs die kandidaat se eksamennummer te gebruik.
<input checked="" type="checkbox"/>	Making candidate's results available via SMS service, where candidates have to register for the service using their identity number and exam number.
<input checked="" type="checkbox"/>	Submission of candidate's results to Higher Education Institutions (HEIs) for purposes of pre-registration. Indien van kandidaat se resultate by Hoër Onderwys-Institusies ("HOI's") vir die doel van vooraf registrasie.
<input checked="" type="checkbox"/>	Submission of candidate's results to the National Student Financial Aid Scheme (NSFAS) for purposes of bursary allocation. Indien van kandidaat se resultate by die Nasionale Studente Finansiële Huishouding ("NSFAS") vir die doel van bursatoelae.
<input checked="" type="checkbox"/>	The provision of candidate's data to government departments, other institutions, and individuals for research purposes, where candidate's personal information will not be published. Verskaffing van kandidaat se data aan regeringsdepartemente, ander instansies en individue vir navorsingsdoeleindes waar kandidaat se persoonlike inligting nie gepubliseer sal word nie.
<input checked="" type="checkbox"/>	The provision of candidate's data to government departments, other institutions, and individuals for research purposes, where the candidate's data will be published in an anonymised format. Verskaffing van kandidaat se data aan regeringsdepartemente en ander instansies waar die kandidaat se data in naamlose formaat gepubliseer sal word.

<p>This consent specifically includes the right to obtain and utilize the candidate's personal information.</p> <p>In cases where the candidate's personal information is provided to a third party, the Department of Basic Education (DBE) will, in accordance with section 21(1) of the Protection of Personal Information Act No. 4 of 2013 (POPIA), sign an Operator Agreement with the relevant organisation, institution or individual ("Operator"), to ensure that the Operator which processes the personal information on behalf of the DBE establishes and maintains the security measure of integrity and confidentiality of personal information, as referred to in section 19 of POPIA.</p> <p>This consent of consent is furnished and based on conditions contained in the Protection of Personal Information Act (POPIA) and you have the following:</p> <p>(a) The right to know what information is held, how it is used and when the DBE will release it. All of this information and information is contained in the DBE's Guidelines on the Protection of Personal Information.</p> <p>(b) The right to correct your details. The DBE shall, in accordance with section 19(1) of POPIA, take reasonable steps to ensure that the personal information is complete, accurate, not misleading and updated where necessary. In terms of section 24(1) of POPIA, you have the right to request the correction of your personal information in the possession of the DBE or under the control of the DBE that is inaccurate, incomplete, excessive, outdated, incomplete, misleading or otherwise unlawful.</p> <p>(c) The right to withdraw your consent. In accordance with section 19(2)(c) of POPIA, you may withdraw your consent at any time, by sending an email to opsa@dbe.gov.za, provided that the withdrawal of the processing of personal information before such withdrawal or the processing of personal information in terms of subsection 11(1)(d) to (f) of POPIA will not be affected.</p>	<p>Hierdie toestemming sluit spesifiek die reg in om die kandidaat se persoonlike inligting te bekom en dit te gebruik.</p> <p>In geval waar die kandidaat se persoonlike inligting aan 'n derde party verskaf word, sal die Departement van Basiese Onderrig (DBO), in ooreenstemming met artikel 21(1) van die Wet op die Beskerming van Persoonlike Inligting, 2013 (Wet 4 van 2013) (POPIA), 'n Operatietoekoms met die betrokke organisasie, instansie of individu ("Operateur") onderteken om te verseker dat die Operateur wat die persoonlike inligting namens die DBO verwerk die sekuriteitsmaatrekies van integriteit en vertroulikheid van persoonlike inligting, ingevolge artikel 19 van POPIA, sal vestig en handhaaf.</p> <p>Hierdie toestemmingsgelyke aan toestemming word verskaf en is gebaseer op die voorwaardes vervat in die Wet op die Beskerming van Persoonlike Inligting.</p> <p>(a) Die reg om te weet watter inligting gehou word, hoe dit gebruik word en wanneer die DBO dit sal verskaf. Al die voorgenoemde inligting is vervat in die DBO se Richtlyn oor die Beskerming van Persoonlike Inligting.</p> <p>(b) Die reg om jou besonderhede te korreger. Die DBO sal, ingevolge artikel 19(1) van die POPIA, redelike prosedure stappe neem om te verseker dat waar nodig, die persoonlike inligting volledig, akkuraat, nie misleidend en opdateer is. Ingevolge artikel 24(1) van die POPIA, het u die reg om u persoonlike inligting wat in die besit van die DBO is, of wat onder beheer van die DBO is, te versoek en om aan te dring dat dit korrek, volledig, akkuraat, nie misleidend, oortrukkend, onvolledig, misleidend of onwettiglik bekom is, regstreeks word.</p> <p>(c) Die reg om jou toestemming terug te trek. Ingevolge artikel 11(2)(c) van die POPIA, mag u ten enige tyd u toestemming terug trek deur 'n e-pos te stuur na opsa@dbe.gov.za, op voorwaarde dat die wettigheid van die verwerking van persoonlike inligting voor die terugroeping of die verwerking van persoonlike inligting, ingevolge subartikel 11(1)(d) tot (f) van die POPIA, nie beïnvloed sal word nie.</p>
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By agreeing to the terms of this consent form, you expressly consent to the processing of your information. /

Dour in te stem tot die voorwaardes van hierdie toestemmingsvorm, gee u uitdruklike toestemming vir die verwerking van u inligting.

Signature Oorkant	(place) on (plaas) op	(Date) (Datum)
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Signature of candidate if adult part-time candidate (Handtekening van kandidaat indien volwasse) Oorkant	Signature of parent if candidate is of school-going or under 18 (Handtekening van ouer as kandidaat skoolgaande of onder 18)
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NOTE: Subject to the above consent, the DBE undertakes to process the personal information in accordance with the eight (8) conditions for lawful processing of personal information as contained in chapter 3 of the Protection of Personal Information Act No. 4 of 2013. /

LET: Onderworpe aan die toestemming hierbo, onderneem die DBO om die persoonlike inligting ingevolge die agt (8) voorwaardes vir wettige verwerking van persoonlike inligting, soos vervat in afdeling 3 van die Wet op die Beskerming van Persoonlike Inligting, 2013 (Wet 4 van 2013), te verwerk.



LURITS Deployment form- showing # of Gr 12 learners & learners # without ID/ ID not validating

LURITS Deployment form

Page 1 of 2

Principal Deployment Report														
Province:	Gauteng	Region:	Ekurhuleni											
District:	Gauteng East	Circuit:	D5											
School Name:	MORRIS JOHNSON													
Emis Number:	1055013													
School Postal Address:	POSBUS	School Physical Address:	GRAAFF REINET STRA UITBREIDING 2 NIGEL											
	Postal Code: 1490		Code: 1491											
School Telephone Number:	011 8143210	School Fax Number:												
School Email Address:	morrison@posbus.co.za													
Status of the data submitted for this submission:														
Database status														
Database Version	25.0.0													
Date deployed	04-Mar-2025													
Deployment code	700350132-04-Mar-2025 12:43:09 pm													
Educator and Learner Statistics														
Description	Total No	Number Approved	Number not Approved											
Total Number of Learners (Grade 1 - Grade 12) excl. LSEN	803	803												
Total Number of LSEN Learners (Grade 1 - Grade 12) excl. SID / PID														
Total Number of SID / PID Learners (Grade 1 - Grade 5)														
Total Number of learners (Grade R) excl. all LSEN														
Total Number of learners (Grade R) include all LSEN														
Total Number of learners (Pre Grade R)														
Total Number of learners Archived	194													
Grand total of learners	803	803												
Total Number of Educators	43	43												
Total Number of Archived Educators	1													
Total Number of Staff	14	14												
Total Number of Archived Staff	1													
Total Number of Governing Body	35	35												
Total Number of Archived Governing Body	0													
Number of Learners														
Total:	Pre Gr R	Gr R	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12
Total Number										174	178	161	151	139
No. of Learners Approved										174	178	161	151	139
No. of Learners not Approved														
Educator and Learner Statistics														
Item	Total													
Total number of learners without ID numbers	5													
Total number of learners with ID's not validating	1													
Total number of learners without passport numbers	1													
Total number of learners with no LURITS numbers	195													
Total number of boarding learners with no hostels assigned														
Other Items	Total													
Number of LTSM items issued														
Quarterly Tests Marks Not Completed														
NSC Exam Registration details NOT captured: Number of learners NOT captured: Gr10=161 ; Gr11=78 ; Gr12=0														
% learner attendance completed	100%													
% educator attendance completed	85.71%													
% Staff attendance completed	85.71%													
Last date learner attendance entered	2025/02/21													
Last date educator attendance entered	2025/02/21													
Last date Staff attendance entered	2025/02/21													
Principal														
Print Name	MNR C J N													
Signature														

LURITS Deployment form

Page 2 of 2

Date	
EMIS Officer	

Annexure B: District Check list

INTRODUCTION

NCS Gr 12 learner registrations will be conducted in 2025 at source (schools) via SA-SAMS in 8 provinces (WC is excluded). The checklist provided will guide the schools and Districts on the completeness and correctness of the data:

Checklist to verify the completeness and correctness of NCS Gr 12 Learner registration data as submitted via SASAMS

Checklist for EMIS (Tick if checked)

School Name	EMIS Number	SA-SAMS database submitted date	DB is LURITS deployed	Signed off by EMIS officer and Principal	Clean Error and Omissions report	Comments

Checklist for Examination & Assessment (Tick if checked)

School Name	EMIS Number	Printout of NSC Exam registration list (3.17)	Printout of learner subject list (12.1.18)	Printout of more / less than 7 subject validation (12.1.18)	Clean Error and Omissions report	Comments (findings on monitoring)				
		Errors/omissions of all fields	Subject validations (combinations etc)		All candidate forms printed	All candidate forms signed	Consent completed and signed-	Learner names etc verified with ID doc	Comments	