



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 38 OF 2025

**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: 28 JULY 2025

**GUIDELINE ON VERIFICATION OF FIRST PRELIMINARY SCHEDULES
FOR 2025 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC)
CANDIDATES**

1. Kindly receive the preliminary schedules of entries for 2025 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 2025 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.**

ASSESSMENT INSTRUCTION 38 OF 2025



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 as reflected on the Entry Schedules, 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.
Immigrant	This is used for system related information to determine if the candidate qualifies for any concessions.	Attach a copy of the study permit

ASSESSMENT INSTRUCTION 38 OF 2025



Item	Importance	Procedure to correct
Special needs	Correct question papers and/or audios are prepared on the basis of 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 and provided during the final examination based on registered subjects as reflected on the Entry Schedule. Ensure that subject combinations are valid.	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>

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 at 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

ASSESSMENT INSTRUCTION 38 OF 2025



Corrections	Supporting Valid Documents required
Correcting a subject wrongly captured	Cross out, write the correct subject and attach 2024 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 2024 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 has signed, a POPIA Consent Form as was previously provided. All candidates who have NOT done so yet, should complete and sign the attached POPIA Consent Form. These forms must be submitted to the District Office.



10. 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.
11. 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.
12. **Corrected preliminary entry schedules with supporting documents must be forwarded to the district on or before 14 August 2025.**
13. **It is vitally important that absolute care should be taken to check and correct ALL registration data as reflected on the preliminary entry schedule, as this might be the ONLY Preliminary Entry Schedule granting the opportunity to do so.**
14. Principals and candidates are requested to give this exercise the necessary attention it deserves to enable the Department to conduct error-free 2025/11 resulting processes.
15. All enquiries should be directed to the District Head of Examination and Assessment Office.


MR R. TYWAKADI

DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGEMENT AND DELIVERY

28/07/2025
DATE

ASSESSMENT INSTRUCTION 38 OF 2025

Page 5 of 6





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

TOESTEMMING VIR DIE PROSESSERING VAN DIE KANDIDAAT SE PERSOONLIKE INLIGTING INGEVOLGE DIE WET OP DIE BESKERMING VAN PERSOONLIKE INLIGTING, 2013 (WET 4 of 2013)

CONSENTER DETAIL / BESONDERHEDE VAN INSTEMMER	SURNAME / VAN	NAME / NAAM
Parent / Guardian Details Ouer/Voog se Besonderhede		
Candidate Details Kandidaat se Besonderhede		
Candidate Examination Number Kandidaat se Eksamenommer		
Candidate ID Number Kandidaat se ID-nommer		
Candidate Date of Birth Kandidaat se Geboortedatum	YEAR-MM-DD / JAAR-MM-DD	

I hereby provide/deny 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/Ek weier hiermee my/ons toestemming vir die prosessering (gebruik) van my/ons persoonlike inligting deur die Departement van Basiese Onderwys vir die doel om die volgende uit te voer

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

(In the case where consent is **Not Granted** the box must be left **blank**) /

(MAAK ASSEBLIEF 'N REGMERKIE IN DIE TOEPASLIKE BLOKKIES WAAR TOESTEMMING VERLEEN WORD)

(In die geval waar toestemming **Nie Verleen Word Nie**, moet die blokkie **oorgelaat word**)

YES	INFORMED CONSENT AREA
☐	<i>Publication of candidates' final results in the print media or any other platform, using only the examination number of the candidate. / Publikasie van kandidaat se finale uitslae in die gedrukte media of op enige ander platform deur slegs die kandidaat se eksamenommer te gebruik.</i>
☐	<i>Making candidate's results available via SMS service, where candidates have to register for the service using their Identity number and exam number. / Stel die kandidaat se uitslae via SMS-diens beskikbaar waar kandidaat vir die diens met gebruik van hulle ID-nommers en eksamenommers moet registreer.</i>
☐	<i>Submission of candidates' results to Higher Education Institutions (HEIs) for purpose of pre-registration. / Indien van kandidaat se uitslae by Hoëronderrys-instansies ("HOI's") vir die doel van vooraf registrasie.</i>
☐	<i>Submission of candidates' results to the National Student Financial Aid Scheme (NSFAS) for purpose of bursary allocation. / Indien van kandidaat se uitslae by die Nasionale Studente Finansiële Hulpkema ("NSFAS") vir die doel van beurstoeiening.</i>
☐	<i>The provision of candidates' data to government departments, other institutions, and individuals for research purposes, where candidates' personal information will not be published. / Verskaffing van kandidaat se data aan regeringsdepartemente, ander instansies en individue vir navorsingsdoeleindes waar kandidaat se inligting nie gepubliseer sal word nie.</i>
☐	<i>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. / Verskaffing van kandidaat se data aan regeringsdepartemente en ander instansies waar die kandidaat se data in naamlose formaat gepubliseer sal word.</i>

This consent specifically includes the right to obtain and utilize the candidate's personal information.

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, institutions or individual ("Operator"), to ensure that the Operator which processes the personal information on behalf of the DBE establishes and maintains the security measures of integrity and confidentiality of personal information, as referred to in section 19 of POPIA.

This consent/lack of consent is furnished and based on conditions contained in the Protection of Personal Information Act (POPIA) and you have the following rights:

- (a) The right to know what information is held, how it is used and when the DBE will release it. All of the aforementioned information is contained in the DBE's Guidelines on the Protection of Personal Information.
- (b) The right to correct your details. The DBE shall, in accordance with section 16(1) of POPIA, take reasonably practicable 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, irrelevant, excessive, outdated, incomplete, misleading or obtained unlawfully.
- (c) The right to withdraw your consent. In accordance with section 11(2)(b) of POPIA, you may withdraw your consent at any time, by sending an email to: popia@dbe.gov.za, provided that the lawfulness of the processing of personal information before such withdrawal or the processing of personal information in terms of subsection 11(1)(b) to (f) of POPIA will not be affected.

Hierdie toestemming sluit spesifiek die reg in om die kandidaat se persoonlike inligting te bekom en dit te gebruik.

In geval waar die kandidaat se persoonlike inligting aan 'n derde party verskaf word, sal die Departement van Basiese Onderwys (DBO), ingevolge artikel 21(1) van die Wet op die Beskerming van Persoonlike Inligting, 2013 (Wet 4 van 2013) (POPIA), 'n Operateursooreenkoms met die betrokke organisasie, instansie of individu ("Operateur") onderteken om te verseker dat die Operateur wat die persoonlike inligting namens die DBO prosesseer die sekuriteitsmaatreëls van integriteit en vertroulikheid van persoonlike inligting, ingevolge artikel 19 van POPIA, sal vestig en handhaaf.

Hierdie toestemming/gebrek aan toestemming word verskaf en is gebaseer op die voorwaardes vervat in die Wet op die Beskerming van Persoonlike Inligting, 2013 (Wet 4 van 2013) (POPIA) en u het die volgende regte:

- (a) Die reg om te weet watter inligting gehou word, hoe dit gebruik word en wanneer die DBO dit sal vrystel. Al die voorgenoemde inligting is vervat in die DBO se Riglyne oor die Beskerming van Persoonlike Inligting.
- (b) Die reg om jou besonderhede te korrekeer. Die DBO sal, ingevolge artikel 6(1) van die POPIA, redelike praktiese stappe toepas om te verseker dat, waar nodig, die persoonlike inligting volledig, akkuraat, nie misleidend en opgedateer 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 korrekeer en om aan te dring dat dit wat onakkuraat, irrelevant, oormatig, verouderd, onvolledig, misleidend of onregmatig bekom is, reggestel word.
- (c) Die reg om jou toestemming terug te trek. Ingevolge artikel 11(2)(b) van die POPIA, mag u ten enige tyd u toestemming terug trek deur 'n e-pos te stuur aan: popia@dbe.gov.za, op voorwaarde dat die wetlikheid van die prosessering van persoonlike inligting voor die terugtrekking of die prosessering van persoonlike inligting, ingevolge subartikel 11(1)(b) tot (f) van die POPIA, nie beïnvloed sal word nie.

By agreeing to the terms of this consent form, you expressly consent to the processing of your information. /

Deur in te stem tot die voorwaardes van hierdie toestemmingsvorm, gee u uitdruklik toestemming vir die prosessering van u inligting.

Signed at _____ (place) ON _____ (date)
Geteken in _____ (plek) OP _____ (datum)

Signature of candidate who is 18 & older
Handtekening van kandidaat wat 18 & ouer is

Signature of parent, if candidate is under the age of 18
Handtekening van ouer indien kandidaat onder die ouderdom van 18 is

NB: 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. /

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