



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sportontwikkeling
Lefapha la Thuto le Tlhabololo ya Metshameko

NORTH WEST PROVINCE

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ASSESSMENT INSTRUCTION 12 of 2017 (FET – NSC)

TO: District Executive Managers
Area Managers
District Assessment Officials
Area Assessment Officials
Principals/Chief Invigilators: Schools offering the NSC

**SUBJECT: 1. PROCEDURES FOR DEALING WITH THE ENTRIES OF GRADE 12
NSC LEARNERS IN 2017 (PRE-LIM 2)
2. MID-YEAR RESULTS**

PROCEDURES FOR DEALING WITH THE ENTRIES OF GRADE 12 NSC LEARNERS IN 2017 (PRE-LIM 2)

- Included are the following documents:
 - Preliminary schedule of entries for candidates.
 - Cover for Grade 12 entry schedules.
 - Summary form for corrections.
- Candidates must control the data on the schedules **at the school under supervision** of the principal and/or chief invigilator. Candidates should be guided by referring to the points listed below. Principals must control that the data on each document is correct before signing.
- The corrected schedules have to be submitted to the relevant Area Office/District Office on or before **26 June 2017**.
- A new entry form (NW NSC-12) may **only** be completed by candidates who do not appear on the preliminary entry schedules e.g. candidates transferred from other centres and who are new in the school. (Motivation from principal **MUST** be attached) or candidates who wrote Supplementary examination in March 2017 and were not successful (Please attach a copy of statement of results). **No new entries of candidates will be allowed either part time or full time.**

CONTROL OF THE PRELIMINARY SCHEDULE OF ENTRIES

- It should be noted that the examination numbers appearing on the schedules are only **temporary numbers** for administrative purposes. The final examination numbers will only be generated once candidates' final admission letters are printed.
- Candidates must control all data on the schedule and do corrections with **RED** or **BLUE** ink where necessary. Black ink or pencil may not be used.

7. It is of utmost importance to ensure that the **Exam paper language** is reflected correctly since candidates will receive papers only in the language indicated on the pre-lim when sitting for the final NSC examination.
8. **Subject changes are not allowed this late in the year.** If a subject is changed the approval letter from the Director: Assessment has to be attached to the pre-lim schedule. Any candidate offering **more than 7 subjects** must attach the approval issued when the candidate was in grade 10.
9. The entries of all candidates that left the school for another school must be indicated by writing the word "TRANSFER" between two lines on the relevant schedule of the individual. The Principal must however, still sign the schedule at the bottom of the form to certify the transfer. All such entries (schedules) must be returned together with the rest of the schedules.
10. **ID numbers:**
All candidates must be registered with ID numbers. Candidates without ID numbers will not be certified by UMALUSI. (Refer to Assessment Instruction 8 of 2017 DBE Circular E8 of 2017)
New ID numbers or corrections on ID numbers will only be captured if a copy of the ID document is attached.
It is also important to note that personal details has to correspond exactly to the detail on the ID document, especially with regard to the sequence of names as it is printed on the ID document and pre-lim.
11. **Progressed learners:**
It is very important to check the correctness of the progression indicator on the pre-lim for each candidate. Progressed learners are those candidates that failed Grade 11, but were allowed to progress to grade 12 in terms of DBE Circular E35 of 2015. **Please Note Candidates who were born in the year 2000 cannot be progressed as they are only 17 and assuming they entered their schooling when they were 6 yrs. indicates that the candidate has never failed.**

A copy of the final Grade 11 statement of symbols (report card) indicating progression to Grade 12 must be attached for each candidate where the progression indicator is changed to "progressed - YES" on the pre-lim. And information that shows that the four criteria set for progressed candidates was applied and met. See the attached list of progressed learners attached and indicate if the information is true.

Progressed learners are the only candidates that will be **allowed as multiple examination opportunity (MEO learners)** - if they comply with the following conditions:

- They must be registered as full-time candidates and attend school on a full-time basis
- They must have been progressed from Grade 11 to 12 (after failing twice in the FET phase including grade 11)
- They must do all (at least seven) subjects up to (and write) the Preparatory examination in all subjects in order to compile valid SBA marks. Only MEO learners with valid SBA marks will be allowed to register for subjects in the June 2018 examination to complete the NSC qualification.
- The decision to follow the MEO route may only be taken after completion of the Preparatory examination and the final decision lies with the candidate (and his/her parents/guardians).

It is very important to mark all progressed learners on the computer system and therefore all schools have to indicate **ON TOP OF THE INDIVIDUAL PRE-LIM FORMS FOR ALL LEARNERS WHO PROGRESSED IN 2016 TO GRADE 12: "Progressed"**
This information is necessary for provincial overall results as they will be released indicating the progressed and pass without progressed learners. Only the progressed learners may opt after the preparatory examination to modularise, in other words write some subjects by the end of 2017 and the remaining subjects in June 2018.

A. SUMMARY FORM OF CORRECTIONS

The summary form of corrections has to be completed in duplicate by the principal. All schedules with changes or corrections must be separated from the rest and attached to the summary form in alphabetical order followed by the schedules without any changes, also in alphabetical order.

12. MID-YEAR RESULTS

Principals of schools are once more reminded to upload the midyear results on SASAMS as the information will be analysed from these results. Please note that Grade 12 Part-time candidate's results cannot be uploaded in SASAMS as these candidates do not offer 7 subjects



D. MOROENG
ACTING DIRECTOR: ASSESSMENT



**DEPARTMENT OF EDUCATION & SPORT DEVELOPMENT
NORTH WEST PROVINCE**

GRADE 12

COVER FOR NSC PRE-LIM 2: NOVEMBER 2017

EXAMINATION CENTRE NO:	
EMIS NUMBER:	
CENTRE NAME:	

DISTRICT NAME:		DISTRICT NUMBER:	
AREA NAME:		AREA NUMBER:	

POSTAL ADDRESS OF CENTRE:		PHYSICAL (STREET) ADDRESS OF CENTRE:	
CODE:		CODE:	

LOCAL MUNICIPALITY OF SCHOOL	
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SCHOOL TELEPHONE NO.	PRINCIPAL CELLPHONE NO.	SCHOOL FAX NO.

E-MAIL ADDRESS OF SCHOOL	
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SUMMARY OF PRELIMS

TOTAL NUMBER OF FULL TIME PRELIMS	
TOTAL NUMBER OF PART TIME PRELIMS	
TOTAL NUMBER OF ALL PRELIMS	

TOTAL NO OF PRELIMS TO BE CORRECTED	
TOTAL NO OF PRELIMS CORRECT	

INFORMATION CERTIFIED CORRECT:

I hereby declare that the information was checked and is correct as sent inside the folder:

TITLE, INITIALS AND SURNAME OF PRINCIPAL (In print)		SIGNATURE OF PRINCIPAL		DATE:	
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