



## Education and Sport Development

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

**NORTH WEST PROVINCE**

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90 Thabo Mbeki Drive, Potchefstroom  
Private Bag X1225, Potchefstroom 2520  
Tel.: (018) 297-5211 / Fax: (018) 293-0199

### **GENERAL AND FURTHER EDUCATION TRAINING SERVICES ASSESSMENT, CERTIFICATION AND ACCREDITATION**

Reference	AI 4/17	Enquiries:	D. Moroeng	Tel:(018) 384 8095 /0836752017 <a href="mailto:dmoroeng@nwp.gov.za">dmoroeng@nwp.gov.za</a>	Fax (018) 384 1041	Date:	2017/02/08
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### **ASSESSMENT INSTRUCTION 04/2017**

**TO: DISTRICT DIRECTORS  
DISTRICT ASSESSMENT MANAGERS  
DISTRICT CHIEF EDUCATION SPECIALISTS – PROFESSIONAL SUPPORT  
AREA MANAGERS  
AAOs  
CIRCUIT MANAGERS  
SUBJECT ADVISORY SERVICES  
PRINCIPALS: ALL SECONDARY SCHOOLS  
TEACHER UNIONS**

**RE: A. GR. 12 NATIONAL SENIOR CERTIFICATE (NSC) WRITING OF  
SUPPLEMENTARY EXAMINATIONS  
B. ATTACHMENTS**

#### **A. WRITING OF EXAMINATIONS & MARKING OF SCRIPTS**

##### **1. REGISTERED CANDIDATES**

Candidates without individual admission letters, indicating the subject and paper to be written AND without proper *identification* (ID Document) may not be allowed in the examination centre.

No candidate may write a subject other than the ones indicated on the individual time table (admission letter) and on the mark sheet, **unless written permission from the Provincial office can be shown.**

Handwritten mark sheets must be completed if a candidate's examination number does not appear on the computerised mark sheet. These candidates' marks will not be captured on the system and marks will not be released unless the candidate can show proof that s/he was given permission by the Director, Assessment, Accreditation and Certification to write the subject and proof that s/he did complete the registration form before the closing date.

**IF A HAND WRITTEN MARK SHEET IS SUBMITTED WITHOUT THE APPROVAL LETTER AND PROOF THAT S/HE DID COMPLETE THE REGISTRATION FORM BEFORE THE CLOSING DATE THE CANDIDATE'S RESULTS WILL NOT BE CAPTURED AND RELEASED.**

*The above paragraphs must be read, bearing in mind that all candidates have to be registered and that unregistered candidates may not write the paper.*

*If it happens that a candidate misplaced or forgot his admission letter on the day of the paper the learner must be allowed to write and the problem be addressed after the paper has been written. If the candidate then fails to provide the necessary documents an irregularity must be registered.*

## 2. ORGANISATION AT EXAMINATION CENTRES

- 2.1 All candidates must be in the examination centres 30 minutes before the official starting time of the paper (08:30 for all morning papers and 13:30 for all afternoon papers).
- 2.2 Chief Invigilators of examination centres within a radius of 20 km from the distribution point may not collect morning papers before 07:45 and afternoon question papers not before 12:45. Chief invigilators outside the 20 km radius will be informed by the District Assessment Managers at what time they may collect papers.
- 2.3 Chief Invigilators must ensure that candidates' Identity document numbers are checked against the admission letters and the examination numbers.
- 2.4 Chief Invigilators may open the sealed envelopes 15 minutes before the official starting time in the presence of the candidates.
- 2.5 Candidates are to receive 10 minutes reading time before the official starting time. No candidate is allowed to write during the above-mentioned 10 minutes. Candidates can only start writing at the official starting time.
- 2.6 The Chief Invigilators need to ensure that attendance registers are signed by all candidates and a copy of the attendance register has to be submitted to district assessment office for storage.
- 2.7 **If any candidate** is absent the **attendance register** where the absent candidate appears on (only the pages with absent candidates) must be faxed to examination office in Mafikeng on the same day for attention: Ms Erika Pieterse at fax number **018 384 1041** or **086 516 2724**.  
**ONLY THE PAGES OF THE ATTENDANCE REGISTER** (no fax cover pages please) WHERE THE INFORMATION OF THE ABSENT CANDIDATE APPEARS MUST BE FAXED. NO OTHER FORMS WILL BE ACCEPTED.  
The reason why the candidate is absent must be indicated on the attendance register before it is faxed to Mahikeng. A register with absentees will be kept in Mahikeng.
- 2.8 Properly completed attendance registers must be kept for every paper written (stored at the school for one year).
- 2.9 Invigilators **must** put "a" for absent or "√" for present on the **mark sheet**. Where an "a" is on the mark sheet it will show that the candidate was absent for the paper. Nothing else may be written at the school on the official mark sheet.
- 2.10 Candidates are not allowed to have **cell phones** with them or use it as calculators.
- 2.11 A "No CELLPHONE" sign should be displayed at the entrance of the hall or class.
- 2.12 The control form for opening of question papers and sealing of scripts must be completed accurately and be kept at the school for one year (form attached).

- 2.13 A floor plan **for every paper written** must be generated after the candidates have been seated and should be submitted with the scripts for that day to the distribution point.
- 2.14 For Geography: **Note that Paper 1 (Theory) is written in the morning and Paper 2 (Map work) is written in the afternoon.**
- 2.15 All answer scripts must be submitted within a reasonable time after the paper has been finalised. Thirty (30) minutes will be allowed to finalise the administration at the venues and then reasonable driving time will be allowed for submission. Scripts arriving after the estimated time without a valid explanation will not be accepted, and this will have an impact on candidates not receiving their results.

### 3. **COMMENTS ON QUESTION PAPERS**

Any comment about question papers must reach the Provincial Examination Office within two days after the paper has been written and comments must be in writing. Attention Ms M Kruger at fax number 018 293 0199 e-mail: [miemiek@nwpg.gov.za](mailto:miemiek@nwpg.gov.za)

### 4. **RECORDING OF EXAMINATION IRREGULARITIES**

Each Centre, primarily the Chief Invigilator, has a responsibility of ensuring that candidates and officials observe all examination rules and regulations as laid down according to the North West Extraordinary Provincial Gazette on the Conduct, Administration and Management of Assessment in the Senior Certificate (No. 5927 of 16 September 2003), as well as the National Regulations Gazette, Gazette no 31337, dated 29 August 2008. (*The Conducting, Administration and Management of Assessment for the National Senior Certificate*)

All irregularities must be reported telephonically as soon as possible to the chairperson of the Provincial Irregularity committee, the Acting Director, Assessment, Certification and Accreditation, **Mr R.D Moroeng, Tel no. 018 388 0862 or 018 384 8095** as well as the Acting Chief Director, General and Further Education Training Services, **Mr. B.J. Nothnagel, Tel no. 018 388 0803 or 018 384 1715**. A comprehensive report has to be submitted within two (2) days after the incident.

**All irregularities must be registered in a register kept at the school.**

Irregularities occurring during any writing of the external examination in Grade 12 have to be reported to the provincial irregularity committee and all investigations will be done by the members of the Provincial Irregularity committee appointed by the Head of the Department.

### B. **ATTACHEMENTS:**

- B1. GRADE 12 NSC SUPPLEMENTARY TIME TABLE
- B2. HANDWRITTEN MARK SHEET FOR WRITTEN PAPERS
- B3. LIST OF CENTRES WHERE EXAMINATION TAKES PLACE



**RD Moroeng**

**Acting Director: Assessment, Certification and Accreditation**

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

**HANDWRITTEN MARK SHEET**

(For WRITTEN papers)

District Name :  Centre number:

Subject name :  Paper number:

Subject code :  Date:  Time:  Max. Marks :

	Examination number	Mark					
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Total number of marks on this page

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Marker name: (in print)	<input type="text"/>
Examination Assistant name: (in print)	<input type="text"/>



## basic education

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

### NATIONAL SENIOR CERTIFICATE (NSC) SUPPLEMENTARY EXAMINATION TIMETABLE 2017

<b>WEEK 1</b>	<b>09:00</b>	<b>14:00</b>
Tuesday 21/02		
Wednesday 22/02	Computer Applications Tech P1 <b>(14)</b> (3hrs) Practical	
Thursday 23/02		
Friday 24/02	Mathematics P1 <b>(880)</b> (3hrs) Mathematical Literacy P1 <b>(1294)</b> (3hrs)	
<b>WEEK 2</b>	<b>09:00</b>	<b>14:00</b>
Monday 27/02	Mathematics P2 <b>(880)</b> (3hrs) Mathematical Literacy P2 <b>(1294)</b> (3hrs)	
Tuesday 28/02		Electrical Technology <b>(3)</b> (3hrs)
Wednesday 1/03	Accounting (3hrs) <b>(202)</b>	Computer Applications Tech P2 <b>(14)</b> Theory (3hrs)
Thursday 2/03	Afrikaans HL <b>(28)</b> and FAL P1 <b>(38)</b> (2hrs), SAL P1 <b>(6)</b> (2½hrs)	
Friday 3/03	Physical Sciences (Physics) P1 <b>(897)</b> (3hrs)	
<b>WEEK 3</b>	<b>09:00</b>	<b>14:00</b>
Monday 6/03	Physical Sciences (Chemistry) P2 <b>(897)</b> (3hrs)	English HL <b>(185)</b> and FAL <b>(28)</b> P1 (2hrs)
Tuesday 7/03	Civil Technology <b>(4)</b> (3hrs)	Religion Studies P1 <b>(10)</b> (2hrs)
Wednesday 8/03	Geography (Theory) P1 <b>(1403)</b> (3hrs)	Geography (Map work) P2 <b>(1403)</b> (1½hrs)
Thursday 9/03	Afrikaans Home Lang P2 <b>(28)</b> (2½hrs) FAL <b>(38)</b> and SAL P2 <b>(6)</b> (2hrs)	Setswana HL <b>(24)</b> (2hrs)
Friday 10/03	Life Sciences P1 <b>(1150)</b> (2½hrs)	Engineering Graphics and Design P1 <b>(15)</b> (3hrs)
<b>WEEK 4</b>	<b>09:00</b>	<b>14:00</b>
Monday 13/02	Life Sciences P2 <b>(1150)</b> (2½hrs)	
Tuesday 14/03		Economics P1 <b>(474)</b> (2hrs)
Wednesday 15/03	English HL P2 <b>(185)</b> (2½hrs) FAL <b>(28)</b>	Engineering Graphics and Design P2 <b>(15)</b> (3hrs)
Thursday 16/03	Setswana HL <b>(24)</b> , P2 (2½hrs)	Economics P2 <b>(474)</b> (2hrs)
Friday 17/03	Agricultural Sciences P1 <b>(308)</b> (2½hrs)	Religion Studies P2 <b>(10)</b> (2hrs)
<b>WEEK 5</b>	<b>09:00</b>	<b>14:00</b>
Monday 20/03	Agricultural Sciences P2 <b>(308)</b> (2½hrs)	History P1 <b>(205)</b> (3hrs)
Tuesday 21/03	PUBLIC HOLIDAY	
Wednesday 22/03		Setswana HL <b>(24)</b> , P3 (2½hrs)
Thursday 23/03	Consumer Studies <b>(11)</b> (3hrs) Hospitality Studies <b>(3)</b> (3hrs)	Afrikaans HL <b>(28)</b> and FAL P3 <b>(38)</b> (2½hrs)
Friday 24/03	English HL <b>(185)</b> and FAL P3 <b>(28)</b> (2½hrs)	
<b>WEEK 6</b>	<b>09:00</b>	<b>14:00</b>
Monday 27/03	History P2 <b>(205)</b> (3hrs)	
Tuesday 28/03	Business Studies <b>(508)</b> (3hrs)	
Wednesday 29/03	Tourism <b>(10)</b> (3hrs)	
Thursday 30/03	Mechanical Technology <b>(14)</b> (3hrs)	
Friday 31/03	SCHOOLS CLOSE	

Enquiries: Dr. R. Poliah – Chief Directorate: National Assessment and Public Examinations; 012-357 3900



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**NORTH WEST PROVINCE**

**LIST OF SUPPLEMENTARY CENTRES - 2017**

AREA OFFICE	SURNAME & INITIALS	CONTACT NO. Working Cell phone No	CENTRE NUMBER	CENTRE NAME	LOCATION/TOWN/VILLAGE
Rustenburg	Mr A. Taute	0828879490	9152027	Grenville High School	Rustenburg
Rustenburg	Ms B.M Mollokoe	0829286886	9152064	Lesele High School	Rustenburg
Rustenburg	Mr Namoshe	0727403183	9152162	Sekete High School	Kanana
Letlhabile	Mr I.M Monareng	0733786470	9101129	Mmanotshe Secondary	Hebron
Madibeng	Mr Du Plessies	0832854438	9111020	Brits High School	Brits
Moretele	Ms Mahlabe	0824017984	9101128	Mankala	Makapanstad
M. K East	Mr Mmope	0732517562	9138006	Mogwase Middle School	Mogwase
M. K West	Mr K.R Ditlhong	0785880890	9142132	Rakoko High School	Tlhakong
Maquassi Hills	Muhloyo C.	0828090108	9204181	Realeka Secondary	Ottosdal - Letsopa
Maquassi Hills	Ms. Tshabalala	0835683517	9204237	Tlhoafalo Secondary	Sannieshof
Maquassi Hills	Mr. L.T. Kali	0616218533	9205150	Wolmaransstad High	Wolmaransstad
Tlokwe	Mr. K.D. Freddie	0631010424	9225012	Botoka Comprehensive	Ikageng Potchefstroom
Tlokwe	Mr. D.N. Nyokong	0723688682	9225126	Thuto-Boswa Sec.	Tsing Ventersdorp
Matlosana	Mr. R.P. Hlahatse	0735780910	9215042	Kanana Secondary	Kanana
Matlosana	Mrs. S.Molusi	0847017331	9215003	Alabama Secondary	Alabama
Matlosana	Mr. M.D. Makhongoana	0822188867	9215026	Gaenthone Secondary	Tigane Hartebeesfontein
Matlosana	Mr. J.M. Sephai	0727491954	XX	Kedimetse EDSC	Khuma Stilfontein
Greater Delareville	Segatle M.K	0733009066	9304279	Kopanelo High School	Shaleng (Kunana)
Greater Delareville	Langa E.T	0735991233	9304167	Phatsima High School	Atamelang
Greater Delareville	Moleloe D.R	0835498830	9304174	Rakgwedi Bokang High	Gaanalaagte
Greater Delareville	Kgapola M.J	0731619313	9304101	Madibogo Resource C	Madibogo
Greater Taung	Maretela B.F	0838638809	9315008	Bloemhof Combined	Bloemhof
Greater Taung	Bester P.M	0828335625	9315015	Christiana Combined	Christiana
Greater Taung	Molefe .I	0815224104	9313094	Majeng Secondaryschool	Kgomotso
Greater Taung	Serei M.J	0767868831	9313134	P.H Moeketsi High School	Taung

Kagisano Molopo	Mokgotho R.L	0826937929	9323045	Huhudi High School	Ganyesa
Kagisano Molopo	Moreke O.I	0795992204	9323176	Setswakgosing Secondary	Morokweng
Taledi	Gill M.S	0725697664	9333148	Sebegilwe ABET Centre	Pudumong
Taledi	Masiu	0835936104	9335111	Schweizer-Reneke High	Schwizer Reneke
Taledi	Saruchera J	0724132000	9333217	Vryburg High School	Vryburg
Kgetleng	D.J. Naude	083 9940814	9402056	Koster Secondary School	49 Noord Straat Koster
Kgetleng	Sebaeng S.P	083 5894820	9402166	Sewagodimo Secondary	Lekubung Sec Tamposstad
Kgetleng	Lanbard J	014 5440009 071 3520100	9402172	Swartruggens Sec	Visser Str Swartruggens
Lichtenburg	Ramatlotlo N.L.	0183 3810230 0824062288	9414039	F.M. Ramaboa Sec	2363 Zone 2 Itsoseng
Lichtenburg	Mathee D	018 6326202 082 9257309	9414095	Lichtenburg Sec School	Scholtz Straat 1 Lichtenburg
Mahikeng	Sethibe T.F.	018 3845211 084353 7213	9424120	Mmabatho Secondary	Unit 2 Mmabatho
Ramotshere	Moiloa AO	018 3651675 082 5249037	9444149	Motswedi Secondary	Sekgwakgwe Sec. Motswedi
Ramotshere Moiloa	Joubert Ljs	018 6422077 083 425 4336	9444278	Zeerust Combined	1256 Forsman Str. Zeerust