



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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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 2 of 2018

**TO: DISTRICT DIRECTORS
DIRECTORS
DISTRICTS ASSESSMENT MANAGERS (DAM & DEM)
SUB DISTRICT MANAGERS
SUB DISTRICT ASSESSMENT OFFICIALS
CIRCUIT MANAGERS
PRINCIPALS: ALL SECONDARY SCHOOLS
MANAGERS: PRIVATE CENTRES / PART TIME CENTRES**

RE: 1. GRADE 12 NSC ENTRIES FOR 2018

1. GRADE 12 NSC ENTRIES FOR 2018

Included are the entry forms for the Grade 12 NSC examination in 2018.

The **closing date for entries is 23 March 2018**, when all completed entry forms must be submitted to the relevant Sub District office.

Registration forms must be completed with information as per new provincial structure. Principals must make absolutely sure that the new centres numbers are used (for those applicable).

Learners (repeaters included) who register at full-time centres for the NSC (7 or more subjects), **must** be registered as full-time candidates.

Principals must ensure that:

- Each candidate has attached a copy of his/her South African Identity Document or copy of certificate of birth. Immigrant candidates have to attach a copy of the Passport and a copy of approval of immigrant status.
- A copy of grade 11 report cards is attached with each learner entry form.
- Grade 11 report cards should clearly indicate when a candidate was **progressed** and not **promoted** to grade 12. It must also be correctly indicated on the entry form of each candidate in the space provided in Section C.
It should be noted that only candidates registered (with proof attached) as **progressed** learners, will be allowed to follow the *Multiple Examination Opportunity* (MEO) option.
- For candidates who were to repeat grade 11 but are progressed to Grade 12 as required by the regulations, that should be indicated on the report card and on the entry form of the candidate in the space provided
- For candidates who changed subjects, the approval from the Acting Chief Director: Examinations and Assessment must be attached.
- Candidates indicate whether s/he is registering as part time or full time candidates.
- Candidates who offer more than 7 subjects, attach the approval letter from the Acting Chief Director: Examinations and Assessment (Letters issued in 2015, the Gr. 10 year).

Part-time candidates may not offer seven subjects (may offer 6 or less subjects).

Principals should note:

- that **part-time candidates** that indicate on the (part-time) entry form that they wish to offer SBA, will have to attend class throughout the year in the relevant subject(s) in order to compile a SBA mark.

- Candidates who register at upgrading centres **cannot change subjects** (i.e Part time candidates at Batswana, Mmabatho high, Rustenburg College, White Stone, Sebonego, RCDC, Danville etc.)
- Each candidate has attached a copy of his/her South African Identity Document or copy of certificate of birth.
- Candidates should attach copeis of the previous grade 12 NSC

2. SNE CANDIDATES AND TECHNICAL SUBJECTS

Principals and registering officials at schools are made aware of the following:

- New codes for Special Needs Education on page 3 of the entry form and that candidates who apply for accommodation (i.e. extra time, large print braille) must have a letter of approval that should be attached.
- If the letter is not available, contact your Inclusive education officials in your sub district for assistance.

Newly registered subjects and subject codes:

- Candidates offering technical subjects must make sure that they use the correct subject code (as indicated below) for a particular field of specialisation.

TECHNICAL SUBJECTS TEGNIËSE VAKKE	CODE KODE
Technical Mathematics Tegniese Wiskunde	TMAT
Technical Science Tegniese Wetenskap	TSCN
Civil Technology (Construction) Siviele Tegnologie (Konstruksie)	CVTC
Civil Technology (Woodworking) Siviele Tegnologie (Houtbewerking)	CVTW
Civil Technology (Civil Services) Siviele Tegnologie (Siviele Dienste)	CVTV
Electrical Technology (Power Systems) Elektriese Tegnologie (Kragstelsels)	ELTP
Electrical Technology (Electronics) Elektriese Tegnologie (Elektronika)	ELTE
Electrical Technology (Digital Systems) Elektriese Tegnologie (Digitale Stelsels)	ELTD
Mechanical Technology (Automotive) Meganiëse Tegnologie (Motorkunde)	MCTA
Mechanical Technology (Fitting and Machining) Meganiëse Tegnologie (Paswerk- en Masjinerie)	MCTF
Mechanical Technology (Welding and Metal Work) Meganiëse Tegnologie (Sweis- en Metaalwerk)	MCTW
Engineering Graphics and Design Ingenieursgrafika en -ontwerp	GRDS

- Kindly bring these codes to the attention of candidates offering technical subjects. The old codes (for technical subjects) on the entry form must be ignored except GRDS.


 B.J. Notnagel
 Acting Chief Director: Examination and Assessment



GRADE 12 COVER FOR NSC ENTRIES: 2018

EXAMINATION CENTRE NUMBER		
EMIS NUMBER		
UMALUSI ACCREDITATION NUMBER (FOR INDEPENDENT SCHOOLS)		
CENTRE NAME		

DISTRICT NAME		DISTRICT NO	
SUB DISTRICT NAME		SUB DISTRICT NO	

POSTAL ADDRESS OF THE SCHOOL		PHYSICAL ADDRESS OF THE CENTRE	
POSTAL CODE		POSTAL CODE	

LOCAL MANUCIPALITY OF THE SCHOOL	
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SCHOOL TELEPHONE NO:	PRINCIPAL/SCHOOL CELL PHONE NO:	SCHOOL FAX NO

E MAIL ADDRESS OF THE SCHOOL	
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SUMMARY OF ENTRIES:

TOTAL NO OF PROMOTED CANDIDATES	
+TOTAL NO OF CANDIDATES PROGRESSSED	
TOTAL NO OF FULL TIME ENTRIES	
TOTAL NO OF FULL TIME ENTRIES	
+ TOTAL NO OF PART TIME ENTRIES	
TOTAL NO OF ENTRIES	

Candidates who passed G11 and promoted to G12
Candidates who failed G11 and progressed to G12

It should be noted that:

- A certified copy of a candidate's **ID document** or birth certificate or passport (foreign candidates) must be attached to his/her registration form.
- Full-time candidates** need to provide proof that they achieved the previous year. A copy of the previous year's final Grade 11 results must be attached.
- Part-time repeater candidates** must attach a copy of the statement of results of their last (previous) full time NSC sitting.

For PROGRESSED learners the Grade 11 statement of results which is attached must clearly indicate that the candidate was progressed and not promoted to Grade 12.

INFORMATION CERTIFIED CORRECT:

I hereby declare that the information is correct as stated above.

TITLE, INITIAL AND SURNAME OF THE PRINCIPAL (In print)		SIGNATURE OF THE PRINCIPAL		DATE	
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