



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sportontwikkeling
Lefapha la Thuto le Tihabololo ya Metshameko
NORTH WEST PROVINCE

Inset Building, Dr Albert Luthuli Drive, Mmabatho,
Private Bag X2044, Mmabatho 2735
Tel.: (018) 384-8085
Fax: (018) 384-1041
e-mail: dmoroeng@nwpg.gov.za
or
90 Thabo Mbeki Drive, Potchefstroom,
Private Bag X1225, Potchefstroom 2520
Tel.: (018) 297-5211 / Fax: (018) 293-0199

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: EXAMINATIONS

Enquiries:	D.Moroeng	Tel:(018) 384 8095 / Cell no.: 0836752017 E-mail: dmoroeng@nwpg.gov.za	Fax (018) 3841041	Date: 2018/02/27
Enquiries:	D. de Klerk	Tel:(018) 297 5211 / Cell no.: 0835716803 /E-mail: ddeklerk@nwpg.gov.za	Fax (018) 293 0199	

ASSESSMENT INSTRUCTION 3 of 2018

TO: District Managers
Sub District Managers
District & Sub District Assessment Officials
Chief Invigilators: Schools offering the SC

1. PROCEDURES FOR DEALING WITH THE ENTRIES OF GRADE 12 SC LEARNERS IN 2018 (PRE-LIM 1)

- 1.1. It should be noted that the examination numbers appearing on the schedules (E.g. B1955417) are only temporary numbers for administrative purposes. The final examination numbers will only be generated once candidates' final admission letters are printed.
- 1.2. The corrected schedules need to be submitted to the relevant District Office on or before **16 March 2018**.
- 1.3. Included are the following documents:
 - Preliminary schedule of entries for candidates.
 - Cover for Grade 12 SC schedules.
- 1.4. It should be noted that entries are now closed and no new entry forms may be added to the schedules.
- 1.5. Entries of MEO (Multiple Examination Opportunity) learners have not been captured yet and will not appear on the pre-lim.

CONTROL OF THE PRELIMINARY SCHEDULE OF ENTRIES

- 1.6. 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.
- 1.7. **CANDIDATES WHOSE ID NUMBERS ARE MISSING OR INCORRECT MUST ATTACH A COPY OF THE ID DOCUMENT TO THE PRE-LIM.** 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 pre-lim.
- 1.8. Corrections on subjects will be checked against the data on the original entry form. No subject changes to new subjects may be done. (Only corrections if applicable)

B.J. NOTHNAGEL
ACTING CHIEF DIRECTOR: EXAMINATIONS & ASSESSMENT