



education

Lefapha la Thuto la Bokone Bophirima
Noordwes Departement van Onderwys
North West Department of Education
NORTH WEST PROVINCE

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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Reference	EI 6/2020	Enquiries:	R.D Moroeng	Tel:(018) 384 8095 Cell no: 0836752018 dmoroeng@nwpg.gov.za	Fax (086) 5631174	Date:	2020/06/24
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EXAMINATION INSTRUCTION 6 of 2020 (FET - Gr 12)

TO: DDGs
CHIEF DIRECTORS
DIRECTORS
DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALIST: PROFESSIONAL SUPPORT (DISTRICTS)
DISTRICT ASSESSMENT MANAGERS
SUB DISTRICT MANAGERS
CURRICULUM COORDINATORS
PRINCIPALS: SECONDARY SCHOOLS

DATE: 24 June 2020

SUBJECT: GUIDELINES ON THE ISSUING OF NSC CERTIFICATES OF 2019 TO CANDIDATES

1. Enclosed with this instruction are certificates for candidates who wrote their examinations in November 2019, the following should be taken care of for upon receipt of the said certificates:

- Principals of schools are urged to submit all previous certificates that are still with at the schools for the year 2018 and before, this is necessary to avoid fraudulent activities that may occur with previous certificates that are still at schools.
- When receiving the certificates school principals should check if all candidates who sat for the 2019 NSC grade 12, examination has received their certificates with exception of candidates who registered for supplementary examination or are MEO in June 2020.
- If any candidate certificate was omitted please, contact the district office or Head office to indicate which certificate is missing within two weeks of receipt of the certificates.
- When issuing the certificate to candidates the candidates should check if their names are spelt correctly, as they appear in the identity document and if their identity document number is correct.



**BE SAFE
STAY AT HOME**

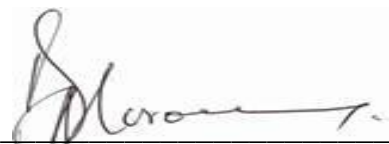
**WASH YOUR
HANDS OFTEN**

**WEAR A MASK WHEN
GOING OUTSIDE**

**MAINTAIN SOCIAL
DISTANCING**



- Candidates must sign on the schedule that they have received the certificates, the schedule must be kept with the certificates at all times until the following year and certificates not collected by March 2021 should be returned to the district office together with a copy of the schedule.
 - Correction on the certificates can be done free for the first three months therefore it is important to issue out the certificate within three months so that corrections can be made if any errors are depicted on the certificates.
2. It is important to keep the information of the candidate when he attended at school for purpose if the candidate finds out the information on the certification is incorrect at a later stage as the school records will be required.



RD Moroeng

Acting Chief Director: Examinations and Assessment



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