



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT
DIRECTORATE: EXAMINATIONS**

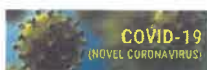
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EXAMINATION INSTRUCTION 08 of 2020 (FET – NSC)

**TO: DISTRICT DIRECTORS
DISTRICT ASSESSMENT MANAGERS
SUB DISTRICT MANAGERS
SUB DISTRICT ASSESSMENT OFFICIALS
CIRCUIT MANAGERS
PRINCIPALS: ALL SECONDARY SCHOOLS**

SUBJECT: INSTRUCTIONS FOR THE CONTROL OF THE PRELIMINARY SCHEDULE OF ENTRIES (NSC 2020 PRE-LIM 1)

1. Included are the following documents:
 - Preliminary schedule of entries for candidates.
 - Cover for Grade 12 preliminary entry schedules.
2. 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.
3. The corrected schedules must be submitted to the relevant Sub District/District Office on or before **06 July 2020**.
4. **No new entries are allowed.** A new entry form 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)
5. **All candidates** must attach (staple) a copy of their ID document to the entry schedule before returning the document.
6. It should be noted that the registration data of Grade 12 candidates was uploaded from the SA-SAMS system as provided by schools.



INSTRUCTION MANUAL FOR THE CONTROL OF THE PRELIMINARY SCHEDULE OF ENTRIES

7. Examination numbers appearing on the schedules as “Candidate No.” are only **temporary numbers** for administrative purposes. The final examination numbers will only be generated once candidates' final admission letters are printed.
8. 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.
9. The entries of all candidates that
 - is wrongly registered at your school and is not one of your Grade 12 candidates
 - left the school for another school
 - must be removed for any reason whatsoever
 must be de-registered by writing the word **“CANCEL ENTRY”** between two diagonal lines on the relevant schedule of the individual.

The image shows a sample of a 'PRELIMINARY SCHEDULE OF ENTRIES' form. The form is titled 'PRELIMINARY SCHEDULE OF ENTRIES (GRADE 12) - NATIONAL SENIOR CERTIFICATE (NSC) - NATIONAL SENIOR DIPLOMA (NSD)'. It contains various fields for candidate information, including name, ID number, and school details. A large, bold, diagonal stamp reading 'CANCELLED' is superimposed over the entire form, indicating that the entry has been cancelled.

The Principal must however, still sign the schedule at the bottom to certify the cancellation. All such entries (schedules) must be returned together with the rest of the schedules.

10. **Surname and first names:**
All personal information has to correspond exactly to the detail on the ID document. In this regard it should be noted that the sequence of full names as it is printed on the ID document and those on the pre-lim, must correspond exactly. In some entries candidates used “nicknames”.
11. **Contact details:**
Check the correctness of your:
 - Postal address
 - Telephone number
 - Cellphone number. This number will be used for possible correspondence via SMS.
12. **ID or passport number:**
All candidates must be registered with ID numbers. Candidates without ID numbers will not be certified by UMALUSI. (DBE Circular E8 of 2017)
A copy of the ID document must be attached to this prelim.
Immigrants must attach a copy of their passport as well as a copy of their official study permit.
13. **Date of birth:**
The date of birth on the prelim must correspond exactly with the information as it is printed on the ID document. (A copy of the ID document must be attached to this prelim.)
14. **Race:**
Possible options are: Asian, Black, Coloured, Indian, White or Unspecified
15. **Gender:**
Male or female. The gender on the prelim must correspond with the gender as indicated on the ID document. (A copy of the ID document must be attached to this prelim.)
16. **Study permit:**
Indicate YES or NO.
If YES – attach a copy of your passport as well as a copy of the official study permit.



**BE SAFE
STAY AT HOME**

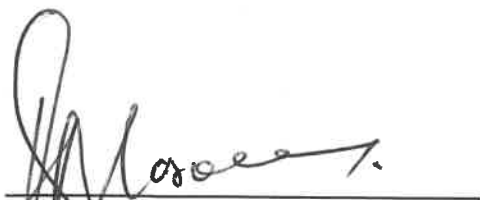
**WASH YOUR
HANDS OFTEN**

**WEAR A MASK WHEN
GOING OUTSIDE**

**MAINTAIN SOCIAL
DISTANCING**



17. **Immigrant:**
Indicate YES or NO.
If YES – attach a copy of your passport as well as a copy of the official study permit.
18. **Examination Paper Language:**
It is of utmost importance to ensure that the **Exam paper language** is reflected correctly since candidates will receive question papers only in the language indicated on the pre-lim when sitting for the final NSC/SC examination.
19. **Certificate Language:**
Check for correctness.
20. **Home Language:**
Check for correctness.
21. **Special needs:**
See list attached of disabilities.
Attach documentary evidence for any approved condition. Please indicate if large fonts are needed. Please indicate number of candidates and subjects (see table for large fonts).
22. **Progression:**
Check the correctness of the progression indicator on the pre-lim. 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.
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.
23. **Registration of subjects:**
Check all subjects for correctness. Candidates with more than seven subjects should check the reverse side of the prelim for the rest of the subjects. The order of the subjects is of no consequence and do not need to be changed.
- Subject changes are not allowed this late in the year.** If a subject is changed the approval letter from the Director: Examinations has to be attached to the pre-lim schedule.
- Candidates who register Music as a subject need to indicate the instrument or vocal voice choice. It must be indicated in the pre-lims if it was not indicated on the initial entries.
24. **General:**
- Complete the declaration
 - Indicate WITH or WITHOUT corrections
 - The document needs to be signed by (at least) the Candidate and the Principal.
 - Please indicate also learners who applied to receive education at the learner’s home (home education) and comply with the legal requirements.



RD. MOROENG

ACTING CHIEF DIRECTOR: EXAMINATIONS & ASSESSMENT



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education

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

**GRADE 12
COVER FOR NSC PRELIM 1: NOVEMBER 2020 EXAMINATIONS**

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 PROGRESSED	
TOTAL NO OF FULL TIME ENTRIES	

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

TOTAL NO OF FULL TIME ENTRIES	
+ TOTAL NO OF PART TIME ENTRIES	
TOTAL NO OF ENTRIES	

It should be noted that:

- A copy of a candidate's **ID document** or birth certificate or passport (foreign candidates) must be attached to his/her prelim form if candidates details is wrong from SASAMS data.
- Full-time candidates who are not marked progressed** need to provide proof that they did not 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.

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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