



## education

Department:  
Education  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA

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### CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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#### EXAMINATION INSTRUCTION 04 of 2023 (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 NOVEMBER 2023 EXAMINATION)**

**Only NSC candidates** may register and sit for this examination. (No SC entries are allowed.)

NB: The official closure of entries was 15 March 2023 therefore no new entries are allowed.

- Included are the following documents:
  - Preliminary schedule of entries for both full-time and part-time candidates.
  - Cover for Grade 12 preliminary entry schedules.
  - Summary of Corrections
- 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.
- The corrected schedules must be submitted by schools to the relevant Sub District/District Office on or before **20 June 2023**.
- No new entries are allowed.** A new entry form may only be completed by full-time or part-time 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 the principal **MUST** be attached to the completed registration form of such candidates.)
- All** candidates must attach (staple) a copy of their ID document to the entry schedule before returning the document.
- All candidates must check their ID number and progression status on the attached schedule, correct if wrong and sign on the space provided. This schedule must be submitted with the prelims.
- It should be noted that the registration data of Grade 12 full-time candidates was uploaded from the SA-SAMS system as provided by schools.



## INSTRUCTION MANUAL FOR THE CONTROL OF THE PRELIMINARY SCHEDULE OF ENTRIES

8. 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.
9. 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.

10. The entries of all candidates that
  - are wrongly registered at your school and is not one of your Grade 12 candidates
  - left the school for another school
  - are duplicate entries
 must be removed by writing the word “CANCEL ENTRY” or “CANCEL DUPLICATE ENTRY” between two diagonal lines on the relevant schedule of the individual.

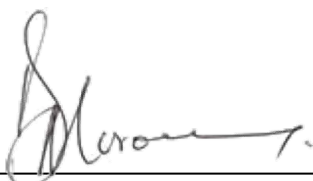
The image shows a sample of a 'PRELIMINARY SCHEDULE OF ENTRIES' form. A large diagonal stamp reading 'CANCEL ENTRY' is placed over the form. The form includes fields for candidate name, ID number, date of birth, gender, race, and contact details. It also has a section for subject choices with columns for 'SUBJECT NAME', 'CODE', 'GROUP', and 'CHANGES / VERANDERINGE'. The form is titled 'REPUBLIC OF SOUTH AFRICA' and 'DEPARTMENT OF BASIC EDUCATION / DEPARTMENT VAN BASiese ONDERWYS'.

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.

11. **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”.
12. **Contact details:**  
Check the correctness of your:
  - Postal address
  - Telephone number
  - Cell phone number. This number will be used for possible correspondence via SMS.
13. **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.
14. **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.)
15. **Race:**  
Possible options are Asian, Black, Coloured, Indian, White or Unspecified
16. **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.)
17. **Study permit:**  
Indicate YES or NO.  
If YES – attach a copy of your passport as well as a copy of the official study permit.



18. **Immigrant:**  
Indicate YES or NO.  
If YES – attach a copy of your passport as well as a copy of the official study permit.
19. **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.
20. **Certificate Language:**  
Check for correctness.
21. **Home Language:**  
Check for correctness.
22. **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).
23. **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.
24. **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.
25. **General:**
- Complete the declaration
  - Indicate WITH or WITHOUT corrections
  - The document needs to be signed by (at least) the Candidate and the Principal.
  - The Principal must complete the summary of corrections as attached.
  - Please indicate also learners who applied to receive education at the learner’s home (home education) and comply with the legal requirements.



**RD MOROENG**  
**DIRECTOR: EXAMINATIONS**





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**GRADE 12  
COVER FOR NSC PRELIM 2: NOVEMBER 2022 EXAMINATIONS**

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

DISTRICT NAME		DISTRICT NO	
SUB DISTRICT NAME		SUB DISTRICT NO	

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

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 PART TIME 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*

**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 candidate's details is wrong from SA-SAMS data.

**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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Let's Grow North West Together

