



education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

Garona Building, Mmabatho
First Floor, East Wing,
Private Bag X2044,
Mmabatho 2735
Tel.: (018) 388-3429/33
e-mail: sgedu@nwpg.gov.za

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Enquiries: D.Moroeng	Tel:(018) 384 8095 / Cell no.: 0794923570 / E-mail: dmoroeng@nwpg.gov.za	Fax (018) 3841041	Date: 2023/07/14
----------------------	--	-------------------	------------------

EXAMINATION INSTRUCTION 05 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 2023 PRE-LIM 2)

- Included are the following documents:
 - Preliminary schedule of entries for candidates.
 - Cover for Grade 12 preliminary entry schedules.
- 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 to the relevant Local Education Office/District Office on or before **28 July 2023**.
- 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)
- All** candidates must attach (staple) a copy of their ID document to the entry schedule before returning the document.
- All candidates must sign the consent form to utilise their personal details in terms of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). The consent form must be stored safely at the school.
- 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 candidates was uploaded from the SA-SAMS system as provided by schools.



INSTRUCTION MANUAL FOR THE CONTROL OF THE PRELIMINARY SCHEDULE OF ENTRIES

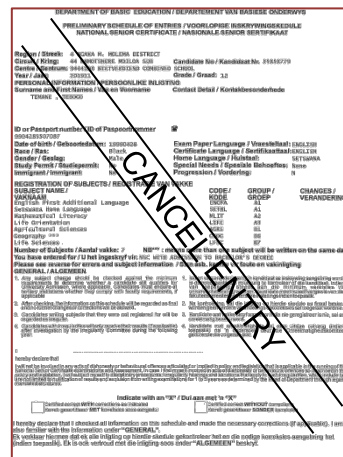
9. Examination numbers appearing on the schedules as “Candidate No.” are only **temporary numbers** for administrative purposes. The final examination numbers will only be generated once candidates’ final admission letters are printed.

10. 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.

11. 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 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.

12. **Surname and first names:**
All personal information has to correspond exactly to the detail on the ID document.
* It is important that the sequence of full names as it is printed on the ID document and those on the pre-lim, must correspond exactly.

13. **Contact details:**
Check the correctness of your:

- Postal address
- Telephone number
- Cell phone number. This number will be used for possible correspondence via SMS.

14. **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.

15. **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.)

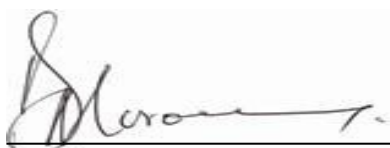
16. **Race:**
Possible options are Asian, Black, Coloured, Indian, White or Unspecified

17. **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.)

18. **Study permit:**
Indicate YES or NO.
If YES – attach a copy of your passport as well as a copy of the official study permit.



19. **Immigrant:**
Indicate YES or NO.
If YES – attach a copy of your passport as well as a copy of the official study permit.
20. **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.
21. **Certificate Language:**
Check for correctness.
22. **Home Language:**
Check for correctness.
23. **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).
24. **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.
25. **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.
26. **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.
27. **Schools that did not submit Prelim 1 should indicate why they did not submit as this has severe consequences on the registration of candidates on the system. Warning letters will be issued to those schools**



RD MOROENG
DIRECTOR: EXAMINATIONS





education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

Garona Building, Mmabatho
First Floor, East Wing,
Private Bag X2044,
Mmabatho 2735
Tel.: (018) 388-3429/33
e-mail: sgedu@nwpg.gov.za

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

GRADE 12 COVER FOR NSC PRE-LIM 2: NOVEMBER 2023 EXAMINATION

EXAMINATION CENTRE NO.	
EMIS NUMBER	
CENTRE NAME	

DISTRICT NAME		DISTRICT NUMBER	
SUB DISTRICT NAME		SD NUMBER	

CIRCUIT OF SCHOOL	
-------------------	--

POSTAL ADDRESS OF CENTRE: CODE:		PHYSICAL ADDRESS OF CENTRE: CODE:	
--	--	--	--

SCHOOL TELEPHONE NO.	SCHOOL / PRINCIPAL CELLPHONE NO.	SCHOOL FAX NO.

E-MAIL ADDRESS OF SCHOOL	
--------------------------	--

SUMMARY OF ENTRIES:

PART-TIME: Entry forms to be completed for PART-TIME entries only.

TOTAL NUMBER OF PART-TIME ENTRIES	
--	--

FULL-TIME: Do not complete entry forms – data was uploaded from SASAMS.

TOTAL NUMBER OF PROMOTED learners		(Candidates that passed Grade 11 and were promoted to Grade 12)
+ TOTAL NUMBER OF PROGRESSED learners		(Candidates that failed Grade 11 and were progressed to Grade 12)
= TOTAL NUMBER OF FULL-TIME learners		

INFORMATION CERTIFIED CORRECT:

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

TITLE, INITIALS & SURNAME OF PRINCIPAL (In print)		SIGNATURE OF PRINCIPAL		DATE:	
---	--	------------------------	--	-------	--



Let's Grow North West Together

