



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION 29 OF 2022

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF GRADE 12 REGISTERED PUBLIC AND INDEPENDENT
SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 18 JULY 2022

VERIFICATION OF SECOND PRELIMINARY SCHEDULES FOR 2022 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) CANDIDATES

1. The corrections on the first preliminary schedules of learner entries for 2022 Grade 12 NSC examinations were received from school.
2. All the efforts have been done to ensure that all corrections (with supporting documents) are captured in the examination system. It is worth noting that despite the guidance that was given through Assessment Instruction 24 of 2022, some schools still submitted corrections without the relevant evidence, as a result, those corrections have not been effected.
3. The second preliminary schedule of learner entries is attached to this Assessment Instruction.

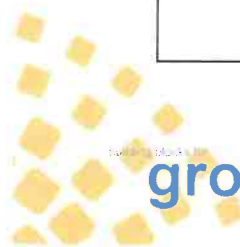




Principals are urged to familiarize themselves with this Assessment Instruction before verifying the information contained in the candidates' preliminary registration entries.

4. **It is the responsibility of the candidates and school principals to ensure that details such as personal information and subjects, printed on the preliminary schedules are correct.**
5. Principals are advised to distribute these prelims to candidates so that they can check if their details are correct. This should be done with the assistance of the SMT and/or class teachers. Ensure that all Grade 12 candidates are accounted for.
6. It is highly advisable that a separate session under the guidance of the Deputy Principal, subject Heads and class teachers be held with all Grade 12 candidates.
- 7.1 The following table will assist the school teams and candidates to go through the prelims and make the necessary changes RED INK (if any).

Item	Importance	Procedure to correct
Identity Number	All Grade 12 candidates are encouraged to be in a possession of an ID (Refer to Assessment Instruction 55/2017 that was based on DBE Circular E25 of 2017.	Attach a copy of the ID, if not yet in possession of an ID, attach a copy of the birth certificate
Name/s, Surname	Certificates are printed based on the information from the IECS, therefore, if the information is incorrect, it will appear as such in the certificate.	Ensure that the name/s and surname are the same as those appearing in the ID. If there are changes, use RED ink to make corrections and attach a copy of the ID.
Contact Details	This information is for Departmental purposes	Write contact details using RED ink. (Address, Telephone Number, Cellphone number)
Immigrant	This is used for system related information	Attach a copy of the study permit





Special needs	Correct question papers and/or audios are prepared on the basis of this information.	Indicate the type/nature of the special need on the prelim
Music	This is used for system related information	Indicate the type of the instrument on the prelim
Subjects	Question papers are printed on the basis of registered subjects	Make changes (if any) in RED ink and attach a subject change approval letter. If there are no changes, the candidate should <u>sign next to the subject</u> .

7.2 The following table will assist with documents as guided below:

Corrections	Supporting Valid Documents required
Personal details	Scratch, write the correct details and attach a copy of ID or Birth Certificate
Subject change	Scratch, write the new subject and attach a copy of approval letter.
Transfer from another school	Complete registration form and attach the Report card, transfer letter.
Transferred to another school (no longer attending in your school)	Attach a letter of request for de-registration of the record of the transferred candidate from the principal, the prelim crossed-out and write "TRANSFERRED" .
De-registration of a candidate	Cross out, write "DEREGISTER" and attach (i) Letter from the candidate AND parent, (ii) copy of the ID of the candidate, and (iii) a letter from the principal
Correcting a subject wrongly captured	Cross out, write the correct subject and attach 2021 Grade 11 promotion schedule.



Omitted candidates	Complete registration form (if it is not the whole school)
Duplicate candidates	Cross out, write " DUPLICATE " and attach a letter of request for de-registration of the duplicate record.
Unknown candidate	Cross out, write " UNKNOWN " and attach a letter of request for de-registration of the unknown record.
Candidates in Grade 11	Cross out, write " IN GRADE 11 " and attach a letter of request for de-registration of the Grade 11 learner record.
Candidates appeared with no subjects	Write the subjects in RED INK next to each candidate, and attach 2021 Grade 11 schedule.

7. Schools are also advised to pay special attention to **Technology subject specialisation, Technical Mathematics, Technical Sciences, Mathematics/Mathematical Literacy and Home Language/First additional Language** registrations.
9. After satisfying herself/ himself that the preliminary schedule is correct, the candidate must sign the schedule.
10. Principals are reminded to make copies of the completed entry forms, corrected preliminary entries, and related documents and keep them in a safe place until the candidates are correctly resulted and certified.
11. **PROTECTION OF PERSONAL INFORMATION ACT (POPIA)-Act No.4 of 2013**
 - 11.1 The consent forms for the Department, Tertiary Institutions and Media houses to utilize learner's personal information is also attached to this Assessment Instruction.
 - 11.2 The learners and parents are expected to go through the attached one page document and indicate by ticking the relevant box and sign if they / do not grant for the personal information to be used by the Department of Basic Education or any other institution/person for legitimate purposes.



12. **Corrected prelim schedules with supporting documents and POPIA forms must be forwarded to the District Examination on or before Thursday, 04 August 2022.**
13. Principals and candidates are requested to give this exercise the necessary attention it deserves to enable the Department to create an error-free 2022/11 examination registration record.
14. All enquiries should be directed to the District Head of Examination and Assessment Office.

R. TYWAKADI

18/07/2022

DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGEMENT AND DELIVERY

