



Reference: 20190314-2843  
File no.: 13/3/2  
Enquiries: C Abrahams

Examinations Administration Minute: 0001/2019

**To:** Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators and Heads of public and independent schools which prepare learners for the National Senior Certificate examinations

**Subject: Verification of learner registration information on the Central Education Management Information System (CEMIS) for National Senior Certificate (NSC) learners: Grades 10 to 12**

1. As per instruction from the Department of Basic Education (DBE), Grades 10 to 12 learner information must be recorded on the National Examination System.
2. This minute must be read in conjunction with Circular 0018/2018, dated 21 April 2018, as well as Knowledge and Information Management Minutes 0001/2018, dated 13 December 2017, and 0004/2018, dated 19 February 2018, which address the management and administration of learner subject changes and learner data on CEMIS.
3. The functionality is open on CEMIS for schools to make corrections to the personal details of their learners.
4. This will be the final opportunity for schools to make any corrections to their Grades 10 to 12 learner information before the data is transferred to the National Examination System.
5. Learner information on CEMIS will be extracted and transferred to the National Examination System for examination purposes. All question papers and examination-related documentation will be packed and distributed to schools according to the CEMIS data signed off by principals.

6. Schools will do the verification process, sign off and submit a report to Head Office officials verifying that all learner information on CEMIS is **correct** and ready for the transfer to the National Examination System.
7. Principals must verify, sign off and submit their **corrected** learner information on the following dates:
  - 7.1 Grade 12 – Friday, 10 May 2019
  - 7.2 Grade 11 – Friday, 17 May 2019
  - 7.3 Grade 10 – Friday, 23 August 2019
8. **Verification of learner information**
  - 8.1 The **identity number** of a learner is a **compulsory field**, as the National Examination System rejects learners without identity numbers. Thus, it is important that all learners apply for their identity documents in Grade 10. In the interim, the identity number reflected on the birth certificate must be used.
  - 8.2 Learners that are **non-citizens (including immigrants)**, must have a passport **and** study permit. Asylum documents will be accepted. Non-citizens that have been part of the South African schooling system, but do not have the required documentation to register for the NSC examination in 2019, will be allowed to register for the examination, but will not be issued with their NSC certificate until the valid documentation is presented.
  - 8.3 Check the spelling of full names and surnames. This should be as it appears on the learner's identity document/birth certificate/passport.
    - 8.3.1 If learners change their names and surnames **during** or within 90 days after writing their Grade 12 National Senior Certificate examination, or after the transfer from CEMIS to the National Examination System, certified copies of their old and new identity documents and an affidavit stating the reason why changes have been made, must be sent to the respective examination officials listed in **Table 1**.
  - 8.4 The **cell phone number of a learner's parent/guardian** is a **compulsory field**. The Western Cape Education Department (WCED) makes use of SMS services to communicate important examination-related information to learners.
  - 8.5 Immigrant learners and special needs learners opting to enter for the endorsed NSC examination must be indicated as such on CEMIS.

## 9. Process to follow on CEMIS

- 9.1 Follow the clear instructions on CEMIS on how to extract the file for the particular grade and class.
- 9.2 Print the schedule.
- 9.3 All learners must verify their details (name, surname, identity number, list of subjects) and sign that it is correct.
- 9.4 Errors indicated by the learners on the schedule must be **corrected** by the CEMIS administrator of the school. This must be verified by the principal or his/her delegate.
- 9.5 The corrected schedules must be sent to parents for their signature and returned to the school.
- 9.6 The schedules must then be signed by the principal/grade head. The principal must sign off on CEMIS that the process has been completed.
- 9.7 A copy must be made of the signed schedules. The copy must be retained at the school for the school's own records and the original schedule must be sent to the respective officials in your district as indicated in **Table 1**.

**TABLE 1**

District	Responsible official	Tel. no.	Email
Metro North	Johnnie Isaacs Jean Theron	021 467 2974 021 467 2146	<a href="mailto:johnnie.isaacs@westerncape.gov.za">johnnie.isaacs@westerncape.gov.za</a> <a href="mailto:jean.theron@westerncape.gov.za">jean.theron@westerncape.gov.za</a>
Metro Central	Farrel Jacobs Leon Samuels	021 467 2909 021 467 2461	<a href="mailto:farrel.jacobs@westerncape.gov.za">farrel.jacobs@westerncape.gov.za</a> <a href="mailto:leon.samuels@westerncape.gov.za">leon.samuels@westerncape.gov.za</a>
Metro South	Linsay van Gensen George Valentine	021 467 2917 021 467 2911	<a href="mailto:linsay.vangensen@westerncape.gov.za">linsay.vangensen@westerncape.gov.za</a> <a href="mailto:george.valentine@westerncape.gov.za">george.valentine@westerncape.gov.za</a>
Metro East	Gideon Dilgee	021 467 2914	<a href="mailto:gideon.dilgee@westerncape.gov.za">gideon.dilgee@westerncape.gov.za</a>
West Coast	Peggy Thomas	021 467 2930	<a href="mailto:peggy.thomas@westerncape.gov.za">peggy.thomas@westerncape.gov.za</a>
Cape Winelands	Lindsay Weber Andile Gidana	021 467 2732 021 467 2937	<a href="mailto:lindsay.weber@westerncape.gov.za">lindsay.weber@westerncape.gov.za</a> <a href="mailto:andile.gidana@westerncape.gov.za">andile.gidana@westerncape.gov.za</a>
Overberg	Patricia Liguma Elmarie du Toit	021 467 2936 021 467 2920	<a href="mailto:patricia.liguma@westerncape.gov.za">patricia.liguma@westerncape.gov.za</a> <a href="mailto:elmarie.dutoit@westerncape.gov.za">elmarie.dutoit@westerncape.gov.za</a>
Eden and Central Karoo	Samuel Adams Nokuzola Makinana	021 467 2914 021 467 2401	<a href="mailto:samuel.adams@westerncape.gov.za">samuel.adams@westerncape.gov.za</a> <a href="mailto:nokuzola.makinana@westerncape.gov.za">nokuzola.makinana@westerncape.gov.za</a>

10. Schools must also submit Grades 10 and 11 requests for subject corrections to the respective officials as per Table 1.
11. The completion of the School-based Assessment (SBA) Annexure B form to effect subject changes or corrections, if any, will be regarded as an irregularity.
12. This minute must also be handed to all Grades 10 to 12 coordinators and CEMIS administrators.

**SIGNED:** T SINGH

**ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2019-04-03

CL-(Certificate Lang), LM-(Lang Medium), MT-(Mother Tongue)(M-Immigrant)

SCHOOL EMIS NUMBER: 0100000268

SCHOOL NAME: A.Z. BERMAN HIGH SCHOOL

CENTER NUMBER:

Learner_ID Number	Identity Number	Date Of Birth	Race	Gender	Surname and First Names	Subjects Code And Subjects Description
990319SA10001	9903195168089	19/3/1999	C	M	ABBAS, SAADIQ	16341002 - Life Orientation 20351062 - Tourism 12351002 - Accounting 19321002 - Mathematical Literacy 12351062 - Economics 13301002 - Afrikaans Home Language 13311092 - English First Additional Language
<b>Diacritics in Name/Surname:</b>	<b>ADDRESS</b>	<b>Number Of Subjects</b>	<b>Tel code</b>	<b>Telephone No.</b>	<b>Cellphone No.</b>	<b>CL LM MT M</b>
N	24 PLATTEKLOOF TAFELSIG CITY OF CAPE TOWN 7785	7				A A A N

I hereby declare that all the information on this schedule is correct and a certified copy of the candidate's ID document is attached.

Ek verklaar hiermee dat alle inliging op hierdie skedule korrek is en dat 'n gesertifiseerde afskrif van die kandidaat se ID dokument aangeheg is.

\_\_\_\_\_  
Candidate / Kandidaat

\_\_\_\_\_  
Parent, Guardian / Ouer, Voog

\_\_\_\_\_  
Principal / Prinsipaal

\_\_\_\_\_  
Date / Datum

\_\_\_\_\_  
Date / Datum

\_\_\_\_\_  
Date / Datum



GR11

Select A Class: All

SELECT A NEW GRADE

Grade 11 Learner Details Report



- Print Landscape
- Print Landscape / Per Learner

Date: 13-MAR-17  
 EMDC: CAPE WINELANDS  
 Center Number: 1007721  
 School Name: LABORI HS.

CL-(Certificate Lang), LH-(Lang Medium), MT-(Mother Tongue), N-(Immigrant), B-(Bachelors)

Learner ID Number	Identity Number	Date Of Birth	Race	Gender	Surname and First Names	Subjects Code And Subjects Description
0003142A10001	0003145124001	14/3/2000	C	M	ADAMS, ZEKE JAMES	

Diacritics in Name/Surname:	ADDRESS	Number Of Subjects	Tel code	Telephone No.	Cellphone No.	CL LH MT N B	Subjects Code And Subjects Description
							15351103 - Engineering Graphics And Design 19371493 - Technical Mathematics 19391523 - Technical Science 13301013 - Afrikaans Home Language