



Reference: 20190503-4292  
File no.: 13/1  
Enquiries: W Gordon

Examinations Administration Minute: 0007/2019

**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: Return of unclaimed National Senior Certificates from previous years (from 1992 to 2017)**

1. All role players, including principals of high/secondary schools, as well as managers of Community Learning Centres, must kindly note the following:
  - (a) All unclaimed certificates should be retrieved and returned to the Western Cape Education Department's Head Office after a period of 12 months from the date of receipt thereof by the centres.
  - (b) Certificates in respect of the November 2017 examination, distributed during 2018, must kindly be returned to Head Office by no later than 31 July 2019. This process must be repeated every year.
2. Unclaimed certificates will be stored in a secured area at Head Office for a period of three years for possible collection by the candidate. If not claimed within the three year period, certificates will be destroyed.
3. In addition to the above, the relevant role players must also comply with the regulations, policies and Umalusi directives pertaining to the following:
  - (a) Unclaimed certificates must be returned one year after their release to schools.
  - (b) Certificates must be treated as highly valuable and stored under secure conditions at all times.

- (c) Candidates must be informed when certificates are ready for collection and distribution must take place under secure conditions.
4. Schools are requested to return unclaimed certificates to Head Office, clearly marked as follows:
- UNCLAIMED CERTIFICATES**  
**FOR ATTENTION:** Mr Werner Gordon  
Directorate: Examinations Administration  
5<sup>th</sup> Floor, Room 502  
Grand Central Building  
Lower Plein Street  
CAPE TOWN  
8001
5. Attached please find a clearance certificate to be completed by schools to confirm that all certificates for the years indicated, have been removed and returned to Head Office.
6. Enquiries regarding the return of unclaimed certificates can be directed to Mr Werner Gordon via email: [Werner.Gordon@westerncape.gov.za](mailto:Werner.Gordon@westerncape.gov.za) or fax number 021 461 5637.
7. Your cooperation in this regard will be highly appreciated.

**SIGNED:** T SINGH

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

**DATE:** 2019-06-19



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**CLEARANCE CERTIFICATE**

**DECLARATION FOR THE SUBMISSION OF UNCLAIMED NATIONAL SENIOR CERTIFICATES FROM PREVIOUS YEARS TO HEAD OFFICE**

I,.....(Principal/Deputy Principal)  
of.....(school)  
hereby declare on .....(date) that all unclaimed National Senior Certificates from previous years (1992 to 2017) have been removed from the safe/strongroom and have been submitted to the Directorate: Examinations Administration at the Western Cape Education Department's Head Office for archiving and/or shredding as per the Department of Basic Education's Management Plan for both certificates of National Senior Examinations (NSCs) and Senior Examinations (Amended) [SC(A)s].

.....  
**PRINT NAME OF PRINCIPAL/DEPUTY PRINCIPAL**

**SCHOOL STAMP**

.....  
**SIGNATURE OF PRINCIPAL/DEPUTY PRINCIPAL**

.....  
**DATE:**

**PLEASE FAX OR EMAIL THE COMPLETED CLEARANCE CERTIFICATE TO MR WERNER GORDON AT FAX NO.: 021 461 5637 OR [Werner.Gordon@westerncape.gov.za](mailto:Werner.Gordon@westerncape.gov.za).**