



Reference: 20190906-8877
File no.: 13/3/2
Enquiries: As per table at 6.3

Examinations Administration Minute: 0010/2019

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: National Senior Certificate examinations: Criteria for admission to the May/June examinations due to illness, death in the immediate family or special circumstances

1. This minute outlines the criteria for the admission of candidates to the **May/June** National Senior Certificate (NSC) examinations. This minute must be read in conjunction with Regulation 7B of the *Amendment of the Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination*, published in *Government Gazette* No. 42430 of 30 April 2019.
2. The NSC examinations will be conducted during May/June. Only learners registered for the November NSC examinations of the previous year may be admitted to the May/June NSC examinations.
3. Learners who absent themselves from the November NSC examinations without a valid reason, will not be allowed to register for subject(s) in the May/June NSC examinations.
4. Learners may not register for any new subjects in the May/June NSC examinations, i.e. they may only register for the subjects which they were registered for in the preceding November NSC examinations.

5. The categories under which a learner may be considered for admission to the May/June NSC examinations are as follows:

5.1 Cases of illness/medical cases

5.1.1 A learner who is sick, pregnant or becomes sick during the November NSC examinations and who has a valid medical certificate will be permitted to register for the May/June NSC examinations.

5.1.2 A learner may choose to write all the examinations for the subject or only the outstanding question paper(s)/components of the subject which he or she did not write in the November NSC examinations.

5.1.3 The medical certificate must confirm the serious nature of the illness and should satisfy the requirements of the Western Cape Education Department (WCED). The date of issue on the medical certificate must coincide with the date of absence.

5.2 Cases of death

In the case of death in the immediate family, admission to the May/June NSC examinations is at the discretion of the Head of Department. A request for such admission must be accompanied by a letter from the principal recommending that the learner concerned must be registered for the May/June NSC examinations. A certified copy of the death certificate and an affidavit confirming the candidate's relationship to the deceased must accompany the application.

5.3 Special circumstances

5.3.1 In the event that a learner represents South Africa in a recognised sport and is unable to write an examination as a result thereof, he or she may be permitted to register for the May/June NSC examination with substantiating evidence.

5.3.2 The learner must ensure that he or she obtains an official letter from the sports body that confirms that the learner was selected to represent the country during a specified period.

5.4 Tertiary education

In the event that a learner does not meet the requirements of the National Senior Certificate or meets the requirements of the National Senior Certificate but wishes to improve his or her performance (either in terms of the subject or the type of pass obtained), he or she may register to write the May/June NSC examinations.

6. Where candidates are absent for the November NSC examinations due to illness, the death of an immediate family member or for special circumstances, the following procedures must be followed:
 - 6.1 The principal or chief invigilator must mark the candidate as absent and indicate "999" on the attendance register and mark sheet respectively.
 - 6.2 On the day of the examination, the principal or chief invigilator must write the learner's examination number and identity number clearly on the medical certificate, affidavit and any other correspondence before submitting it to the WCED's Head Office.
 - 6.3 The relevant documents, i.e. medical/death certificates, must accompany every Learner Absentee Form (**Annexure A**) and must be sent to the WCED's Head Office separately and must NOT be attached to the script/answer book. The required documentation may be scanned and emailed, but the originals must be posted or hand-delivered to the WCED's Head Office within seven days. The documentation must be sent to the following officials:

District	Contact person	Email	Tel. no.
Metro districts	George Valentine	George.Valentine@westerncape.gov.za	021 467 2911
	Ruth Hope	Ruth.Hope@westerncape.gov.za	021 467 2978
Rural districts	Peggy Thomas	Peggy.Thomas@westerncape.gov.za	021 467 2930
	Patricia Liguma	Patricia.Liguma@westerncape.gov.za	021 467 2936

7. All learners who qualify for entry to the May/June NSC examinations must complete an application form. May/June NSC examinations application forms will be available on the day NSC results are released at schools in January 2020.
8. Please bring the contents of this minute to the attention of all staff under your supervision.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2019-09-17



LEARNER ABSENTEE FORM

NATIONAL SENIOR CERTIFICATE EXAMINATIONS
NOVEMBER 2019

Complete an application for each absentee that occurs during the examination.
The district office and the centre must keep copies for record purposes.

Table with fields: Name of school, Name and surname of learner, Examination number, Identity number, Subject, Paper, Date of examination, Reason for absence from the examination

Mark with "X" in the appropriate box:

Table with 6 columns: Medical certificate, Affidavit, Letter from sports body, Letter from tertiary institution, Letter from principal, Certified copy of death certificate

COMMENTS: Please supply as much information about the absentee and attach all the relevant documentation. All original supporting documentation, affidavits, etc. must be submitted within seven days. DO NOT submit supporting documentation with candidate scripts.

I declare that the abovementioned information is true and correct.

NAME OF PRINCIPAL (please print)

SIGNATURE

DATE

CONTACT NUMBER