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Examinations Administration Minute: 0002/2020

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

**Subject: Verification of Grade 12 learner registration information for National Senior Certificate (NSC) Examination**

1. As per instruction from the Department of Basic Education, Grade 12 learner information must be recorded on the National Examination System.
2. This minute must be read in conjunction with the listed documents below which address the management and administration of learner subject changes, subject corrections and the verification of learner data on CEMIS:
  - Assessment Management Minute 0018/2018, dated 06 December 2018,
  - Assessment Management Minute 0009/2019, dated 17 September 2019, and
  - Knowledge and Information Management Minute 0003/2020, dated 06 February 2020.
3. Grade 12 learner information on CEMIS will be extracted on **Monday, 16 March 2020**, and transferred to the National Examination System for examination purposes.
4. Schools have the opportunity to make corrections to the personal details of their Grade 12 learners on CEMIS until 15 March. The functionality is open on CEMIS for schools to make these corrections.

## 5. **Verification of learner information**

- 5.1 The **identity number** of a learner is a **compulsory field**. It is therefore important that all learners apply for their identity documents in Grade 10. In the interim, the birth certificate number must be used.
- 5.2 Learners that are non-South African citizens (including immigrants), must have a passport **and** a study permit. Asylum seekers' documents will be accepted. Non-citizens that are currently in the South African schooling system, but do not have the required documentation to register for the NSC examination in 2020, will be allowed to register for the examination, but will not be issued with their NSC certificate until valid documentation is presented.
- 5.3 Check the spelling of full names and surnames. This must be as it appears on the learner's identity document/birth certificate/passport.
- 5.4 If learners change their names and surnames during or within 90 days after writing their Grade 12 National NSC 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 designated examination officials listed in **Table 1**.
- 5.5 The cell phone number of a learner or his/her parent/guardian is a compulsory field. The Western Cape Education Department makes use of SMS services to communicate important examination-related information to learners.
- 5.6 Learners with special needs opting to enter for the endorsed NSC examination must be indicated as such on CEMIS.
6. The window period for Grade 12 subject changes is closed. All requests for subject corrections must be accompanied by a copy of the November 2019 progression and promotion schedules.
7. Schools are reminded that this CEMIS registration data is used to register Grade 12 learners on the Integrated Examination Computer System. This data is used to print the preliminary schedules, admission letters and to inform the printing of question papers. It is, therefore, very important that schools ensure that all learners' personal details and subjects are captured accurately on CEMIS before the extract date.
8. Following the extract and upload of the learner data to the examination system, schools will receive a printed schedule of their Grade 12 learners' NSC registrations as it is reflected on the National Examinations System.

- 8.1 These schedules must be checked and signed by each Grade 12 learner. All corrections to the schedule must be made in **red ink**.
- 8.2 Principals must verify and sign the printed schedules.
- 8.3 A copy of the signed schedules must be retained at the school for the school's own records and the original schedule must be sent to the designated examination officials for each district as indicated in Table 1, by **16 April 2020**.

**TABLE 1**

District	Responsible official	Tel. no.	Email
Metro North	Johnnie Isaacs Jean Theron	021 467 2974 021 467 2145	<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	Gail Liguma Ruth Hope	021 467 2913 021 467 2518	<a href="mailto:gail.liguma@westerncape.gov.za">gail.liguma@westerncape.gov.za</a> <a href="mailto:ruth.hope@westerncape.gov.za">ruth.hope@westerncape.gov.za</a>
Metro East	Gideon Dilgee Silumko Joka	021 467 2941 021 4672519	<a href="mailto:gideon.dilgee@westerncape.gov.za">gideon.dilgee@westerncape.gov.za</a> <a href="mailto:silumko.joka@westerncape.gov.za">silumko.joka@westerncape.gov.za</a>
Metro South	Linsay van Gensen Peggy Thomas	021 467 2917 021 467 2930	<a href="mailto:linsay.vangensen@westerncape.gov.za">linsay.vangensen@westerncape.gov.za</a> <a href="mailto:peggy.thomas@westerncape.gov.za">peggy.thomas@westerncape.gov.za</a>
West Coast	Patricia Liguma Robin Jacobs	021 467 2936 021 467 2940	<a href="mailto:patricia.liguma@westerncape.gov.za">patricia.liguma@westerncape.gov.za</a> <a href="mailto:robin.jacobs@westerncape.gov.za">robin.jacobs@westerncape.gov.za</a>
Cape Winelands	Lindsay Weber Farrel Jacobs	021 467 2732 021 467 2893	<a href="mailto:lindsay.weber@westerncape.gov.za">lindsay.weber@westerncape.gov.za</a> <a href="mailto:farrel.jacobs@westerncape.gov.za">farrel.jacobs@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	George Valentine	021 467 2978	<a href="mailto:george.valentine@westerncape.gov.za">george.valentine@westerncape.gov.za</a>

9. This minute must be handed to all Grade 10 to 12 coordinators and CEMIS administrators.

**SIGNED:** PAD BEETS

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

**DATE:** 2020-03-11