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Enquiries: W Gordon

Examinations Administration Minute: 0006/2020

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Subject Advisers, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Heads: Learner Support, Assessment and Examination Coordinators, and Heads of institutions which prepare candidates for the National Senior Certificate (NSC) examinations

**Subject: Return of unclaimed NSC certificates of previous years (from 1992 to 2018)**

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 Head Office after a period of 12 months from the date of receipt thereof by the centres; and
  - b) Certificates in respect of the November 2018 examination, distributed during 2019, must be returned to Head Office by no later than 30 October 2020. This process must be repeated each year.
2. Unclaimed certificates will be stored by Head Office for a period of three years, in a secured area, for possible collection by the candidate. If not claimed within the three-year period, the 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 its release to the schools.
  - b) Certificates must be treated as highly valuable and stored under secure conditions at all times and

- c) Candidates must be informed when certificates are ready for collection and the 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  
5<sup>th</sup> Floor, Room 503  
Grand Central Building  
Lower Plein Street  
CAPE TOWN  
8001
5. Attached, please find a Clearance Certificate, to be completed by the school, 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, email address: [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:** 2020-09-04