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Enquiries: C Abrahams

Examinations Administration Minute: 0001/2021

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 Grade 12 learner registration information on the Centralised Education Management Information System (CEMIS) for the 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 Circular 0018/2018, dated 06 December 2018 and Knowledge and Information Management Minute 0003/2021, dated 10 February 2021, which addresses the management and administration of learner subject changes and learner data on CEMIS.
3. 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.
4. Schools can make corrections to the personal details of their learners on CEMIS until **Monday, 29 March 2021**. The functionality is currently open on CEMIS for schools to make these corrections.
5. This will be the final opportunity for schools to make corrections to the Grade 12 learner information on CEMIS before the data is transferred to the National Examination System.

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 transfer to the National Examination System.
7. Principals must verify learner information, sign off and submit their certificate of compliance (**Annexure A**) by **Monday, 29 March 2021**.
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. Learners without identity numbers will not receive an NSC. Thus, it is important that all learners apply for their identity documents in Grade 10. In the interim, the birth certificate number must be used.
 - 8.2 Learners that are **non-citizens (including immigrants)**, must have a valid passport and/or study permit. Asylum seeker 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 2021, will be allowed to register for the examination, but will not be issued with their NSC until valid documentation is presented.
 - 8.3 Check the spelling of full names and surnames of learners. This must be as it appears on the learner's identity document/birth certificate/passport.
 - 8.4 If learners change their names and surnames **during** or **within** 90 days after writing their Grade 12 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 respective examination officials listed in **Table 1**.
 - 8.5 The **cell phone number of a learner's parent/guardian is a compulsory field**. The Western Cape Education Department makes use of SMS services to communicate important examination-related information to learners.
 - 8.6 Learners with special needs opting to enter for the endorsed NSC examination and offer less than seven subjects must be indicated as such on CEMIS.

- 8.7 A signed copy of **Annexure A** must be scanned and emailed to the respective officials in your district as indicated in **Table 1**.

TABLE 1

DISTRIC	RESPONSIBLE OFFICIAL	TEL.NO.	EMAIL
Metro North	Johnnie Isaacs	021-4672974	Johnnie.Isaacs@westerncape.gov.za
	Ruth Hope	021-4672518	Ruth.Hope@westerncape.gov.za
Metro Central	Gail Laguma	021-4672913	Gail.Laguma@westerncape.gov.za
	Farrel Jacobs	021-4672893	Farrel.Jacobs@westerncape.gov.za
Metro East	Gideon Dilgee	021-4672941	Gideon.Dilgee@westerncape.gov.za
	Silumko Joko	021-4672519	Silumko.Joko@westerncape.gov.za
Metro South	Shannon Doolings	021-4672964	Shannon.Doolings@westerncape.gov.za
	Peggy Thomas	021-4672930	Peggy.Thomas@westerncape.gov.za
West Coast	Patricia Liguma	021-4672936	Patricia.Liguma@westerncape.gov.za
	Robin Jacobs	021-4672940	Robin.Jacobs@westerncape.gov.za
Cape Winelands	Lindsay Weber	021-4672732	Lindsay.Weber@westerncape.gov.za
Overberg	Patricia Liguma	021-4672936	Patricia.Liguma@westerncape.gov.za
	Elmarie Du Toit	021-4672920	Elmarie.DuToit@westerncape.gov.za
Eden and Central Karoo	George Valentine	021-4672978	George.Valentine@westerncape.gov.za

9. This minute must also be handed to all Grades 12 coordinators and CEMIS administrators.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-03-18