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File no.: 13/1/1
Enquiries: M Ludick

Examinations Administration Minute: 0009/2021

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

Subject: November 2019 and 2020 National Senior Certificates: Despatch of full time – first issued certificates and subject certificates

1. To enable principals to make the necessary arrangements for candidates to collect the above-mentioned certificates, the following **information and dates** are provided:
 - 1.1 The National Senior Certificate (NSC) examination certificates of candidates, who wrote the November 2019 NSC examination were despatched during 2020. Due to the national lockdown and COVID-19 restrictions, the NSC 2019 candidates who registered for the NSC June 2020 supplementary examination only wrote their exam in November 2020. The certificates of these candidates are also included for distribution.
 - 1.2 The following certificates are included for your attention:
 - **NSC examination - November 2019 (supplementary candidates)**
 - **NSC examination - November 2020**
 - **Subject certificates for unsuccessful candidates**
 - 1.3 Scanned lists of certificates received from UMALUSI will be included with the certificates for your controls.
 - 1.4 **Certificates for candidates who enrolled to write the June 2021 NSC examination, will only be available from November 2021. There might still be outstanding certificates for some candidates registered at certain centres, which will be forwarded to these principals at a later stage.**

- 1.5 An SMS will be sent to candidates informing them that their certificates are available for collection at their school. Principals are requested to keep a complete record of the acknowledgement of receipt of certificates by candidates. Also note that any person who signs for the receipt of a certificate must produce a valid identity document.
- 1.6 **The Western Cape Education Department wishes to emphasise that the involvement of principals in any actions that may jeopardise the future of their candidates such as the failure to release all certificates to their candidates and/or the failure to ensure that successful candidates receive their certificates, are contrary to the South African Schools Act, 1996 (Act 84 of 1996).**
- 1.7 Candidates must be advised to check that their full names and identity numbers are reflected correctly on their certificate.
- 1.8 Any queries in this regard should be submitted to ExamResults@westerncape.gov.za.
- 1.9 The certificates should be delivered and available at all schools from **Thursday, 01 July 2021**.
2. **Collection of certificates and unclaimed certificates**
 - 2.1 Certificates not collected from the respective schools within a 12-month period must be returned to the Head Office for safekeeping, should candidates require the certificate at a later stage.
 - 2.2 Unclaimed certificates will be stored at Head Office for a period of three years, in a secure area, for possible collection by candidates. If not claimed within the three-year period, the certificates will be destroyed.
 - 2.3 In addition to the above, the relevant role players must also comply with the regulations, policies and UMALUSI Directives pertaining to the following:
 - 2.3.1 Certificates must always be treated as highly valuable and stored under secure conditions.
 - 2.3.2 Candidates must be informed when certificates are ready for collection and the distribution must take place under secure conditions.
3. **COVID-19 protocols and the collection of certificates by candidates**
 - 3.1 The department wishes to request the school management teams to ensure that the COVID-19 protocols are adhered to when candidates collect certificates from school.
 - 3.2 Please ensure that your school adheres to all health and safety protocols as contained in the *WCED Guidelines for COVID-19*, issued 15 May 2020, especially the wearing of masks and maintaining of social distancing.

- 3.3 Any enquiries concerning the 2019/2020 NSC examination certificates can be directed to Mr W Gordon on tel. no. 021 467 2961 or email Werner.Gordon@westerncape.gov.za.
4. Please bring the contents of this minute to the attention of all 2019/2020 Grade 12 learners, their parents and educators.
5. Your cooperation in this regard will be highly appreciated.

SIGNED: H MAHOMED

ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-06-15