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Examination Administration Minute: 0018/2021

To: Principals, Centre Managers and Chief Invigilators for the National Senior Certificate examinations

Subject: National Senior Certificate (NSC) examinations: Criteria for admission to the May/June 2022 examinations due to an illness, death in the immediate family or special circumstances during the November 2021 NSC examinations

1. This minute outlines the criteria for the admission of candidates to the May/June 2022 National Senior Certificate (NSC) examination.
2. It 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.
3. The NSC supplementary examinations will be conducted during May/June 2022. Only learners registered for the November 2021 NSC examinations may be admitted to the May/June 2022 NSC examinations.
4. Learners who absent themselves from the November 2021 NSC examinations without a valid reason, will not be allowed to register for subject(s) in the May/June 2022 NSC examinations.
5. Learners may not register for any new subjects in the May/June NSC 2022 examinations, i.e. they may only register for the subjects which they were registered for in the preceding November NSC examinations.
6. The categories under which a learner may be considered for admission to the May/June 2022 NSC examinations are as follows:

6.1 **Cases of illness/medical cases/death in the immediate family**

- 6.1.1 A learner who is sick, pregnant or becomes sick during the November 2021 NSC examinations and who has a valid medical certificate will be permitted to register for the May/June 2022 NSC examinations.
- 6.1.2 A learner, who misses an examination due to testing positive for COVID-19 or being in close contact with a person who is confirmed to have COVID-19 and who is not fit to write his/her examination at the designated examination centres established for this purpose, will be permitted to register for the May/June 2022 NSC examinations.
- 6.1.3 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/she did not write in the November 2021 NSC examinations.
- 6.1.4 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.

6.2 In the **case of death** in the immediate family, admission to the May/June 2022 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 2022 NSC examinations. A certified copy of the death certificate and an affidavit confirming the candidate's relationship to the deceased must accompany the application.

6.3 **Special circumstances**

- 6.3.1 In the event of a learner representing South Africa in a recognised sport and is unable to write an examination as a result thereof, he/she may be permitted to register for the May/June 2022 NSC examinations with substantiating evidence. The learner must ensure that he/she obtains an official letter from the sports body that confirms that the learner was selected to represent the country during a specified period.
- 6.3.2 A learner who is registered for the November 2021 NSC examinations and, due to travel restrictions, is unable to return to South Africa to write the examination in November 2021, will be permitted to register for the May/June 2022 NSC examinations.

6.4 **Tertiary education:**

In the event that a learner does not meet the requirements of the NSC or meets the requirements of the NSC, but wishes to improve his/her performance (either in terms of the subject or the type of pass obtained), he or she may register to write the May/June 2022 NSC examinations.

7. Where candidates are absent for the November 2021 NSC examinations due to illness, the death of an immediate family member or for special circumstances, the following procedures must be followed:
 - 7.1 The principal or chief invigilator must mark the candidate as absent and indicate "999" on the attendance register and mark sheet respectively.
 - 7.2 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.
 - 7.3 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 2360
	Ruth Hope	Ruth.Hope@westerncape.gov.za	021 467 2518
Rural districts	Peggy Thomas	Peggy.Thomas@westerncape.gov.za	021 467 2930
	Patricia Liguma	Patricia.Ligma@westerncape.gov.za	021 467 2936

8. All learners who qualify for entry to the May/June 2022 NSC examinations must complete an application form. The May/June 2022 NSC examinations application forms can be submitted after the release of the November 2021 NSC results on 21 January 2022. The closing date for applications for the May/June 2022 NSC examinations is 31 January 2022.
9. Learners must write the November 2021 examinations at the examination centre where they have been registered.
10. Please bring the contents of this examination instruction to the attention of all staff, learners and parents involved with the November 2021 NSC examinations.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-10-28