

File no.: 20/3/5/4  
Reference: 20230219-1569

Examinations Administration Minute: 0001/2023

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, 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 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 Knowledge and Information Management Minutes 0002/2023, 0003/2023 and 0004/2023, all dated 17 January 2023, which address 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 have the opportunity to make corrections to the personal details of their learners on CEMIS. This functionality is currently open on CEMIS for schools to make these corrections.
5. This verification 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 the learner information, sign off and submit their certificate of compliance (**Annexure A**) by **no later than Wednesday, 15 March 2023** to the relevant officials in **Table 1**.
8. **Verification of learner information**
  - 8.1 The **identity number** of a learner is a **compulsory field** as per the National Examination System. It is critical that all learners apply for their identity documents (IDs) in Grade 10. In the interim, the birth certificate number must be used.
  - 8.2 Please advise parents on the process of applying for an ID at the Department of Home Affairs (DHA) timeously. Principals are reminded of Circular 0053/2021, dated 09 March 2022, on the admission of undocumented South African or foreign national learners and are requested to assist parents, where possible, to facilitate the process through the DHA.
  - 8.3 Learners that are **non-citizens (including immigrants)**, must have a valid passport or study permit. Asylum seeker documents will be accepted. Non-citizens who have been in the South African schooling system, but do not have the required documentation to register for the NSC examination in 2023, will be allowed to register for the examination.
  - 8.4 It is pivotal to check the spelling of full names and surnames of learners. This must be as it appears on the learner's ID/birth certificate/passport.
  - 8.5 If learners **change their names or surnames, during the writing of the Grade 12 NSC examination or within 30 days** after the release of the Grade 12 NSC results, they must notify the Western Cape Education Department (WCED) by submitting certified copies of their old and new IDs and an affidavit stating the reason why changes have been made. These documents must be sent to the respective examination officials listed in **Table 1**.
  - 8.6 The **cellphone number of a learner's parent/guardian is a compulsory field**. The WCED makes use of SMS services to communicate important examination-related information to learners.
  - 8.7 Learners with special needs, opting to enter for the endorsed NSC examination and offer fewer than seven subjects, must be indicated as such on CEMIS.

**TABLE 1**

| District               | Responsible official | Tel. no.     | Email  |
|------------------------|----------------------|--------------|--|
| Metro North            | Johnnie Isaacs       | 021 467 2974 | <a href="mailto:Johnnie.Isaacs@westerncape.gov.za">Johnnie.Isaacs@westerncape.gov.za</a>     |
| Metro Central          | Gail Laguma          | 021 467 2913 | <a href="mailto:Gail.Laguma@westerncape.gov.za">Gail.Laguma@westerncape.gov.za</a>           |
| Metro South            | Peggy Thomas         | 021 467 2930 | <a href="mailto:Peggy.Thomas@westerncape.gov.za">Peggy.Thomas@westerncape.gov.za</a>         |
| Metro East             | Gideon Dilgee        | 021 467 2941 | <a href="mailto:Gideon.Dilgee@westerncape.gov.za">Gideon.Dilgee@westerncape.gov.za</a>       |
|                        | Silumko Joka         | 021 467 2519 | <a href="mailto:Silumko.Joka@westerncape.gov.za">Silumko.Joka@westerncape.gov.za</a>         |
| West Coast             | Patricia Liguma      | 021 467 2936 | <a href="mailto:Patricia.Liguma@westerncape.gov.za">Patricia.Liguma@westerncape.gov.za</a>   |
|                        | Robin Jacobs         | 021 467 2940 | <a href="mailto:Robin.Jacobs@westerncape.gov.za">Robin.Jacobs@westerncape.gov.za</a>         |
| Cape Winelands         | Desire Rhode         | 021 467 2732 | <a href="mailto:Desire.Rhode@westerncape.gov.za">Desire.Rhode@westerncape.gov.za</a>         |
|                        | Gabriella Fleurs     | 021 467 2401 | <a href="mailto:Gabriella.Fleurs@westerncape.gov.za">Gabriella.Fleurs@westerncape.gov.za</a> |
| Overberg               | Patricia Liguma      | 021 467 2936 | <a href="mailto:Patricia.Liguma@westerncape.gov.za">Patricia.Liguma@westerncape.gov.za</a>   |
|                        | Elmarie du Toit      | 021 815 8452 | <a href="mailto:Elmarie.Dutoit@westerncape.gov.za">Elmarie.Dutoit@westerncape.gov.za</a>     |
| Eden and Central Karoo | Miche van Schoor     | 021 467 2914 | <a href="mailto:Miche.vanschoor@westerncape.gov.za">Miche.vanschoor@westerncape.gov.za</a>   |

9. This minute must be distributed to all Grade 12 school coordinators and CEMIS administrators.

**SIGNED:** H MAHOMED

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

**DATE:** 2023-02-27