

File no.: 20/3/5/4
Reference: 20240129-1280

Examinations Administration Minute: 0001/2024

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 2024 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 Minute 0001/2024, dated 12 December 2023, and Assessment Management Minute 0001/2024, dated 22 January 2024, 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 Monday, 26 February 2024** to the relevant officials in **Table 1**.
8. **Verification of learner information**
 - 8.1 It is pivotal to check the spelling of full names and surnames of learners. This must be as it appears on the learner's identity document (ID)/birth certificate/passport.
 - 8.2 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**.
 - 8.3 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 IDs in Grade 10. In the interim, the birth certificate number must be used.
 - 8.4 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.
 - 8.5 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 2024, will be allowed to register for the examination.
 - 8.6 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.
 - 8.7 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.
 - 8.8 Please note that incorrect Grade 12 learner information on CEMIS may impact a school's final Grade 12/matric results.

TABLE 1

District	Responsible official	Tel. no.	Email
Metro North	Johnnie Isaacs	021 467 2974	Johnnie.Isaacs@westerncape.gov.za
	Ruth Hope	021 467 2518	Ruth.Hope@westerncape.gov.za
Metro Central	Toni Masela	021 467 2937	Toni.Masela@westerncape.gov.za
	Lisa Kansley	021 828 5538	Lisa.Kansley@westerncape.gov.za
Metro South	Margaret Janda	021 467 2440	Margaret.Janda@westerncape.gov.za
	Peggy Thomas	021 467 2930	Peggy.Thomas@westerncape.gov.za
Metro East	Gideon Dilgee	021 467 2941	Gideon.Dilgee@westerncape.gov.za
	Silumko Joka	021 467 2519	Silumko.Joka@westerncape.gov.za
West Coast	Robin Jacobs	021 467 2940	Robin.Jacobs@westerncape.gov.za
Cape Winelands	Desire Rhode	021 467 2732	Desire.Rhode@westerncape.gov.za
	Gabriella Fleurs	021 467 2401	Gabriella.Fleurs@westerncape.gov.za
Overberg	Robin Jacobs	021 467 2940	Robin.Jacobs@westerncape.gov.za
Eden and Central Karoo	Miche van Schoor	021 467 2914	Miche.vanSchoor@westerncape.gov.za
	Jamy-Lee Britz	021 467 2953	Jamy-Lee.Britz@westerncape.gov.za

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: 2024-01-31