

**FAX THIS DOCUMENTATION TO THE EXAMINATION OFFICE ON 086 618 0724 BY OR ON  
20 FEBRUARY 2012**

Please do not fax other correspondence to the above number.

**NB! All pages must be signed where indicated and faxed back to the College to ensure that you have read and understand all information given with regards to your CASS and Examinations.**

January 2012

Dear Learner

**INVITATION TO 2012 CONTROL TEST/EXAM SESSIONS: GRADE 12**

**IMPORTANT INFORMATION**

The attached documents contain important information about the upcoming exam/control test session including the most important dates and your Exam/Control Test Entry Form. Please read all accompanying documents carefully to ensure that you do not miss anything.

**IMPORTANT GENERAL INFORMATION**

Below are important general information regarding the College's communication, exam fees and term results:

1. **Email communication.** We are using email as the **only** means of sending Exam/Control Test Confirmation Letters to students. Please ensure that you have a **valid and active email** address. All currently registered students should use their dcc.me email address.
2. **Payment of exam fees.** Your Exam/Control Test Entry Form should accompany your proof of payment for the final/mock exam to ensure that you will be registered to write the exams/control tests. If you have a credit balance with the College, your fees may be offset against the credit balance. **The cut-off date to register for the examinations/control tests is the 20<sup>th</sup> of February 2012.** No late Exam Registration forms will be accepted.
3. **Term Results.** Your term results will be released on a quarterly basis (See Important Dates 2012 on page 2/3). These term results will be emailed to students. Therefore, please ensure that the College has your latest e-mail address.

**IMPORTANT INFORMATION ABOUT YOUR 'CASS' COMPONENT**

The College will have the following examination/control test sessions during 2012:

- Control Test 1 Session
- Midyear Examination Session
- Oral Examinations Session
- Control Test 2
- Mock Examinations

These examination/control test session will be held at Examination Centers provided by the College.

All of your CASS assignments have to be submitted to the College by the dates stipulated in your respective study guides in order for the College to calculate your term marks. If the required tasks are not submitted for the term, you will receive a 0% for those particular assignments. *(Refer to your study guides for all assignment due dates)*

Keep in mind that your CASS component counts 25% towards your final mark, while your final examination counts 75% towards your final mark. So please ensure that you attend all examination/control test sessions and submit all of your CASS assignments. Failure to attend will result in you receiving a 0%.

We wish you all the best with your studies and your exams in 2012. Please read the information contained in the accompanying documents carefully and send us your Exam/Control Test Entry Form as soon as possible to secure your exam seat.

Yours sincerely

Ms. M. Grewe  
Examinations Manager

Learner Signature: .....

## NATIONAL SENIOR CERTIFICATE

# IMPORTANT INFORMATION

Before you register for the exams/control tests for the NATIONAL SENIOR CERTIFICATE GRADE 12, please read the following information.

### GENERAL

- By sending us the below Exam/Control Test Entry Form you are registering for all exam/control test/oral sessions for 2012.
- Please use the Exam/Control Test Entry Form to indicate the subjects that you want to write in 2012.
- You will only be allowed to write the Exams/Controlled Tests for those subjects for which you have registered to write the final examinations with the Department of Basic Education.
- An exam fee of R450 per subject is payable on registration. Please submit proof of payment with your Exam/Control Test Entry Form. An exam fee is only payable for your final examinations and not for the control test/oral session.
- An Exam/Control Test/Oral Confirmation Letter will be sent to you before the start of each Exam/Control Test/Oral session. (Refer to Important Dates 2012 to see when each Exam/Control Test/Oral Confirmation Letter will be issued).

### PROVISIONAL EXAMINATION CENTRES

You have to write at one of the Examination Centres provided by the College. These centres appear on the Exam/Control Test Entry Form. This excludes the Exam Centers for the final Grade 12 external examinations.

Please note that venues are subject to change or cancellation. The College reserves the right to re-route learners, should we encounter venue problems. The venue at which you will be writing will be confirmed in the confirmation letter that will be issued to you.

We will try to find a venue as close as possible to your home address. However, it is not always possible to accommodate all learners, so you may be required to travel to another town close to you.

### PROVISIONAL IMPORTANT DATES FOR 2012 – HIGH SCHOOL GRADE 12

2012 EXAM/CONTROL TEST SESSIONS	DATES
<b>The 2012 Control Test 1 Session</b>	<b>10 April – 25 April 2012</b>
Control Test 1 Confirmation Letters will be sent to you by	16 March 2012
You should confirm that you are registered by	3 April 2012
Declaration of Results – Term 1	18 May 2012
<b>The 2012 Midyear Exam Session</b>	<b>4 June – 26 June 2012</b>
Midyear Exam Confirmation Letters will be sent to you by	7 May 2012
You should confirm that you are registered by	14 May 2012
Declaration of Results – Term 2	25 - 27 July 2012
<b>The 2012 Oral Exam Session</b>	<b>12 May, 19 May, 26 May, 2 June (2012)</b>
Oral Exam Confirmation Letters will be sent to you by	20 April 2012
You should confirm that you are registered by	27 April 2012
<b>The 2012 Control Test 2</b>	<b>2 August – 21 August 2012</b>
Control Test 2 Confirmation Letters will be sent to you by	5 July 2012
You should confirm that you are registered by	13 July 2012
<b>The 2011 Mock Exam session</b>	<b>27 August – 24 September 2012</b>
Mock Exam Confirmation Letters will be sent to you by	31 July 2012
You should confirm that you are registered by	7 August 2012
Declaration of Results – Term 3	12 October 2012

- Note that these dates are provisional and the College reserves the right to make amendments to these dates. Please visit our website for the latest dates.

Learner Signature: .....

OTHER IMPORTANT DATES 2012	DATES
Control Test/Exam registration closing date	20 February 2012
Last date for payment of exam fees	20 February 2012
Closing date for amendments or cancellations	12 March 2012

**Please note:**

1. *Unless you have a credit balance with the college, you MUST provide proof of payment for your exams by the exam registration closing date, otherwise you will not be registered.*

Learner Signature: .....

**NATIONAL SENIOR CERTIFICATE: GRADE 12**

# EXAM/CONTROL TEST/ORAL ENTRY FORM 2012

## GRADE 12

**STEP 1: FILL IN YOUR DETAILS**

First Name: \_\_\_\_\_ Initials \_\_\_\_\_ Surname \_\_\_\_\_

Student No: \_\_\_\_\_ Mr  Ms  Mrs  Miss  Other: \_\_\_\_\_

Postal Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Code: \_\_\_\_\_ Country: \_\_\_\_\_

Office Hours Telephone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

After Hours Telephone No: (\_\_\_\_) \_\_\_\_\_ Mobile phone no: \_\_\_\_\_

Grade: \_\_\_\_\_ ID Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Confirm email address: \_\_\_\_\_

**PLEASE NOTE:** Your Exam/Control Test/Oral Confirmation Letter will be sent to you via email only. So please ensure that you give a valid email address above. Please take your Exam/Control Test/Oral Confirmation Letter with you when to go to write exams.

**STEP 2: CHOOSE YOUR INTERNAL EXAM/CONTROL TEST VENUE**

Please choose your exam venue by ticking the box next to the venue in which you want to write.

*Please note that the following examination centres are **provisional** and are subject to change.*

Boksburg		Ladysmith		Pretoria	
Bloemfontein		Mafikeng		Randburg	
Cape Town		Middelburg/Witbank		Rustenburg	
Durban City		Nelspruit		Secunda	
East London		Newcastle		Vanderbijlpark	
George		Pietermaritzburg		Vredenburg/Saldanha	
Johannesburg Central		Polokwane		Welkom	
Kimberley		Port Elizabeth			

Learner Signature: .....

### STEP 3: CHOOSE YOUR SUBJECTS

Please tick the appropriate boxes

Subject	✓	Subject	✓	Subject	✓
English Home Language		Geography		Agricultural Sciences	
Afrikaans 1ste Addisionele Taal		Accounting		Life Sciences	
Mathematics		Business Studies		Economics	
Mathematical Literacy		Physical Sciences		Afrikaans Huistaal	
History		IsiXhosa Home Language			
Life Orientation		English 1st Additional Lang.			

### STEP 4: PAY YOUR EXAM FEES

After you have filled in the relevant sections above, please pay your exam fees and keep a copy of your proof of payment. Exam fees are R450 per subject. Please deposit your exam fees into the following account:

**Bank:** First National Bank

**Branch:** Johannesburg

**Branch Code:** 204109

**Account Number:** 62275014919

**Name of Account:** Damelin Correspondence College (Pty) Ltd

**Reference Number:** Your student number (NB: It is **essential** that you use your student number as reference number, otherwise we won't be able to link your payment to you).

### STEP 5: FAX YOUR DOCUMENTATION TO US

Once you have paid your exam fees, please fax us this Entry Form, plus your Proof of Payment. Remember to sign the declaration below before you fax us this form.

**DECLARATION BY LEARNER:** *I agree to abide by the rules and procedures governing the College's examinations. I understand that I must take my Examination/Control Test/Oral Confirmation Letter with me to write my examination. I also declare that I have completed and submitted the compulsory assignments for the above subject(s), or that I will have submitted them by the dates stipulated by the College.*

**Learner signature:** \_\_\_\_\_ **Parent/Guardian signature:** \_\_\_\_\_

(if learner is under 18)

**Date:** \_\_\_\_\_