Dear Learner

This letter contains important information about your internal and external examinations for the year. If you fail to register for your external examinations with the Department of Education, you cannot be resulted for Grade 12 at the end of the year.

You are required to take these two important steps regarding exam registration:

- **STEP 1:**
  By 14 February 2014 you must submit your exam entry form for **INTERNAL Examinations** (including controlled tests, midyear and mock exams).
  
  You need to download the form “DCC Grade 12 Exam Control Test Invitation – 2014” from www.dcc.edu.za. Please email the completed form to highschoolexams@icg.edu.za or fax to 086 2064540.

- **STEP 2:**
  By 28 February 2014 you must ensure you have registered with a school or the Department of Education office (not Damelin Correspondence College) for **EXTERNAL Examinations** that will be written in October/November 2014.

  Please inform the College where you have registered for your external examinations – using the form on p.7 below.

  The information on the following pages is to assist you with STEP 2.

For enquiries about the following procedures please contact our High School Team on 021 417 6784.
IMPORTANT information for learners in ALL PROVINCES

DEADLINE FOR REGISTRATION – External examinations

Registration closing date: 28 February 2014

We strongly urge you to register early as venues fill up quickly especially in larger cities.

EXAMINATION ADMINISTRATION FEE – External examinations

The examination fee for the subjects for which you wish to register must be paid to the examination centre on the day you register unless otherwise negotiated with the examination centre. The examination centre will determine the fee per subject (up to approximately R 400 per subject) for the administration of the external Grade 12 NSC examinations.

WHAT TO TAKE WITH YOU WHEN YOU REGISTER

Subject repeaters with valid CASS/SBA mark:
- Original and a certified copy of NSC Grade 12 statement of results (original to produce for the registering officer, and a certified copy to attach to your other registration documents)
- Certified copy of ID
- Proof of Registration Letter – from Damelin confirming you are enrolled in 2014 for NSC Grade 12 and stating your subjects. [Call 021 417 6784 with your student number to request “Proof of Registration Letter”.

First-time NSC Grade 12 candidates:
- Original and a certified copy of your official NSC Grade 10 and 11 reports (original to produce for the registering officer, and a certified copy to attach to your other registration documents)
- Letter to Exam Centre / District Office – stating Damelin will conduct the SBA for the subjects for which you are enrolled and forward these marks to the provincial Department of Education. [Find letter at www.dcc.edu.za]
- Proof of Registration Letter – from Damelin confirming you are enrolled in 2014 for NSC Grade 12 and stating your subjects. [Call 021 417 6784 with your student number to request “Proof of Registration Letter”.

- Certified copy of ID
- Black pen
### Western Cape

**Registration window:** 24 - 28 February 2014  08:00-16:00  

ALL learners register in person at: High School Exams Department, Fleetway House, 29 Martin Hammerschlag Way, Foreshore, Cape Town, 8001.

Only learners who live **more than 150 km** from Cape Town may request registration forms by email. Please contact 021 417 6784 to request a form. Complete the form, attach accompanying documents (see p.2), keep copies for yourself, and return the originals by **28 February 2014** by **courier** to: High School Exams Co-ordinator, Fleetway House, 29 Martin Hammerschlag Way, Foreshore, Cape Town, 8001. Contact the College by **10 March 2014** to check if your registration form was received.

### Eastern Cape

Identify from the list below your nearest Eastern Cape Department of Education District Office where you will go to complete your exam registration form. We strongly recommend phoning the office and setting up an appointment to go and register. If you are in an outlying area please see [http://www.ecdoe.gov.za/ecdoe/district-offices](http://www.ecdoe.gov.za/ecdoe/district-offices) to locate your nearest district office, or contact 021 417 6784.

**EAST LONDON DISTRICT**  
Exams contact: Mr. S. Mnguni (Acting)  
Tel: 043 708 6210  
Physical Address:  
Dr WB Rhubusana Building, Nu 1, Mdantsane, 5219

**PORT ELIZABETH DISTRICT**  
Exams contact: Mr Kani  
Tel: 041 403 4400/4411  
Physical Address:  
Ethel Valentine Building, No 5, Sutton Road, Sidwell, 6056

**MTHATHA DISTRICT**  
Exams contact: Miss Ncoyini  
Tel: 047 502 4272/4270  
Physical Address:  
Corner Leeds & Owen Street, Border Sgcawu Building, Umtata, 5099

**KING WILLIAM'S TOWN DISTRICT**  
Exams contact: Mr Dywili  
Tel: 040 609 8818  
Physical Address:  
2nd Floor, Global Life Building, Circular Drive, Bisho, 5605
Eastern Cape cntd.

**STERKSPRUIT DISTRICT (Aliwal North)**
Exams contact: Mrs Duka  
Tel: 051 611 0052  
Physical Address:  
Benson Bale College, Sterkspruit, 9762

**QUEENSTOWN DISTRICT**
Exams contact: Mrs Senekal  
Tel: 045 858 8900/8780  
Physical Address:  
2 Limpopo Drive, Homestead, 5360

**GRAHAMSTOWN DISTRICT**
Exams contact: Mr Selana  
Tel: 046 603 3299/3200  
Physical Address:  
Corner St Aidens Avenue & Milner Street, Grahamstown, 6139

**Kwazulu-Natal**

**Repeater NSC Grade 12 candidates**: go to your former high school to register.

**First-time NSC Grade 12 candidates or those who cannot write at their former high school** may register at the recommended exam centre in Durban. If you live too far away from this centre kindly approach a nearby high school to register. Please contact 021 417 6784 if you have approached several schools without success.

**Durban**
Christian High School, 50 Sydney Rd, Umbilo, Durban, 4001.  
Exams contact: Mr Mthembu  
Tel: 031 304 4566
**Free State**

Register at a high school of your choice pending availability of space at that school. Please contact 021 417 6784 if you have approached several schools without success.

In Bloemfontein you may register at the following school:

**Bloemfontein**  
Hoërskool Bloemfontein, Gladstone Rd, Bayswater, Bloemfontein, 9301  
Exams contact: Ms E Claassen  
Tel: 051 433 1613

**Gauteng**

Identify your nearest Examination Centre from the list below and go there to register. We strongly recommend phoning the Examination Centre and setting up an appointment to go and register.

**Lenasia – Soweto**  
Lenasia Military Base, 21 Batallion Adult Centre, Potion 3 - Stand 301IQ, Rietfontein, Lenasia, 1827  
Tel: 011 211 6710

**East Rand**  
Excelsior Academic College  
168 Trichardt Rd, Parkrand, Boksburg, 1459  
Office hours: 8am-1pm  
Exams Contact: Annette  
Tel: 011 896 5403

**Pretoria**  
Ed-U-College, 169 Jacob Mare Street, between Paul Kruger street & Bosman Street, Tshwane, 0002  
Exams Contact: Lara  
Tel: 012 323 0413

**West Rand**  
District Office 12, 20 Madeline Street, Florida, 1709  
Exams Contact: Colla  
Tel: 011 831 5408

**Johannesburg city**  
Contact 021 417 6784
Limpopo

Identify your nearest Limpopo Department of Education district office from the list below. The district office will direct you to an appropriate examination venue where you will need to go and register.

1. CAPRICORN (Polokwane) (015) 285 7357
2. SEKHUKHUNE (Lebowakgomo) (015) 633 7154
3. WATERBERG (Modimolle) (014) 718 1500
4. MOPANI (Tzaneen, Palaborwa) (015) 812 3770
5. VHEMBE (Musina) (015) 962 1331

Mpumalanga

Register at a nearby high school pending availability of space at that school. Please contact 021 417 6784 if you have approached several schools without success.

North West

Register at a high school of your choice pending availability of space at that school. Please contact 021 417 6784 if you have approached several schools without success.

You may register at the following school if it is closest to you:

Rustenburg College, Oom Paul Skool, 42 Lucas Street, Rustenburg, 0300.
Exams contact: Mrs Labuschagne
Tel: 072 9011169

Northern Cape

Register at a high school of your choice pending the availability of space at that school. Please contact 021 417 6784 if you have approached several schools without success.
Dear Learner

This is NOT a registration form

The keeping of accurate class information and submission of year marks to the DoE depends on this. On the day of registration at the exam centre, fill in the details below along with the centre contact person and ask them to stamp the form. Then email / fax this form to Damelin at highschoolexams@icg.edu.za / 086 206 4540

To be completed by learner

Learner name: ________________________________
Learner surname: ________________________________
Student No.: __________________________________
ID No.: ______________________________________
Tel No.: ______________________________________
Province: ______________________________________

To be completed by School / Examination centre

School / Exam centre Name: ________________________________
School / Exam centre Number: ________________________________
Exam centre contact person: ________________________________
Exam centre contact number: ________________________________

Exam Centre Stamp