

February 2015

**REGISTRATION FOR 2014 DEPARTMENT OF EDUCATION
NSC GRADE 12 EXAMINATIONS**

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 provided with your results for Grade 12 at the end of the year.

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

- **STEP 1:**
By 13 February 2015 you must submit your exam entry form for the INTERNAL examinations (including controlled tests, and mid-year and mock exams).

You need to download the form named 'Damelin Grade 12 Exam Control Test Invitation – 2015' from www.dcc.edu.za . Please email the completed form to highschool exams@icg.edu.za or fax it to 086 206 4540.

- **STEP 2:**
By 27 February 2015 you must ensure that you have registered with a school or with the Department of Basic Education office (and not Damelin Correspondence College) for **EXTERNAL Examinations** that will be written in October/November 2015.

By 6 March 2015, you must inform Damelin Correspondence College about the school/exam centre where you have registered, using the Reply Form in this document.

The information on the following pages has been provided in order 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: **27 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 450 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 NSC Grade 12 statement of results *and* a certified copy of the NSC Grade 12 statement of results (the original to produce for the registering officer, and a certified copy to attach to your other registration documents)
- Certified copy of your ID
- Proof of Registration Letter from Damelin, confirming you are enrolled in 2015 for NSC Grade 12 and stating your subjects. (Call 0860 414141 with your student number to request a “Proof of Registration Letter”.)

First-time NSC Grade 12 candidates:

- Original NSC Grade 10 and 11 reports *and* a certified copy of your official NSC Grade 10 and 11 reports (the original to produce for the registering officer, and a certified copy to attach to your other registration documents)
- Letter to Exam Centre, stating that Damelin will conduct the SBA for the subjects for which you are enrolled, and forward these marks to the provincial Department of Education. (Find the letter at www.dcc.edu.za)
- Proof of Registration Letter from Damelin confirming you are enrolled in 2015 for NSC Grade 12 and stating your subjects. (Call 0860 414141 with your student number to request Proof of Registration Letter.)
- Certified copy of your ID

Refer to the registration process in your province, below.

Western Cape

Registration window: **23 - 27 February 2015 08:00 – 16:00**

ALL learners must 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 (refer to page 2 in this document), keep copies for yourself, and return the originals by **27 February 2015** by **courier** to: High School Exams Department, Fleetway House, 29 Martin Hammerschlag Way, Foreshore, Cape Town, 8001.

Contact the College by **6 March 2015** 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> to locate your nearest district office, or contact 021 417 6784.

EAST LONDON DISTRICT

Exams Section

Tel: 043 708 6210

Physical Address:

Dr WB Rhubusana Building, Nu 1, Mdantsane, 5219

PORT ELIZABETH DISTRICT

Exams Section

Tel: 041 403 4400

Physical Address:

Ethel Valentine Building, No 5, Sutton Road, Sidwell, 6056

MTHATHA DISTRICT

Exams Section

Tel: 047 5024206

Physical Address:

Corner Leeds & Owen Street, Border Sgcawu Building, Umtata, 5099

KING WILLIAM'S TOWN DISTRICT

Exams Section

Tel: 040 609 8818

Physical Address:

2nd Floor, Global Life Building, Circular Drive, Bisho, 5605

STERKSPRUIT DISTRICT (Aliwal North)

Exams Section

Tel: 051 611 0052

Physical Address:

Benson Bale College, Main Road, Sterkspruit, 9762

QUEENSTOWN DISTRICT

Exams Section

Tel: 045 858 8900/8780

Physical Address:

2 Limpopo Drive, Homestead, 5360

GRAHAMSTOWN DISTRICT

Exams Section

Tel: 046 603 3299/3200

Physical Address:

Corner St Aidens Avenue & Milner Street, Grahamstown, 6139

Kwazulu-Natal	<p>Repeater NSC Grade 12 candidates: go to your former high school to register.</p> <p>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 (below). 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.</p> <p>Durban [**Registration closing date: Thurs 12 Feb. 2015**] Christian High School, 50 Sydney Rd, Umbilo, Durban, 4001. Exams contact: Mr Mthembu Tel: 031 304 4566</p>
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Free State	<p>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.</p>
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Gauteng	<p>Registration window: 23 - 27 February 2015 08:00 – 16:00</p> <p>ALL learners must register in person at:</p> <p>High School Exams Department Success House 2 Melle Street Braamfontein 2001</p>
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Limpopo	<p>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.</p> <ol style="list-style-type: none"> 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	<p>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.</p>
North West	<p>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.</p> <p>You may register at the following school if it is closest to you:</p> <p>Rustenburg College, Oom Paul Skool, 42 Lucas Street, Rustenburg, 0300. Exams contact: Mrs Labuschagne Tel: 072 9011169</p>
Northern Cape	<p>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.</p>

Return a completed copy of this document to the College by 6 March 2015

NSC Grade 12 Reply Form – 2015

Dear Learner ===== This is **NOT** a registration form =====

The College needs you to complete this form when you register, and to return it by **6 March** (for the purposes of submitting your year mark to the DBE and keeping accurate class information). **On the day on which you register at the school/exam centre**, please fill in the details below, together with the school/centre contact person, and ask them to stamp the form. **Then email/fax this form to INTEC College at highschoolsexams@icc.edu.za / fax number 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

Director: M Munsami
Damelin Correspondence College (Pty) Ltd. Co. Reg. No. 1996/000339/07
Provisionally registered as a private FET college with the Department of Higher Education and Training until 31 Dec 2014. Prov. Reg. No. 2008/FE07/037
Provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, www.umalusi.org.za. Umalusi Prov. Accr. No. FET 00475 PA
DCC is a Registered Credit Provider: NCRCP 2325

Head Office

3rd Floor,
Success House,
2 Melle Street,
Braamfontein

Tel: (011) 712 2556 Fax: (011) 712 2517 ⁷

email: info@dcc.edu.za web: www.dcc.edu.za