

January 2015

**LEARNER: Do not send this letter to Damelin Correspondence College – please complete and hand to the school / examination centre on the day of registration.**

Attention: Exam Centre / District Office

Dear Sir/Madam

This letter serves to confirm that Damelin Correspondence College manages the School Based Assessment (SBA) component for all subjects that candidate [name] ..... ; [ID number] ..... will be writing during the October/November 2015 Grade 12 National Senior Certificate examinations.

Damelin Correspondence College forwards the SBA marks to the Provincial Department of Basic Education and the College manages all other processes relating to SBA. This process will be the same as that followed in 2014 for all Grade 12 candidates.

This candidate must furnish you with Grade 10 and Grade 11 reports that confirm that he or she met the minimum pass requirements for these grades. Please also attach this letter to the candidate's registration form.

Thank you for accommodating this candidate as a part-time Grade 12 NSC candidate at your institution. Should you as the exam centre or District Office require further clarity, please call 021 417 6784.

Yours faithfully



Martin Koch  
General Manager

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  
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