

GRADE 12: VERY IMPORTANT INFORMATION

You must complete the ENTRY FORM in this document, and submit the ENTIRE DOCUMENT together with your enrolment (registration) form when you enrol for the National Senior Certificate Grade 12.

NB! Sign this document everywhere that 'Learner's Signature' is indicated, to confirm that you have *read* all the information provided with regard to your CASS/SBA and examinations, and that you *understand* this information.

Please fax this entire, signed and completed document to the College on 0866769154, if you have NOT already handed it in with your enrolment (registration) form.

January 2016

Dear Learner

2016 CONTROLLED TESTS, EXAMS AND/OR PRACTICAL SESSIONS: GRADE 12

IMPORTANT INFORMATION ABOUT THIS DOCUMENT

This document consists of four parts – the *letter* that you are reading; *important information* about your upcoming controlled tests, exams and/or practical sessions (orals/Life Orientation PET/Physical Sciences); tables of important *dates*; and an *entry form* for the controlled tests, exams and/or practical sessions. Please read all of the pages in this document carefully to ensure that you do not miss anything, and sign wherever 'Learner's Signature' is indicated.

IMPORTANT GENERAL INFORMATION

Carefully read the following information regarding email communication by the College, exam fees and term results:

1. Email communication. The College will email you confirmation letters for all of your controlled tests, exams and/or practical sessions (orals/Life Orientation PET/ Physical Sciences).

Note that we send confirmation letters **by email only**. Therefore please ensure that your **current email address is valid and active** – and check your inbox regularly. All currently registered learners/students must also activate and check their **damelin.me** address.

2. **Payment of exam fees.** The entry form for your controlled tests, exams and/or practical sessions (orals/Life Orientation PET/Physical Sciences) should accompany your *proof of payment for the mock exam*. If you have a credit balance with the College, your exam fees may be offset against the credit balance.
3. **Term Results.** Your term results will be released on a quarterly basis. (See the tables of Important Dates for 2015 in this document.) These term results will be emailed to students. Therefore, again, please ensure that the College has your latest email address, and also activate and check your damelin.me address.

IMPORTANT INFORMATION ABOUT YOUR CASS/SBA COMPONENT

The College will have the following controlled tests, exams and/or practical sessions (orals/Life Orientation PET/Physical Sciences) in 2016:

- Life Orientation Physical Education Task 5.1 (**Pre-assessment**)
- Controlled Test 1 session
- Oral Examination session – Listening Comprehension
- Life Orientation Physical Education Task 5.1 (**Post-assessment**) and Task 5.2 (**Pre-assessment**)
- Physical Sciences practical session
- Oral Examination session – Reading Aloud
- Mid-year Examination session
- Oral Examination session – Response to Literature (**Home Language learners**) and Prepared Speech (**First Additional Language learners**)
- Life Orientation Physical Education Task 5.2 (**Post-assessment**) and Task 5.3 (**Pre-assessment**)
- Controlled Test 2 session
- Life Orientation Physical Education Task 5.3 (**Post-assessment**)
- Mock Examination session

These controlled tests, exams and/or practical sessions (orals/Life Orientation PET/Physical Sciences) will be held at examination centres/venues provided by the College.

All of your CASS/SBA 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 zero for those particular assignments. (*Refer to your study guides for all assignment due dates.*)

Keep in mind that your CASS/SBA component counts 25% towards your final mark, while your final examination counts 75% towards your final mark. So please ensure that you attend all controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET/Physical Sciences), and submit all of your CASS/SBA assignments. If you fail to attend, you will receive zero (0%).

We wish you all the best with your studies and your exams in 2016. Please carefully read all of the information contained in this document carefully to ensure that you do not miss anything.

Yours sincerely

High School Department

Learner's Signature:.....

NATIONAL SENIOR CERTIFICATE

IMPORTANT INFORMATION

By enrolling for the NATIONAL SENIOR CERTIFICATE GRADE 12, you will **automatically** be registered for the **internal** exams, controlled tests and/or practical sessions (orals/Life Orientation PET/Physical Sciences) throughout 2016.

GENERAL

- Please use the entry form for the controlled tests, exams and/or practical sessions (orals/Life Orientation PET/Physical Sciences) to indicate the venue that you want to write at in 2016.
- An exam fee of R650 per subject is payable on registration. Please submit proof of payment of the exam fee with your entry form for controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET/Physical Sciences). Please note that the exam fee is only payable for your mock examinations, and not for the mid-year exams, controlled tests and/or practical sessions (orals/Life Orientation PET/Physical Sciences).
- A confirmation letter for your controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET/Physical Sciences) will be emailed to you before the start of each controlled test, internal exam and/or practical session. (Refer to the table of Provisional Important Dates for 2016 to see when each confirmation letter for controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET/Physical Sciences) will be issued.)

PROVISIONAL EXAMINATION CENTRES

You have to write at one of the venues/examination centres provided by the College. These venues appear on the entry form for controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET/Physical Sciences).

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

Learner's Signature:

PRIVATE INVIGILATION

Private invigilation will only be considered under the following conditions:

- In order to qualify for private invigilation, you have to reside more than 150 km from the closest available venue, or qualify for special consideration. Please contact the College to discuss your requirements for private invigilation.
- The College will *not* be held responsible if you do not write an examination, or if you encounter difficulties when undertaking private invigilation.
- Your application must be accompanied by a letter from the venue/examination centre/school (signed by the Principal) where the private invigilation will take place and an official affidavit, signed by you and a Commissioner of Oaths (such as a police officer), stating the reasons for the application.
- The private invigilator proposed may *not* be a relative, friend or immediate supervisor. Private invigilation must be held at a venue/school/ examination centre where an Educator will be conducting the invigilation.
- The College has the right to accept or decline the proposed invigilator and/or venue/school/examination centre, and may ask you to propose another person or venue/school/examination centre.
- You will be responsible for all costs related to the invigilation, venue hire and courier of the script.
- Following approval, the College will courier the examination papers to the school's physical address, prior to the examination. This one-way courier fee of R270 (applicable to South Africa) will be payable upon registration. The fee for private invigilators for neighbouring countries is R750, and courier costs for overseas are available on request.
- If you have not received your exam/controlled test confirmation letter giving written approval for private invigilation, you must phone the College at least two weeks before the exam/controlled test session to confirm that private invigilation has been approved.
- No exceptions will be made for private invigilation for the oral/Life Orientation practical sessions. You will have to arrange to get to the nearest venue in order for you to attend the oral/Life Orientation sessions.
- Examination papers will be sent *directly* to the school/venue and will *not* be posted or faxed. The examination paper will be in a sealed envelope and it will be delivered to the school's address only.
- Invigilators may *not* open the sealed examination/controlled test papers before the start of the examination/controlled test, and are required to keep them locked away.
- You must write the examination/controlled test on the date and at the time specified in the College examination/controlled test timetable. You may *not* write examinations/controlled tests at any time other than that stipulated by the College.
- The invigilator must send your answer books, by registered post or courier (together with completed Confirmation of Invigilation forms, which will accompany the examination papers), to the College.
- Examination scripts must reach our Head Office Examinations Department (Fleetway House, 29 Martin Hammerschlag Way, Foreshore, Cape Town, 8001, South Africa) within **seven days** of the examination date to qualify for marking.

Should you wish to make use of private invigilation, please complete the private invigilation request form that is obtainable from the College.

Learner's Signature:

PROVISIONAL IMPORTANT DATES FOR 2016 – HIGH SCHOOL GRADE 12

TERM 1	
04 April – 19 April	
Controlled Test 1+ Task	Grade 12
12 March	
Life Orientation (PET 5.1 – Pre-assessment)	Grade 12
02 April	
Physical Sciences Practical Task	Grade 12
09 April	
Oral Task 1 and task 4	Grade 12
23 April	
Life Orientation (PET 5.1 – Post-assessment and PET 5.2 – Pre-assessment)	Grade 12
20 May	
Declare Results Term 1	Grade 12

TERM 2		
21 May		
Oral Task 7	Grade 12	
23 May-31 May		
Formative assessment: Task(Controlled Conditions)		
26 May - 27 May		
Controlled Test 2	Life Sciences	Grade 12
	Mathematics	Grade 12
02 July		
Life Orientation (PET 5.2 – Post-assessment and 5.3 – Pre-assessment)	Grade 12	
01 June – 24 June		
Mid-year Exam	Grade 12	
22 July		
Declare Results Term 2	Grade 12	

TERM 3	
01 August – 17 August	
Controlled Test 2 Formative Assessment Cycle: Summative & Formative (Controlled Test + Task)	Grade 12
06 August	
Oral – Task 9	Grade 12
20 August	
Life Orientation (PET 5.3 – Post-assessment)	Grade 12
31 Aug - 23 September	
Mock Examination	Grade 12
8 October	
Life orientation PET	Grade 12
14 October	
Declare results Term 3	

PLEASE NOTE:

OTHER IMPORTANT DATES IN 2016	DATES
Enrolment Cut-off Date	30-Jan-16
NSC External Final Exam Registration (with the Department of Basic Education)	19-Feb-16
Examination, Controlled Tests and Practical Registration Closing Date	12-Feb-16
Last date for payment of exam fees	31-March-16
Life Orientation Final External Examination (date is subject to change)	06-Sep-16
Final External Examinations – NCS (Grade 12). These exams are NOT hosted by the College	October – November 2016
Closing date for amendments or cancellations regarding your examinations	One week before each session, a confirmation letter will be emailed to you

- 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.

Please note:

Unless you have a credit balance with the College, you **MUST** provide proof of payment for your exams by **31 March 2016**.

Learner's Signature:.....



NATIONAL SENIOR CERTIFICATE: GRADE 12

**ENTRY FORM: 2016 CONTROLLED TESTS, EXAMS
AND/OR PRACTICAL SESSIONS REGISTRATION
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: (____) _____ Cell No: _____

Grade: _____ ID Number: _____

Email address: _____ Confirm email address: _____

PLEASE NOTE: Your confirmation letter for controlled tests, exams and/or practical (orals/Life Orientation/Physical Sciences) will be sent to you via email only. So please ensure that you give a valid email address above. Please take your confirmation letter for controlled tests, exams and/or practical (orals/Life Orientation/Physical Sciences) with you when to go to write the tests/exams, or to the practical sessions.

Learner's Signature:

STEP 2: CHOOSE YOUR VENUE FOR CONTROLLED TESTS, EXAMS, AND/OR PRACTICAL SESSIONS

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/venues are **provisional** and subject to change.

Bloemfontein		Mafikeng		Randburg	
Cape Town		Middelburg		Richards Bay	
Durban		Mthatha		Rustenburg	
East London		Nelspruit		Secunda	
East Rand		Newcastle		Tzaneen	
George		Pietermaritzburg		Vanderbijlpark	
Johannesburg Central		Polokwane		Welkom	
Kimberley		Port Elizabeth			
Klerksdorp		Pretoria			

STEP 3: CHOOSE YOUR SUBJECTS

Please tick the appropriate boxes

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

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 R650 per subject. An exam fee is only payable for your mock examinations and not for the mid-year exams, controlled tests and/or practical sessions (Orals/ Life Orientation/Physical Sciences). Please deposit your exam fees into the following account:

Bank: First National Bank
Branch: Cape Town
Branch Code: 204109
Account Number: 62275014919
Name of Account: Damelin Correspondence College (PTY) LTD-Johannesburg
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).

Learner's Signature:.....

STEP 5: DISABILITIES

Please indicate if you have any disability which requires you to have an alternative method of examining, by ticking the relevant box below:

YES		NO	
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If you have indicated **yes**, the College will send you the application form which you must complete and return to the College.

DECLARATION BY LEARNER: I agree to abide by the rules and procedures governing the College's examinations. I understand that I must take my Confirmation Letter for controlled tests, exams and/or practical sessions (orals/ Life Orientation/Physical Sciences) with me to write my controlled tests or exams, and/or to do my practical sessions. 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's signature: _____ Parent/Guardian's signature: _____

(if learner is under 18)

Date: _____