

January 2016

**REGISTRATION FOR 2016 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 given 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 12 February 2016 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 'Damelin Grade 12 Exam Control Test Invitation – 2016' from [www.dcc.edu.za](http://www.dcc.edu.za) Please email the completed form to [dcchighschool exams@damelin.edu.za](mailto:dcchighschool exams@damelin.edu.za) or fax it to 086 676 9154.

- **STEP 2:**  
By 07 March 2016 you must ensure that you have registered with a school or with the Department of Basic Education office (and *not* with DAMELIN College) for the **EXTERNAL examinations** that will be written in October/November 2016.

Please inform the College where you have registered for your external examinations, using the form contained 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 student services department on 011 712 2556.

**IMPORTANT information for learners in ALL PROVINCES**

**DEADLINE FOR REGISTRATION – External examinations**

Registration closing date: **04 March 2016**

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 R400 per subject) for the administration of the external Grade 12 NSC examinations.

**WHAT TO TAKE WITH YOU WHEN YOU REGISTER**

Subject repeaters with a 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 2016 for NSC Grade 12 and stating your subjects. (Call 011 712 2556 with your student number to request 'Proof of Registration Letter'.)
- A black pen

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 / District Office, 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](http://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 011 712 2556 with your student number to request 'Proof of Registration Letter'.)
- Certified copy of your ID
- A black pen

**Western Cape**Registration window: **22 – 26 February 2016 08:00-16:00**

ALL learners must register in person at:

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 6922 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 **26 February 2016** by **courier** to: High School Exams Department, Fleetway House, 29 Martin Hammerschlag Way, Foreshore, Cape Town, 8001.

Contact the College by **02 March 2016** 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 6922.

**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:

2<sup>nd</sup> 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 6922 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 6922 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

<b>Gauteng</b>	<p>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.</p> <p><b>Lenasia – Soweto</b>  Lenasia Military Base, 21 Batallion Adult Centre, Potion 3 – Stand 301IQ, Rietfontein, Lenasia, 1827  Tel: 011 211 6710</p> <p><b>East Rand</b>  Excelsior Academic College  168 Trichardt Rd, Parkrand, Boksburg, 1459  Office hours: 8am – 1 pm  Exams Contact: Annette  Tel: 011 896 5403</p> <p><b>Pretoria</b>  Ed-U-College, 169 Jacob Mare Street, between Paul Kruger street &amp; Bosman Street, Tshwane, 0002  Exams Contact: Lara  Tel: 012 323 0413</p> <p><b>West Rand</b>  District Office 12, 20 Madeline Street, Florida, 1709  Exams Contact: Colla  Tel: 011 831 5408</p> <p><b>Johannesburg city</b>  Contact 021 417 6784</p>
----------------	--

<b>Limpopo</b>	<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"> <li>1. CAPRICORN (Polokwane) (015) 285 7357</li> <li>2. SEKHUKHUNE (Lebowakgomo) (015) 633 7154</li> <li>3. WATERBERG (Modimolle) (014) 718 1500</li> <li>4. MOPANI (Tzaneen, Palaborwa) (015) 812 3770</li> <li>5. VHEMBE (Musina) (015) 962 1331</li> </ol>
----------------	--

<b>Mpumalanga</b>	<p>Register at a nearby high school pending availability of space at that school. Please contact 021 417 6922 if you have approached several schools without success.</p>
-------------------	---

**North West**

Register at a high school of your choice pending availability of space at that school. Please contact 021 417 6922 if you have approached several schools without success.

You may register at the following school if it is the closest school 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 6922 if you have approached several schools without success.

Return a  
completed copy  
of this document  
to the College by  
26 February 2016

### NSC Grade 12 Reply Form – 2016

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 College at [dcchighschool exams@damelin.edu.za](mailto:dcchighschool exams@damelin.edu.za) / fax number 086 676 9154**

#### 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