

March 2011

Dear learner

REGISTRATION: NATIONAL SENIOR CERTIFICATE GRADE 12 EXAMINATIONS – DEPARTMENT OF BASIC EDUCATION

Deadline for registration

If you are planning to write the Grade 12 National Senior Certificate (NSC) examinations in October/November 2011, you must be registered for these examinations with the Department of Basic Education by **11 March 2011**.

Examination administration fee

The examination fee for the subjects that you wish to register for must be paid to the examination centre/school *on the day that you register*, unless otherwise negotiated with the examination centre/school. The examination centre will determine the fee per subject (to a maximum of R300 per subject) for the administration of the external Grade 12 NSC examinations. Please ask the person in charge of administering the examinations at the examination centre/school what the administration fee will be.

What to take when you register

You must take the following items with you when you go to the examination centre to register
(by **11 March**):

- a certified copy of your Grade 10 and Grade 11 report, *or* a certified copy of your Grade 12 Statement of Results; This must be attached to your registration form;
- a certified copy of your identity document;
- the letter enclosed with this communication if you are a Grade 12 candidate who has to complete CASS/SBA for the subjects for which you are enrolled; this must be attached to your registration form;
- your student number, so that you can be identified as a learner who is enrolled with the College; and
- a black pen to complete your registration form.

Verification that you passed Grade 10 and Grade 11

The Department of Education will do a verification check to ensure that you have passed Grades 10 and 11 before they register you for the Grade 12 external examinations.

If they establish that you did not pass Grades 10 and 11 *separately* before you were promoted to Grade 12, then you will not be registered for the Grade 12 National Senior Certificate examinations.

Registration process

You must go to a high school nearest to you, **by 11 March**, and ask them if they will accommodate you to write the Grade 12 NSC examinations at the school as a part-time candidate. If the school agrees, you will complete the exam registration form that can be obtained from the school, and hand it back to the person in charge.

If the school is not able to accommodate you, either try the next high school closest to you, or call the College Call Centre for assistance.

Letter for learners enrolled with CASS/SBA

If you are a Grade 12 candidate who has to complete the CASS/SBA component for the subjects for which you are enrolled, then you must present the examination centre/school with the letter that we have included with this communication. This letter explains that the College will take responsibility for CASS/SBA, and that the examination centre *will not* take responsibility for CASS/SBA. If you are a repeat candidate who already has a CASS mark, then you will not need this letter; you will simply register.

Filling in your examination registration form: indicating with/without CASS/SBA

If you are a Grade 12 candidate who is enrolled for subjects for which you must do continuous assessment (CASS)/school-based assessment (SBA), then you must indicate this on the examination registration form. In other words, you must register for the subject/s **with** CASS/SBA.

If you are a repeat Grade 12 candidate, in other words, if you are re-doing a subject/s for which you already have a CASS/SBA mark, then you must indicate on the registration form that you are a part-time/repeat candidate who is doing this/these subject/s **without** CASS/SBA.

The CASS/SBA mark for a repeat candidate is valid for 2 years from the time that the candidate first wrote the National Senior examination for a particular subject.

Responsibility of examination centre

The examination centre will only be responsible for:

- receiving the completed registration forms from learners; and
- the administration of the examination process when the examinations are being written.

Responsibility of the College

The College will be responsible for everything else, including continuous assessment (CASS)/ school based assessment (SBA) relating to your studies. You must contact the College (and *not* the examination centre at which you will be writing the Grade 12 National Senior Certificate examinations) for any queries relating to your Grade 12 studies.

Should you require further clarity, please contact our High School Administrator on 021 417 6983.

Yours sincerely

Exams Department