

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 registration process**

We have enclosed a copy of the examination registration form for you to print and complete. You must complete the registration form and hand it in at the ICG (International College's Group) office that is located at **130 Strand Street Cape Town**, by no later than **11 March 2011**. In other words, you will register at the ICG office. You must request to hand it to someone in the Examinations Department.

15 March that is indicated on the registration form, is the date on which the College must have processed your information, ready for handover to the Department of Education. It is therefore important for you to hand in your signed and completed registration form at the ICG office in Cape Town, by no later than **11 March 2011**.

### **Examination Centre at which you will write**

Next to the heading: **Centre/School where you wish to write**: please put down the name of the school at which you would like to write your examinations. This will however not mean that you are guaranteed to write at this examination centre/school. You may have to write at a different examination centre.

The examination centre/ school at which you will write will be confirmed at a later stage.

## **Examination administration fee**

The examination centre at which you will write may charge an examination administration fee. Once it has been confirmed where you will write, you will have to make arrangements with the examination centre/school for the payment of these fees.

## **What to take when you register**

You must take the following items with you when you go to the ICG office 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;
- your completed and signed examination 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 (if not completed already).

Please note, if you have difficulty completing the form, you may complete it at the ICG office where someone will assist you.

## **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.

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

Yours sincerely

Exams Department