**THE ORIENTATION GUIDES & OFFICE 365**

**THE ORIENTATION GUIDES: A MUST READ**

Your Orientation Guide contains all the information you need to complete your studies successfully:

- Information about the qualification that you are studying for
- Prescribed Literature
- School-Based Assessment
- Venues in Major Centers
- Assessment information
- Important dates (Gr 10, 11 and 12 with SBA)

**OFFICE 365**

**Q:** What is Office 365?

**A:** Office 365 Education Plan is a free email, document management and file storage solution, available to all Damelin Correspondence College learners. This means that you will get a free damelin.me email address when you enrol, plus other useful services. You keep this e-mail address for life.

**WHY DO I NEED A Damelin.me E-MAIL ACCOUNT?**

Damelin sends you important information on examinations, assignments and tutorial matters. You use this e-mail address to contact Damelin, so you must visit it regularly in your own interest.

**HOW DO I SET UP MY Damelin.me E-MAIL ACCOUNT?**

E-mail dcctechnicalsupport@dcc.edu.za at Damelin Correspondence College where our friendly Gavin Pitt will supply your password. You will need this password in order to access your damelin.me account.

Once you have received your password, go to http://mail.office365.com/

You will need to sign into your account using the password provided.

Please personalise your password.

When you have set up your damelin.me mailbox, take the time to explore functions such as how to manage your contacts and how to link to your Facebook profile.

The web page for http://mail.office365.com/

We will use your student number as the prefix to your email address. In other words, if your student number is, say, 401234, then your email address will be

**HOW CAN THE LIBRARY HELP YOU WITH YOUR STUDIES AT DAMELIN?**

Use your textbooks in the library; open from 7.45-11.45 daily. Phone Marie Reyneke (Librarian): 011 712 2007 to get help with tasks and projects, E-mail: library@lyceum.co.za to find out if the books you need are available.
WHAT IS THE DIFFERENCE BETWEEN NSC AND SC (amended)?
NSC is a national qualification comprising Grades 10, 11 and 12 (a 3-year qualification). Each grade has to be completed within the year of registration before continuing to the next grade. Internal assessments count 25% and final examinations count 75% towards the final mark. SC (amended) does not allow candidates University endorsement, but age exemption can be obtained at http://mb.usaf.ac.za/exemptionrequirements/

What are the minimum requirements for NSC?
Grade 12 NSC external exams.
Pass mark 40% in three subjects, one of which should be an official language at Home language level and 30% in three subjects.

DOING GRADE 12 FOR THE FIRST TIME: If you are doing Grade 12 for the first time, redo or adding a subject doing the School based assessments (SBA’s) you will automatically be registered by DCC for your INTERNAL assessments (controlled tests, mid-year and final exams, oral exams and assessment for the Physical Education Task (PET) for Life Orientation (in face-to-face/contact sessions)). A confirmation letter will be e-mailed to you two to three weeks before each of these tests, exams and contact sessions. If you have not received any communication from DCC by Monday 19 February 2018 regarding your first Life Orientation contact session, please contact Ms Estelle Webb 011 712 2289 estelle.webb@dcc.edu.za, or Dawson Matidza 011 712 2229 dawnson.matidza@dcc.edu.za.

ALL GRADE 12 STUDENTS: External Examinations (Year End Final Exams) with the Dept. of Education: You are required to register with the Department of Basic Education (DBE) in order to write the EXTERNAL examinations for all your subjects. Damelin DOES NOT register students for EXTERNAL examinations—that is your responsibility. Contact Estelle Webb for venues nearest to you. PROOF of EXTERNAL registrations must be e-mailed to Estelle.webb@dcc.edu.za. The final 2018 External examination time table is available at this link: https://www.education.gov.za/Portals/0/Documents/Publications/2018%20NSC%20Exams%20Timetable.pdf?ver=2017-12-12-125604-313. Closing dates on p.3. NB: Note different dates for Provinces.

Learners who successfully achieved a National Senior Certificate (NSC) but require an additional subject/s (maximum 2 subjects allowed) must apply before 23 February 2018. Students adding subjects HAVE to do the school-based assessments (SBA).

GRADE 10: A maximum of two subjects may be changed, must be done by the end of the 2nd term and must be approved by the Principal of the school where the learner is registered. Changes to be done before 30 June of the Grade 10 year.
GRADE 11: Two subjects may be changed in Grade 11, must be done before 31 March to be approved by the Principal of the school where the learner is registered. In exceptional cases, e.g. a learner moving from one province or school to another, one additional subject may be changed before 12 Dec 2018.

What are the minimum requirements for SC (amended)?
Pass mark 40% in three subjects, one of which should be an official language at Home language level. Pass mark 30% in two subjects, one of which should be an official language at First Additional or Home language level and obtain a sub-minimum of 20% in the sixth subject. NB: Senior Certificate (amended) is exempted from School Based Assessment (SBA) which implies that the examination constitute 100% of the final mark.

Who can register for SC (amended)?
- Adult learners who are 21 years and older who have:
  - A General Education and Training Certificate (GETC); or a Grade 9 school report (or the old standard seven), stating that they have passed Grade 9 or Standard 7; or
  - A recognised equivalent qualification obtained at NQF Level which requires two official languages.
- Adult learners who are 21 years and older with an incomplete Senior Certificate qualification.
- Adult learners who are 21 years and older with an incomplete National Senior Certificate and whose School-Based Assessment (SBA) validity has expired.
- Only in exceptional cases, out of school youth, 18-21 years old, who could not complete their school education due to circumstances beyond their control, as verified by the Head of Department in the Provincial Education Department.
“All internal assessment are compulsory. If you do not attend orals, practicals or submit assignments for your Grade (SBA’s) you will not get results and you HAVE TO REPEAT THE YEAR. What a waste!”

“No special arrangements will be made for students who live outside these centers—it is their own responsibility.”

“Gr 12: It is your own responsibility to register with the Department of Basic Education before the final dates for your province to write the final exams—see Calendar dates”

Q: What happens if I do not attend SBA’s?
If you do not attend controlled tests, mid-year, prelim/mock exams, oral exams, Physical Education Tasks for Life Orientation (in face-to-face/contact sessions), and if applicable Physical Sciences practical sessions (School Based Assessments), you will not get results and you will have to repeat the year. What a waste!

**CALENDAR DATES 2018 :**

**NSC: GRADES 10, 11 & GRADE 12 with SBA**

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>TERM 2</th>
<th>TERM 3</th>
<th>TERM 4</th>
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<tbody>
<tr>
<td>31 Jan</td>
<td>Enrolment cut off date</td>
<td>19 May</td>
<td>Oral exam Session 2</td>
</tr>
<tr>
<td>12 Feb</td>
<td>Closing date Internal Assessments. Closing NSC external exam registration with DBE: KwaZulu Natal, North West, Northern Cape</td>
<td>21 Sep 2018</td>
<td>Closing date: Registrations - External Examinations May/June 2018 (Department of Education)</td>
</tr>
<tr>
<td>16 Feb</td>
<td>Closing: Grade 12 NSC external exam registration with DBE: Western &amp; Eastern Cape, Free State, Mpumalanga, Limpopo</td>
<td>26 Sep 2018</td>
<td>Closing date: Damelin Senior Certificate 2019 Registrations</td>
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<tr>
<td>9 Mar</td>
<td>Closing: Grade 12 NSC external exam registration with DBE: Gauteng</td>
<td>22 May—29 Jun 2018</td>
<td>Closing date: External Examination registrations Senior Certificate May/June 2019 (Department of Education)</td>
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<tr>
<td>17 Mar</td>
<td>Life orientation PET task 5.1 Pre-assess</td>
<td>21 Sep 2018</td>
<td></td>
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<tr>
<td>24 March</td>
<td>Grade 12 only: Physical Science Practical sess.</td>
<td>1 Oct 2017</td>
<td>Senior Certificate registrations 2019 Opens</td>
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<tr>
<td>9-26 Apr</td>
<td>Formal ass Cyc. 1 controlled test 1+tasks</td>
<td>22 May—29 Jun 2018</td>
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<tr>
<td>5 May</td>
<td>Oral exam session 1</td>
<td>22 May—29 Jun 2018</td>
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<tr>
<td>12 May</td>
<td>L.O. Physical ed. task 5.1 Post-assessment; 5.2 Pre-assessment session</td>
<td>22 May—29 Jun 2018</td>
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<tr>
<td>18 May</td>
<td>Term 1 results</td>
<td>22 May—29 Jun 2018</td>
<td></td>
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<tr>
<td>27 Jul</td>
<td>Term 2 results</td>
<td>22 May—29 Jun 2018</td>
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<tr>
<td>4 Aug</td>
<td>Oral exam session 3</td>
<td>22 May—29 Jun 2018</td>
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<tr>
<td>1-17 Aug</td>
<td>Cycle 3: Controlled tests + tasks</td>
<td>22 May—29 Jun 2018</td>
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<tr>
<td>18 Aug</td>
<td>L.O. Phys ed. Task 5.3 Post-ass. 5.4 Pre-ass.</td>
<td>22 May—29 Jun 2018</td>
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<tr>
<td>27 Aug-27 Sep</td>
<td>Grade 12: Preparatory exams/Mock exams</td>
<td>22 May—29 Jun 2018</td>
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<tr>
<td>7 or 14 Sep</td>
<td>Dep. Education External exam: Life Orientation Common Task (Date to be confirmed by DBE) Written at exam centres determined by DBE with NSC registration</td>
<td>22 May—29 Jun 2018</td>
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<tr>
<td>25-16 Sep</td>
<td>Controlled test 4 Life Sciences &amp; Maths</td>
<td>22 May—29 Jun 2018</td>
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**CALANDER DATES 2018 :**

**NSC: GRADE 12 WITHOUT SBA**

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<td>Closing date: External Examination registrations Senior Certificate May/June 2019 (Department of Education)</td>
</tr>
<tr>
<td>22 Oct—28 Nov</td>
<td>Grade 12 External Exams—Dept of Education</td>
<td>22 May—29 Jun 2018</td>
<td></td>
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“Gr 12: It is your own responsibility to register with the Dept. of Basic Education to write external examinations before the dates in the schedule above.

AND

It is your own responsibility to get to the examination centres—no special arrangements will be made for you if you live outside these centres.

You are responsible to register with the Dept. of Basic Education to write external examinations before the dates in the schedule above.

No late applications are accepted by the Department of Basic Education.
**Contact Details—High School**

- **Website**: [https://www.dcc.edu.za/contact-correspondence-colleges/](https://www.dcc.edu.za/contact-correspondence-colleges/)

**High School Academics—academic matters or complaints**
- Estelle Webb 011 712 2289 Estelle.webb@dcc.edu.za
- Dawnson Matidza 011 712 2220 Dawnson.matidza@dcc.edu.za

**Student services—including account queries**
- Ncumisa Mlungwana 011 712 2092/5705 ncumisa.mlungwana@dcc.edu.za
- Jacomina Malibo 011 7122284 jacomina.malibo@dcc.edu.za
- Gavin Pitt 011 712 2290 gavin.pitt@dcc.edu.za

**Provincial Contact Information:**

**Eastern Cape:**
- MS N Lehlakane 043 604 7709 / 7701
  - noluvuyo.lehlakane@edu.ecprov.gov.za

**Free State:**
- Mr TK Basjan: 051 404 8397
  - basjant@edu.fs.gov.za | T.Basjan@fseducation.gov.za

**Gauteng:**
- Mr B Ngubane 011 355 0307
- Mr P Masilo: 011 355 0588/9
  - Prince.Masilo@gauteng.gov.za

**Kwazulu Natal:**
- Dr B Mthembu 031 327 0245/0444
- Mr RC Penniston: 031 332 5173
  - raypenniston@ymail.com

**Limpopo:**
- Mr NW Mphahlele 015 290 7627
- Ms V Tsheto: 015 290 9439
  - tshetoV@edu.limpopo.gov.za

**Mpumalanga:**
- Mr CS Manyabeane 013 766 0006
  - c.manyabeane@education.mpu.gov.za

**North West:**
- Mr BJ Nothnagel 018 388 0803
  - bnothnagel@nwpg.gov.za

**Northern Cape:**
- MS P Phuzi 053 839 6302
- Mr S Maketo: 053 839 6301/2
  - sellomaketlo@gmail.com or sellomaketlo@wam.co.za

**Western Cape:**
- MS T Singh 021 467 2945
- Mr AP Clausen: 021 467 2945/2541
  - andre.pclausen@westerncape.gov.za

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**NB:** When you contact support staff at Damelin please include the following in your e-mail:

- Name and surname
- Student number
- Qualification you registered for, e.g. Grade 12 NSC with SBA, or Grade 12 without SBA, Grade 12 Senior Certificate, Grade 10 NSC, Grade 11 NSC
- Contact number
- e-Mail address

The Academic Head: High School, Estelle Webb and her staff are dedicated people who can be contacted any time.

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From left to right:
- Estelle Webb (Academic Head: High School)
- Gavin Pitt, Student Support
- Dawnson Matidza (Academic Administrator)