

**DIRECTIVES FOR CERTIFICATION
NATIONAL SENIOR CERTIFICATE (SCHOOLS)**

2008

INTERIM VERSION: 04 December 2008

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| | |
|--|-----------|
| Acronyms | 5 |
| Glossary | 6 |
| Executive summary | 8 |
| 1 Directives for Certification..... | 9 |
| 1.1 Introduction | 9 |
| 1.2 The Purpose of the directives..... | 10 |
| 1.3 Changes to qualifications in the FET band. | 11 |
| 1.4 Compliance by an assessment body..... | 11 |
| 1.5 Certification..... | 12 |
| 1.6 Certification fees..... | 12 |
| 2 The National Senior Certificate, a qualification at level 4 on the National qualification framework | 12 |
| 2.1 Purpose | 12 |
| 2.2 Entrance requirements | 13 |
| 2.3 Duration of the qualification: | 13 |
| 2.4 The structure of the qualification and minimum promotion requirements | 13 |
| 2.5 Weighting of internal and external assessment: | 14 |
| 2.6 Subject combinations for awarding a NSC | 15 |
| 3 Minimum Promotion requirements for awarding the National Senior Certificate to candidates with special needs..... | 16 |
| 4 Language requirements for immigrant candidates..... | 18 |
| 5 Disallowed subject combinations | 18 |
| 6 Inclusion of subjects examined by other assessment bodies | 19 |
| 7 Minimum requirements for awarding the combined NSC and the German Abitur qualification..... | 19 |
| 8 German Abitur Scale of achievement | 20 |
| 9 NSC Scale of achievement | 20 |
| 10 Minimum requirements to enter the examination..... | 21 |
| 10.1 Full-time candidates..... | 21 |
| 10.2 Part-time candidates | 21 |
| 11 Supplementary examination | 21 |
| 12 Minimum Admission requirements | 21 |
| 12.1 Higher Certificate | 22 |
| 12.2 Diploma | 22 |
| 12.3 Bachelor's Degree..... | 22 |
| 13 Subjects listed on the certificate..... | 23 |
| 14 Effective date and types of certificates | 23 |
| 14.1 National Senior Certificate: First issue: | 23 |
| 14.2 Replacement certificates | 23 |
| 14.3 Replacement: Change of status..... | 24 |
| 14.4 Replacement certificate: Original certificate lost, damaged or destroyed | 24 |
| 14.5 Replacement: Post irregularity..... | 24 |
| 14.6 Re-issues:- | 25 |
| 14.6.1 Re-issue: Loss of certificate before receipt..... | 25 |
| 14.6.2 Re-issue: Legal alteration of personal details (excluding change of maiden name)..... | 25 |
| 15 FORMAT FOR REQUESTING CERTIFICATES | 27 |
| 15.1 Introduction | 27 |
| 15.2 Electronic data set:..... | 27 |
| 15.3 Composition of data records | 27 |

DIRECTIVES FOR CERTIFICATION NATIONAL SENIOR CERTIFICATE (SCHOOLS)

| | | |
|-----------|--|-----------|
| 15.4 | Data structure..... | 27 |
| 15.4.1 | Record type 1 – Assessment body detail..... | 28 |
| 15.4.2 | Record type 2 – School detail | 28 |
| 15.4.3 | Record type 3 – Candidate detail | 28 |
| 15.4.4 | Record type 4 – Control record detail | 31 |
| 16 | Format for the output data set to assessment body..... | 32 |
| 16.1 | Data structure..... | 32 |
| 16.1.1 | Record type 1 – Assessment body detail..... | 32 |
| 16.1.2 | Record type 2 – School or Examination Centre detail | 32 |
| 16.1.3 | Record type 3 – Candidate detail | 32 |
| 16.1.4 | Record type 4 – Control record..... | 36 |
| 17 | Further clarification for certification for National Senior Certificate..... | 36 |
| 17.1 | Assessment body codes to be used for the National Senior Certificate..... | 36 |
| 17.2 | Provincial codes to be used for the National Senior Certificate | 36 |
| 17.3 | Due date and information for submission of data required for certification..... | 37 |
| 18 | Format for the transfer of adjustments for approval..... | 38 |
| 18.1 | Electronic dataset:..... | 38 |
| 18.2 | Composition of data records | 39 |
| 18.3 | Data structure..... | 39 |
| 18.3.1 | Record type 1 – Header | 39 |
| 18.3.2 | Record type 2 – Subject information | 39 |
| 18.3.3 | Record type 3 – Raw mark..... | 39 |
| 18.3.4 | Record type 4 – Adjustments | 40 |
| 18.3.5 | Record type 5 – Control record..... | 40 |
| 19 | Clarification regarding the quality assurance of the raw mark adjustments | 40 |
| 20 | Format for transfer of results for approval | 40 |
| 20.1 | Electronic dataset:..... | 40 |
| 20.2 | Composition of data records | 41 |
| 20.3 | Data structure..... | 41 |
| 20.3.1 | Record type 1 –Header | 41 |
| 20.3.2 | Record type 2 – School information | 41 |
| 20.3.3 | Record type 3 – Candidate record..... | 41 |
| 20.3.4 | Record type 4: Control record..... | 42 |
| 20.4 | Further clarification regarding the control process for results..... | 42 |
| 21 | Verification of certificates | 43 |

Acronyms

| | |
|------|--|
| ABET | Adult Basic Education and Training |
| DoE | Department of Education |
| FET | Further Education and Training |
| GET | General Education and Training |
| HESA | Higher Education South Africa |
| LOLT | Language of Learning and Teaching |
| NSC | National Senior Certificate (schools) |
| NQF | National Qualifications Framework |
| GETC | General Education and Training Certificate |
| PAT | Practical Assessment Task |
| SBA | School Based Assessment |

Glossary

| | |
|---|--|
| assessment body | a department of education or any other body accredited by Umalusi to be responsible for conducting external assessment for all or some subjects of the NSC. |
| certification | certification is the formal recognition of a full qualification or subject/unit offered by a candidate. |
| external examination | an external component of the assessment process; refers to the culmination of the summative assessment process when students are subjected to a final formal assessment in an examination sitting. |
| full-time candidate | a candidate who has enrolled for tuition and who offers a National Senior Certificate programme in a full-time capacity with 7 subjects. Such a candidate must fulfil all internal assessment requirements, including oral and practical requirements where applicable. |
| immigrant candidate | a candidate who enters the South African school system at a late stage and, as a result, has not been exposed to the full spectrum of all the South African official languages. Such a candidate will under certain conditions be exempted from complying with the language requirements of the NSC. |
| learner | refers to any person, including part-time learner, receiving tuition at a public or independent school or at a learning institution under an accredited assessment body. |
| level of competence | the level awarded to a specific subject against agreed upon criteria to indicate the level of achievement. |
| National Senior Certificate | a certificate awarded as a final exit qualification to candidate who have complied with the exit level outcomes stipulated in the National Curriculum Statement (Grades 10 – 12) for the National Senior Certificate, a qualification at Level 4 on the NQF . |
| National Qualification Framework (NQF) | is a ten level framework to provide for the registration of national standards and qualifications. |
| part-time candidate | a candidate who does not receive full-time tuition and registers for any number of subjects in one examination sitting. Such a candidate must fulfil all internal and external assessment |

requirements, including oral and practical requirements where applicable

weighting

the weight that a specific area within a subject carries toward the final marks

repeat candidate

a candidate who has failed the National Senior Certificate examination and who wants to repeat his or her Grade 12–year as a full-time candidate

withdrawn candidate

a candidates who enrolled for examination and did not write any subject.

endorsed certificate

a certificate issued to a candidate identified as having special needs which has its own promotion requirements.

Executive summary

The purpose of this document is to provide information to assessment bodies who submit candidates' achievement records for NSC certification to Umalusi. This document is specific to the certification of the National Senior Certificate.

This document:

- provides guidelines that clarify the way in which candidates are resulted after an examination;
- Outlines the specific directives regarding the submission of candidate information for certification, the way in which Umalusi certifies, and clarifies the format in which information is to be submitted for certification.
- Provides clarity on areas within the policy which governs the NSC; and
- Gives general information on the verification service that Umalusi supplies.

1 Directives for Certification

1.1 Introduction

The *General and Further Education and Training Quality Assurance Act*, 2001 (Act No. 58 of 2001), which established Umalusi, legislates the quality assurance functions for which Umalusi is responsible. In terms of paragraph 16(2)(e) of this Act, Umalusi has the responsibility for issuing certificates for qualifications at the exit points in the general and further education and training bands. Umalusi is mandated to ensure that these certificates are credible both nationally and internationally.

Umalusi, therefore issues certificates to candidates as stipulated in the regulations for the issuing of certificates. The directives for certification will help assessment bodies to submit the candidates' assessment records for certification. This document should be read together with the policies as approved by the Minister:

- Government Gazette, Vol. 481, 1\10. 27819, July 2005. National Senior Certificate – A qualification at level 4 on the National Qualifications Framework
- Government Gazette, Vol. 482, No. 27961, August 2005, Minimum Admission Requirements for Higher Certificate/ Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate, as amended in July 2008.
- Government Gazette vol. 751 No. 31231 of 11 July 2008, Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes
- Government Gazette vol. 498 No. 29466 of 11 December 2006, Rules and Regulations An addendum to the policy document, the National Senior Certificate – A qualification at level 4 on the National Qualifications Framework regarding learners with special needs.
- Government Gazette vol. 498 No. 29467 of 11 December 2006, Addendum to the Policy Document, The National Senior Certificate a qualification at Level 4 on the National Qualifications Framework (NQF), regarding learners with special needs.
- Government Gazette vol 502 No 29851 of 30 April 2007 National Policy regarding Further Education and Training Programme: Approval of the amendments to the programme and Promotion Requirements for the National Senior Certificate as stipulated in the Policy Document , *The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework*.
- Government Gazette vol 508 No 30371 of October 2007 National Policy regarding Further Education and Training Programme: Approval of the amendments to the programme and Promotion Requirements of the Endorsed National Senior Certificate.
- Government Gazette vol. 505 No. 30048 of 6 July 2007, National Policy on the conduct, Admin & Management of NSC.
- Government Gazette vol. 928 No. 30353 of 5 October 2007, Higher Education Quality Framework.
- Government Gazette, Vol. 960, No. 30371, October 2007, Addendum to the policy document, the National Senior Certificate – A qualification at level 4 on the National Qualifications Framework regarding learners with special needs.

- Government Gazette vol. 961 No. 30371 of 11 October 2007, Amendments to Promotion Requirements NSC.
- Government Gazette vol. 512 No. 30778 of 15 Feb 2008, National Qualifications Framework Bill, 2008: Higher Education Act.
- Quality Assurance of Assessment; Policies, Directives, Guidelines and Requirements; July 2006
- Department of Education ministerial approved policy changes Circulars S3, S4, S5, S6, S7, S8, S9, S10, S12, S13 of 2006
- Government Gazette No. 1754 of 2 December 2003 (Government Gazette No. 25794 of 2 December 2003), as amended in Government Notice No. 158 of 2005 (Government Gazette No. 27249 of 4 February 2005), published by the Minister of Education, amended in Government Gazette Notice No. 507 of September 2007 (Government Gazette No. 30283 of 10 September 2007), and (*to be added once regulation is published for NSC*)
- Department of Education, The Combination of the National Senior Certificate (NSC) and the German Abitur Examination, 4 April 20006.

In order to issue certificates, Umalusi maintains the capacity to:

- develop and maintain policies and directives for certification;
- maintain acceptable standards for awarding certificates;
- maintain a certification system and infrastructure including appropriate security arrangements;
- verify certificates; and
- issue replacement certificates.

Umalusi has the responsibility for issuing the following certificates in the GET and FET bands (NQF Levels 1 to 4):

- Senior Certificate (Report 550);
- National Senior Certificate (Schools);
- National Senior Certificate (Report 190 and 191) ;
- National N3 Certificate (Report 190 and 191);
- National Certificate (Vocational) (NC(V));
- Subject Certificate (Report 550 and Report 190 and 191);
- Subject Certificate (National Certificate (Vocational));
- General Education and Training Certificate (GETC);
- Learning Area Certificate (GETC);
- Unit Standard Certificate (GETC); and
- Subject Statement (NC(V) and NSC).

Umalusi issues certificates for candidates when requested to do so by an accredited assessment body.

1.2 The Purpose of the directives.

The purpose of these directives arises from the need to provide a common understanding of the responsibilities and requirements spelled out in the policy on

the National Senior Certificate at Level 4 of the NQF, *The National Senior Certificate a Qualification at Level 4 on the National Qualifications Framework (NQF)*. Furthermore, these guidelines will assist assessment bodies to request certification for candidates who have offered the National Senior Certificate.

This document will also assist assessment bodies to determine a candidate's results in terms of the requirements stipulated in the policy, and will give direction on how to structure the information required for submission to Umalusi for the issuing of candidates' certificates.

Umalusi has published directives for certification with respect to qualifications it has certified since September 1992. These directives remain applicable and will be revised once all new qualifications certified by the Council, have been implemented.

1.3 Changes to qualifications in the FET band.

The Senior Certificate (Report 550) for full-time candidates will be written for the last time in 2007 and will be replaced by the National Senior Certificate in 2008, when it will be assessed as an exit level qualification for the first time in 2008. Part-time candidates who obtained Senior Certificate credits before 2008 (Report 550) will be allowed to complete the outstanding requirements for awarding this qualification until 2011. No full-time candidates will be allowed to offer the Senior Certificate qualification after May/June 2008.

The National N3 (Report 190 and 191) and National Senior Certificate (Report 190 and 191) offered in FET colleges will be phased out in 2009 and will be replaced by the National Certificate (Vocational), Levels 2, 3 and 4. The new National Senior Certificate (Schools) does *not* replace the National Senior Certificate and N3 (Nated 190 and 191) qualifications.

1.4 Compliance by an assessment body.

Umalusi awards qualifications based on the credibility of the assessment by accredited assessment bodies. In order to satisfy itself of the integrity of the assessment opportunity offered, Umalusi may require an assessment body seeking accreditation to:

- submit full details of its assessment system and practices from time to time; and
- Notify Umalusi of any amendments to its assessment system.

An assessment body shall:

- determine the result of a candidate in accordance with the *National policy on the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework* and directives issued by Umalusi;
- supply final marks to Umalusi in the format outlined in pages 25 to 34 of the directives in terms of regulation 10(g) of the regulations for the issuing of certificates as promulgated by the Minister, and

- supply Umalusi with raw mark adjustments in an Umalusi - approved format outlined in paragraph 18 and 19 of these directives.

Further information on accreditation criteria and required compliance by assessment bodies can be obtained from Umalusi's website (www@umalusi.org.za) or alternatively as hard copies from Umalusi's office. Requests should be addressed to: The Senior Manager, Evaluation and Accreditation.

1.5 Certification.

Certification is the formal recognition of a full qualification or subject/unit of learning achieved by a candidate. Umalusi will issue a qualification or a subject statement to candidates who have been assessed by an accredited assessment body against the requirements of an approved qualification and curricular.

1.6 Certification fees.

Umalusi determines certification fees and will inform assessment bodies well ahead of time about the certification fees to be paid in respect of the issuing of certificates for a specific financial year.

Umalusi will issue the National Senior Certificate where a candidate has met the minimum requirements for awarding the qualification and a subject statement if the candidate does not meet the minimum requirements for the qualification or meets the requirements for one or more subjects.

2 The National Senior Certificate, a qualification at level 4 on the National qualification framework

2.1 Purpose

In terms of the policy for the *National Senior Certificate (NSC) at Level 4 of the National Qualifications Framework (NQF)*, the purpose of the National Senior Certificate is to:

- (a) represent a planned combination of Learning Outcomes that has a defined purpose or purposes, and is intended to provide qualifying candidates with applied competence and a basis for further learning;
- (b) enrich the qualifying candidate
- (c) provide benefits to society and the economy;
- (d) comply with the objectives of the NQF;
- (e) where applicable, be internationally comparable;
- (f) incorporate integrated assessment; and
- (g) indicate the rules governing the award of the qualification

2.2 Entrance requirements

The minimum entrance requirement for Grade 10 is an official Grade 9 school report which indicates promotion to Grade 10, or a General Education and Training Certificate (GETC) for Adult Basic Education and Training (ABET), or a NQF Level 1 Certificate, or a recognised equivalent qualification obtained at NQF Level 1.

2.3 Duration of the qualification:

The minimum duration of the NSC Grades 10-12 (General) programme is three years, namely Grades 10, 11 and 12. To obtain a NSC the candidate must:

- (a) Complete the programme requirements for Grades 10, 11 and 12 separately and obtain the distinct outcomes and associated assessment standards of all three years; and
- (b) Comply with the internal assessment requirements for Grades 10, 11 and 12 and the external assessment requirements of Grade 12 as contemplated in the National Subject Statements and the National Subject Assessment Guidelines of the various subjects approved in groups A and B listed in paragraph 2.4.

2.4 The structure of the qualification and minimum promotion requirements

The NSC is a registered qualification certificate at Level 4 on the National Qualifications Framework. Both full-time and part-time candidates will offer this qualification. The qualification is structured according to specific categories of subjects and rules of combination.

To obtain a National Senior Certificate a candidate must:

- Achieve **40%** in three subjects, one of which is an official language at Home Language Level ,
- Achieve **30 %** in three subjects; and
- Provide full evidence in the school-based assessment component in the subject failed

No condonation will be applied in this qualification.

The National Senior Certificate will be awarded to a candidate who has complied with the following requirements as explained below:

| Subject |
|---------------------------------------|
| One Home Language |
| One Home or First Additional Language |
| Mathematics or Mathematical Literacy |
| Life Orientation |
| 3 x subjects selected from Group B |

Umalusi will issue a subject statement where a candidate does not meet the minimum requirements for the issuing of a National Senior Certificate.

Umalusi will **NOT** issue a subject statement for stand-alone subjects from other assessment bodies and/or for Mathematics P3 probability, data handling and geometry

Subjects are grouped into several categories of which group A and group B are the most commonly used:

Group A

- The official languages at Home and First Additional language Level
- Mathematical Sciences
- Human and Social Studies

Group B

- Agriculture
- Culture and Arts:
- Business, Commerce and Management Studies
- Official languages at Second Additional Level and non-official languages:
- Engineering and Technology
- Human and Social Studies:
- Physical, Mathematical, Computer and Life Sciences
- Services

Group C: Subjects from other Assessment Bodies that are approved by the Minister of Education

- Agriculture: *Equine studies*
- Culture and Arts:
 - *Associated Board of Royal Schools of Music Practical Music Examination Grade 4-7*
 - *Trinity College of London practical Music Examination Grade 4-7*
 - *UNISA Practical Music Examination Grade 4-7*
- Business, Commerce and Management Studies: *Maritime Economics*
- Non-official Languages: *Modern Greek Second Additional Language*
- Engineering and Technology: *Nautical Science*
- Human and Social Studies: *Sports and Exercise Science*

2.5 Weighting of internal and external assessment:

All candidates (both full-time and part-time) must comply with the internal assessment requirements associated with this qualification.

Subject information required by Umalusi for determining a candidate's results must include the internal assessment mark (25%) as part of the final standardized marks. Umalusi certifies qualifications on the basis of an internal assessment component and an external examination, both of which contribute to the candidate's final result.

Internal assessment and external examinations are central to the quality assurance processes and are both mandatory at exit levels.
The assessment body must ensure that the directives for internal assessment as stipulated by Umalusi are adhered to.

Weighting for internal and external assessment is explained below:

| Subject type | External assessment | Internal assessment |
|-----------------------------------|---------------------|---------------------|
| Home Language | 75% | 25% |
| Home/First Additional Language | 75% | 25% |
| Mathematics/Mathematical Literacy | 75% | 25% |
| Life Orientation | - | 100% |
| 3 Subject selected from Group B | 75% | 25% |

Weighting for internal and external assessment in subjects with a practical assessment component.

| Assessment tasks | End-of-year assessment |
|-------------------------------|--|
| SBA (School Based Assessment) | Exam Paper=50% |
| | PAT=25% [If the subject has a PAT component] |
| 25% | 75% |

2.6 Subject combinations for awarding a NSC

Four subjects from **Group A** selected as follows:

- (i) Two (2) official languages selected from **Group A**, provided that one of the two official languages is offered on the Home Language level, and the other, on either Home or First Additional Language level, and provided that one of the two languages is the language of learning and teaching (LOLT) at the school/institution that the candidate has attended.
- (ii) Mathematics or Mathematical Literacy
- (iii) Life Orientation
- (iv) A minimum of any three subjects selected from **Group B**. Of the minimum three required subjects, a maximum of two additional languages over and above the two official languages contemplated in *paragraph 2.6 (i)* may be offered.
- (v) Candidates may offer a maximum of one subject assessed and developed by Umalusi accredited assessment bodies other than the Department of Education to meet the requirements of three subjects as contemplated in paragraph 6 of this document provided that such a subject is accommodated in the *National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework(NQF) and National policy on the conduct, administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework(NQF)*.

3 Minimum Promotion requirements for awarding the National Senior Certificate to candidates with special needs

- 3.1 Grade 10 – 12 learners who experience barriers to learning will be allowed to follow one of two learning pathways with the aim of a qualification. These are:
- (a) The National Senior Certificate (NSC) as stipulated in the policy document, *The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)*; or
 - (b) An endorsed National Senior Certificate gazetted for learners with special needs, qualifying for the Addendum to the policy document, *The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)*, Government Gazette No 29466, 11 December 2006. The endorsed National Senior Certificate is for candidates who cannot, despite the concessions granted in the policy cited in 3.1a above, meet the stipulated requirements.
- 3.2 Special needs candidates are defined as learners who experience barriers to learning. A number of concessions, related to the nature of the barrier to learning, identify permissible variants to the rules of combination allowed for the NSC. Barriers to learning identified in the policy include: visual, aural, and hearing impairment, aphasia, dyslexia and mathematical disorders such as dyscalculia.
- 3.3 Candidates with special needs must register as a learner with a barrier to learning; or, in the necessary instances, as an immigrant with a barrier to learning. Unless candidates register in terms of section 4 below, candidates are subject to the same promotion requirements identified for NSC candidates as per the policy in 3.1a above.
- 3.4. Programme and promotion requirements for candidates with special needs qualifying for the Addendum to the policy document, *The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)*, Government Gazette No 29466, 11 December 2006.
- 3.4.1 Learners with special needs may follow the learning pathway identified in paragraph 3.1(b) above, leading to the endorsed National Senior Certificate, as gazetted in the Addendum, Government Gazette no 29466, 11 December 2006. The addendum specifies programme and promotion requirements different from those identified in the policy for the National Senior Certificate, cited in 3.1 above.
- 3.4.2 Candidates wishing to be considered for the alternative promotion requirements laid out in the Addendum must register as (i) a learner with a barrier to learning, and must, in addition, and as (ii) a learner offering the NSC in terms of the Addendum.
- 3.4.3 Candidates registered in terms of paragraphs 3.4.1 and 3.4.2 above must offer and complete the internal and external assessment for not fewer than 5 subjects selected as follows from Annexure A in the policy document, *The National Senior*

Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF):

- (i) **one** official language from **Group A**, provided that it is offered at least First Additional Language level, and provided that the language is a LOLT;
- (ii) Mathematics or Mathematical Literacy, also from **Group A**
- (iii) Life Orientation, from **Group A**; and
- (iv) a minimum of two subjects selected from **Group B**.

3.4.4 An **endorsed National Senior Certificate** shall be issued to a candidate registered in terms of paragraph 3.4.3 above, provided that he or she complies with the following promotion requirements. The candidate must obtain:

- (i) at least 30% in the required official language at either Home language or First Additional Language level;
- (ii) a minimum of 30% in *four* other subject

3.4.5 Should a candidate registered as a special needs candidate in terms of paragraph 3.2 above fail the NSC in terms of the promotion requirements of the policy document, *The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)*, he or she may request to have her subjects re-evaluated in terms of the promotion requirements outlined in the Addendum. Such a request must be made through the assessment body which has registered the candidate. Should the candidate fulfil the promotion requirements outlined in paragraph 3.4.4 above, a change of status certificate will be issued to the candidate, replacing the subject statement with an endorsed National Senior Certificate.

3.4.6 The endorsed Senior Certificate will bear a descriptor indicating that an endorsed Senior Certificate is issued in terms of the Addendum.

3.4.7 Candidates with aural impairment and the deaf may offer just one official language at First Additional Level, provided that another subject from Group B is offered in lieu of the one official language not offered.

3.4.8 Candidates with a mathematical learning disability such as dyscalculia may offer an additional subject from Group B in lieu of offering Mathematics or Mathematical literacy.

4 Language requirements for immigrant candidates

The language requirements for National Senior Certificate in the case of an immigrant candidate will be determined by identifying the candidate with a special indicator as required in the format for the transfer of candidate information outlined on page 28, paragraph 14.4.3.

An immigrant candidate may:

- (i) offer only **one** official language on at least First Additional Language Level, and that language must be a LOLT; provided that
- (ii) another subject from **Group B** is offered in lieu of the one official language that is not offered;
- (iii) must obtain a rating of **30%** in the official language referred to in paragraph
- (iv) offer his or her home language as the additional subject from Group B, provided that the language is listed on Home Language level;

OR

- (v) An immigrant candidate may offer his or her home language on the **A-Level** of the General Certificate of Education (GCE) of the United Kingdom, or an examination recognised by the Department of Education as equivalent to Home Language level for this purpose.

5 Disallowed subject combinations

In the selection of subjects from **Group B** the following provisos regarding subjects with a content overlap will apply. These requirements will also apply in terms of additional subjects, i.e. eighth and/or ninth subject. Umalusi will therefore not certify such a subject as part of the qualification.

Should a candidate however offer such a subject after the NSC was awarded and the candidate adhered to the minimum internal assessment requirements, a subject statement will be issued.

- (i) Candidates **may not** offer:
 - (a) both Computer Applications Technology and Information Technology.
 - (b) both Consumer Studies and Hospitality Studies.
- (ii) A candidate may **not offer** both Mathematics and Mathematical Literacy
- (iii) A Candidate may **not offer** music subjects with two different assessment bodies where the same instrument is assessed e.g. Trinity College piano and UNISA piano.
- (iii) A candidate may **not offer** two Languages from the same group:

- (a) IsiXhosa, isiZulu, SiSwati and isiNdebele;
 - (b) Sepedi, Sesotho and Setswana; and
 - (c) the same language as a Home and a First or Second Additional
- (iv) Subject credits obtained in the Senior Certificate (Report 550) will not be considered for combination in a National Senior Certificate.
- (v) Subject credits awarded for the National N3 Certificate (Report 190 (2000/03) specified in Report 191 will not be considered for combination in a National Senior Certificate.
- (vi) Subject credits obtained in the National Certificate (Vocational) Level 4 will not be considered for combination in a National Senior Certificate.

As from 2010 Subjects with a content overlap, as indicated in paragraph 5(i)(a and b) above, cannot be considered for combinations in terms of the minimum pass requirements for the NSC. Candidates who have offered these subjects together before 2010 will be regarded as meeting the minimum pass requirements for the NSC.

6 Inclusion of subjects examined by other assessment bodies

Candidates who offer a Music programme from either the Associated Board of Royal Schools Practical Music examination or Trinity College of London Practical Music Examination or Unisa Practical Music Examination must obtain the following percentages:

| Assessment Body | Minimum (%) |
|---|--------------------|
| Associated Board of Royal Schools Practical Music | 65% |
| Trinity College of London Practical Music | 65% |
| UNISA Practical Music | 50 % |

A maximum of one subject with the highest level of achievement, where more than one practical music programme has been offered, will be considered for awarding the NSC.

7 Minimum requirements for awarding the combined NSC and the German Abitur qualification

Umalusi will also issue a Combined National Senior Certificate (NSC) and the German Abitur Qualification at Level 4 on the National Qualifications Framework.

A combined NSC (general) and Abitur certificate shall be issued to a candidate in Grade 12 who has complied with the following requirements:

- Offered and completed the internal and external assessment requirements in not fewer than nine (9) subjects selected as follows:
- - German Home Language (Abitur programme);
 - English Home Language (NSC programme)
 - Mathematics (Abitur programme)
 - Life Orientation (NSC programme plus sport from the Abitur programme);
 - Two of: Physics, Chemistry and/or Biology (Abitur programme);
 - History (Abitur programme),
 - One of: Afrikaans First Additional Level (NSC programme) or French First Additional Level (Abitur programme); and
 - One of: Music or Visual Art (NSC programme)

The candidate must obtain at least “Adequate Achievement” (40-54%) of the Abitur scale of achievement on all subjects chosen.

8 German Abitur Scale of achievement

| Grade | German Classification | | English Translation | (%) |
|-------|-----------------------|-------------------------|---------------------|-----------|
| 1 | Sehr Gut | 15 P. 14 P. 13 P. | Very Good | 100%- 85% |
| 2 | Gut | 12.P 11 P. 10 P. | Good | 84%- 70% |
| 3 | Befriedigend | 9 P. 8 P. 7 P. | Satisfactory | 69%- 55% |
| 4 | Ausreichend | 6 P. 5 P. 4 P. | Adequate /pass | 54%- 40% |
| 5 | Mangelhaft | 3 P. 2 P. 1 P. | Poor | 39% - 20% |
| 6 | Ungenugend | 0 P. | Very poor | 19%- 0% |

9 NSC Scale of achievement

Umalusi will use the seven-level scale of achievement to record a candidate's performance for subjects

| Rating code | Description of competence | (%) |
|-------------|---------------------------|----------|
| 7 | Outstanding | 80 – 100 |
| 6 | Meritorious | 70 – 79 |
| 5 | Substantial | 60 – 69 |
| 4 | Adequate | 50 – 59 |
| 3 | Moderate | 40 – 49 |
| 2 | Elementary | 30 – 39 |
| 1 | Not Achieved | 0 – 29 |

10 Minimum requirements to enter the examination

Full-time and part-time candidates should meet the requirements for the qualification by completing all subjects in Grade 10 and 11 separately.

10.1 Full-time candidates

A full-time candidate must register for a minimum of seven (7) subjects in an examination (See also paragraphs 2.4 and 2.6).

An unsuccessful full-time candidate who enters for a subsequent examination that is not a supplementary examination in order to fulfil the outstanding requirements will for all purposes be regarded as a part-time candidate in the certification process.

A full-time candidate, who is registered as a candidate with special needs in terms of the addendum to the policy regarding candidates with special needs, must enter for a minimum of five (5) subjects in an examination.

10.2 Part-time candidates

A part-time candidate is regarded as a candidate who does not receive full-time tuition and registers for any number of subjects in one examination sitting. Such a candidate must fulfil all internal and external assessment requirements, including oral and practical requirements where applicable will be regarded as a part-time candidate.

11 Supplementary examination

The supplementary examination is regarded as an extension of the main examination sitting, and a candidate can therefore only enter for a subject or subjects that he/she was entered for in the November examination sitting.

A full-time candidate may enter for a maximum of two subjects as long as the minimum entry requirements are met and furthermore that the candidate has met the internal and/or practical or oral assessment requirements.

A part-time candidate may register for a maximum of one subject in the supplementary examination.

A repeat candidate is allowed to register for a maximum of one subject in the supplementary examination.

12 Minimum Admission requirements

The admission requirements for entrance to a Higher Education programme are set out in terms of section 3 the *Higher Education Act, 1997* (Act No.101 of 1997). Umalusi will indicate on the certificate whether a candidate can enter into higher education for a specific programme. It is however still the prerogative of higher education institutions to set specific admission requirements to particular programmes.

Higher Education has determined minimum entry requirements for admission to the Higher Certificate, Diploma and Bachelor's Degree.

Institutional and programme needs may require appropriate combinations of recognised NSC subjects and levels of achievement for admission into Higher Certificate, Diploma and Bachelor's Degree studies.

12.1 Higher Certificate

The minimum admission requirement is a NSC with a minimum of 30% in the language of learning and teaching of the higher education institution as certified by Umalusi.

12.2 Diploma

The minimum admission requirement is a NSC as certified by Umalusi with an achievement rating of 3 (moderate achievement, 40% - 49%) or better in four recognised NSC 20-credit subjects and a minimum 30% in the language of learning and teaching of the higher education institution as certified by Umalusi.

12.3 Bachelor's Degree

The minimum admission requirement is a NSC with a minimum 30% in the language of learning and teaching of the higher education institution as certified by Umalusi in addition to an achievement rating of 4 (adequate achievement, 50% - 59%) or better in four subjects chosen from the following designated subject list:

- Accounting
- Agricultural Sciences
- Business Studies
- Dramatic Arts
- Economics
- Engineering Graphics and Design
- Geography
- History
- Consumer Studies
- Information Technology

- Languages (one language of learning and teaching at a higher education institution up to two other recognised language subjects)
- Life Sciences
- Mathematics
- Mathematical Literacy
- Music
- Physical Sciences
- Religion Studies
- Visual Arts

13 Subjects listed on the certificate

A National Senior Certificate will list all subjects passed and failed by the candidate in a single examination sitting.

Once a candidate has been awarded a NSC and additional subject credits are obtained in a subsequent examination, the additional subject credits will be issued as a separate subject statement.

Umalusi will issue a subject statement where a candidate has failed to achieve the minimum requirements of the qualification.

14 Effective date and types of certificates

There are six conditions under which a certificate is issued:

- First issue;
- Replacement :Change of status;
- Replacement :Original certificate;
- Replacement: Post irregularity; and
- Re-issue;

Details on each condition are given below:

14.1 National Senior Certificate: First issue:

- (i) When a candidate meets all the requirements for a National Senior Certificate in a single assessment session in a November examination, no examination dates are printed next to individual subjects, and the effective date of the certificate is the month following the date of the examination.
- (ii) When a candidate meets all the requirements in the November examination and a subsequent supplementary examination, no examination dates are printed next to individual subjects. The effective date of the certificate is the month following the last examination.

14.2 Replacement certificates

Replacement certificates are issued under the following conditions:

14.3 Replacement: Change of status

- (i) In all cases where a candidate (part-time candidate) meets the requirements for a National Senior Certificate in more than one assessment session, the examination dates are printed next to the individual subjects. The effective date is the month following the month of the last examination involved.
- (ii) In the case where a candidate with special needs who has elected to be assessed under the normal NSC, as reflected in paragraph 3 of the directives above, and has failed, the candidate may request, via the relevant assessment body, to convert the subject statement into an endorsed certificate in terms of paragraph 3 above.
- (iii) Where the status of a certificate changes in terms of a certificate previously issued, such as the replacement of subject statement by a National Senior Certificate the previous certificate is not withdrawn, so that the different effective dates can be retained.
- (iv) Subject credits used in a request for a replacement should all be certified prior to the request for a replacement. The assessment body should therefore ensure that, before a replacement is requested, Umalusi has indeed certified all subjects.
- (v) In submitting the data to Umalusi for certification, the certificate numbers for all the subjects should be reflected in the certificate number field following the subject information as stipulated in paragraph 14 of these directives.

14.4 Replacement certificate: Original certificate lost, damaged or destroyed

- (i) Umalusi will issue a replacement certificate to replace a certificate that has been lost, destroyed or damaged **after** the candidate has received the certificate.
- (ii) In cases where the certificate was damaged, the original certificate must be returned to Umalusi before a replacement will be issued.
- (iii) An affidavit, by the certificate holder to the effect that the certificate was lost or destroyed must be submitted to the assessment body with the application. It is the prerogative of Umalusi to request such documentation as evidence is required.

14.5 Replacement: Post irregularity

A replacement certificate: post irregularity is issued in a case where a candidate has been found guilty of an examination irregularity and has been penalised by having his/her certificate withheld for a period of time after the writing of the examination. The candidate may receive a subject statement at the time of the

irregularity, but his/her National Senior Certificate would have been withheld as a form of sanction.

- (i) Where a candidate's behaviour was irregular in one or more subjects, but the whole of the examination result is not forfeited, a subject statement should be requested for the subject/s in which the candidate was not irregular. The irregular status should be reflected on the candidate's record.
- (ii) Where a candidate was found guilty of an irregularity in an examination and the sanction period has elapsed, a replacement certificate should be requested.
- (iii) The inception date of the qualification will be 12 months or more after the examination sitting at which the subjects were written, subject to the length of the exclusion period/sanction.
- (iv) Where a candidate's behaviour was irregular, and he/she has to re-write one or more subjects to comply with the minimum requirements for the award of the qualification, Umalusi will check whether the sanction has elapsed for the subjects being re-written before it issues a NSC.
- (v) When an application for a certificate is submitted to Umalusi, the subject statement numbers for all subjects should be reflected in the field following the subject information.

14.6 Re-issues:-

14.6.1 Re-issue: Loss of certificate before receipt

A re-issue replaces an original certificate under three different circumstances.

- A certificate is re-issued if an original certificate which was lost destroyed or damaged **before** delivery to the candidate.
- A certificate is also re-issued to correct an error such as a misspelled name, an incorrect date of birth or ID number or an incorrect subject.
- When an original certificate has been lost and there is a change of personal details: as well, a re-issue certificate is issued.

14.6.2 Re-issue: Legal alteration of personal details (excluding change of maiden name)

The Council may consider the re-issue of a certificate when a candidate's identity number, surname or first name has been changed by due legal process, **after** the certificate was awarded provided that:

- (i) An affidavit from the candidate is submitted via the assessment body to Umalusi, which requests the change of personal details;
- (ii) Proof of such changes to the personal details of the candidate issued by the Department of Home Affairs is submitted with this application; and
- (iii) The original certificate is returned.

15 FORMAT FOR REQUESTING CERTIFICATES

15.1 Introduction

Umalusi provides directives for the transfer of information in consultation with assessment bodies. These guidelines are subject to review from time to time, or when Umalusi deems it necessary.

Assessment bodies are required to submit candidate information for certification to Umalusi in an electronic format. Paragraph 14-16 of these directives provides the format in which the information is submitted to Umalusi and gives specific indicators and field values that will be used in the transfer of the information.

15.2 Electronic data set:

A dataset with the following naming convention must be created on the mainframe by the National Department of Education. Other Assessment bodies, with less candidates, must submit the data electronically to Umalusi by means of e-mail.

Format: OZEKS.E99.lzzCSnnn.DAyyymmdd where
 99 = Province code (See paragraph 16.1 below)
 ZZ = Assessment body code (See paragraph 16.1 below)
 nnn = sequential run number
 yy = the year created. Example: 08 if created in 2008
 mm = month created
 dd = day created

The return dataset will use the same convention but the "I" will be replaced with an "O".

Example: OZEKS.E08.Q15CS123.DA080101

15.3 Composition of data records

All complete data elements must be filled with spaces or zeros, as follows:

- (a) Alpha-numeric data elements, e.g. (A10) must be left justified with trailing spaces.
- (b) Numeric data elements, e.g. N (15) must be right justified with leading zeros.

All incomplete data elements must be filled with spaces (alpha-numeric elements) or zeroes (numeric elements).

15.4 Data structure

The total length of the data record will be 1277 characters.

15.4.1 Record type 1 – Assessment body detail.

| | | |
|----------------------|---------|---|
| Record type | N(01) | Value = “1” |
| Assessment body code | N(02) | See par 16.1 |
| Assessment body name | A(100) | Official name of the assessment body |
| Date created | N(08) | Format CCYYMMDD Date dataset was created |
| Subsystem | A(03) | Indicate the subsystem: SSC |
| Filler | A(1163) | Value spaces |

15.4.2 Record type 2 – School detail

| | | |
|-------------------------|---------|---|
| Record type | N(01) | Value = “2” |
| School number | N(10) | Unique number of school |
| School name | A(80) | Name of school |
| School postal address 1 | A(30) | |
| School postal address 2 | A(30) | |
| School postal address 3 | A(30) | |
| School postal address 4 | A(30) | |
| School postal code | A(04) | |
| Filler | A(1062) | |
| | | Note: Detail regarding the school must be obtained from the DoE. Such as the province, region and district should Umalusi need to compile reports or do investigations regarding these variables. |

15.4.3 Record type 3 – Candidate detail

| | | |
|------------------------------|-------|---|
| Record type | N(01) | Value = “3” |
| School number | N(10) | The school number where candidate wrote the exam. |
| Examination date | N(06) | Format CCYYMM |
| Transaction type | N(02) | Values XY Y → 1 National Senior Certificate 2 Subject statement 7 Withdraw X-> 0 First issue 1 Replacement (Change of Status) 2 Replacement (Original certificate) 3 Re-issue 4 Replacement (post irregularity) 5 Re-issue (original lost and Change of personal details) |
| Instructional programme code | N(10) | NSC: Program code: 8100000000 NSC and Abitur combination : 9100000000 |
| Candidate examination no | N(13) | |
| Attendance type | N(01) | 1=Full-time |

DIRECTIVES FOR CERTIFICATION NATIONAL SENIOR CERTIFICATE (SCHOOLS)

| | | |
|-----------------------------------|-------|---|
| | | 2=Part-time 3=Repeat |
| Surname | A(55) | |
| Given name(s) | A(55) | Name(s) up to 50 characters and there after only initials will be accepted. |
| Date of birth | N(08) | Format CCYYMMDD |
| Gender | N(01) | 1 = Male 2 = Female |
| ID-number | N(13) | |
| Immigrant | A(01) | Y=Candidate is an immigrant N=Candidate is not an immigrant |
| Special conditions | N(02) | 00 = None 01 = Hearing impaired 02 = Visual impaired 03 = Dyslexia 04 = Dyscalculia 05 = Aphasia |
| Endorsed Certificate | A(1) | Y= Yes (learner with a special need who requested an endorsed certificate) N= No (learner with a special need who has not requested an endorsed certificate) Space= N/A |
| Race | A(01) | A = Asian B = Black C = Coloured; I = Indian W = White N = Not indicated. |
| Language of learning and teaching | N(02) | 01 =Afrikaans 02 = English 03 = IsiNdebele 04 = IsiXhosa 05 = IsiZulu 06 = Sepedi 07 = Sesotho 08 = Setswana 09 = Siswati 10 = Tshivenda 11 = Xitsonga |
| Irregularity indicator | N(01) | 0 = no irregularities 1 = guilty of examination irregularity |
| Irregularity date | N(08) | Format CCYYMMDD The date when the irregularity will be lifted |
| Level obtained | N(02) | 01 National Senior Certificate 02 To few subjects for NSC qualification 03 Failed all subjects 04 Withdraw candidate (A candidates who has enrolled for examination and did not write any subject) |
| Higher education admission | A(01) | D = Degree I = Diploma C = Certificate |
| Date with effect from | N(06) | Format CCYYMM |
| Previous certificate number | A(12) | The certificate to be replaced for: Replacement (Original certificate) Re-issue Re-issue (lost certificate and change of personal detail) |
| Cancellation code | N(02) | 1 = Mark adjustment 2 = Name corrections 3 = Change of subject |

DIRECTIVES FOR CERTIFICATION NATIONAL SENIOR CERTIFICATE (SCHOOLS)

| | | |
|--|-------|---|
| | | 4 = Certificate lost/damaged 5 = Incorrect Date of Birth 6 = Certificate lost and change of name or date of birth or correction of error 7 = change of personal details- legal process |
| Cancellation date | N(08) | Format CCYYMMDD |
| Number of subjects | N(02) | The number of subjects the candidate has offered |
| Certificate Language preference (plus English) | N(02) | 01 =Afrikaans 02 = English only 03 = IsiNdebele 04 = IsiXhosa 05 = IsiZulu 06 = Sepedi 07 = Sesotho 08 = Setswana 09 = Siswati 10 = Tshivenda 11 = Xitsonga |
| Filler | A(01) | |
| Subject information (occurs 15 times) | | N(70) * 15 = 1050 characters |
| Subject code | N(10) | Subject codes as in the policy for the National Senior Certificate subjects |
| Percentage obtained | N(03) | The percentage the candidate has obtained 999 : Candidate absent for subject 888 : Withdraw 777: Outstanding mark. |
| Rating obtained | N(01) | NSC subjects 7 = 80-100 (Outstanding achievement) 6 = 70-79 (Meritorious achievement) 5 = 60-69 (Substantial achievement) 4 = 50-59 (Adequate achievement) 3 = 40-49 (Moderate achievement) 2 = 30-39 (Elementary achievement) 1 = 0-29 (Not achieved) ABITUR subjects 1 = 85 – 100 (Very good) 2 = 70 – 84 (Good) 3 = 55 – 69 (Satisfactory) 4 = 40 – 54 (Adequate pass) 5 = 20 – 39 (Poor) 6 = 0 – 19 (Very poor) |
| For future use | N(01) | Default value zero |
| Subject indicator | N(02) | 1 = obtained minimum percentage 3 = did not obtain minimum percentage 7 = Mark is outstanding – any component 8 = Withdraw 9 = Absent in any subject component |
| Date subject offered | N(06) | Format CCYYMM |
| Subject irregularity indicator | N(01) | Indicator if candidate was guilty of irregularity for specific subject. 0=Not Guilty of irregularity 1=Guilty of irregularity |
| Subject statement number | A(12) | A subject statement number has to be provided for all Replacement documents (change of status). For example: If candidate wrote two subjects in 200811 and five in 200911 and the issue date is December 2009 a subject |

DIRECTIVES FOR CERTIFICATION NATIONAL SENIOR CERTIFICATE (SCHOOLS)

| | | |
|---|-------|---|
| | | statement is required for the all the subjects. |
| Paper 1 – raw mark | N(03) | Raw mark for paper 1 999 = Absent 888 = Withdraw 777 = Outstanding |
| Paper 2 – raw mark | N(03) | Raw mark for paper 2 999 = Absent 888 = Withdraw 777 = Outstanding |
| Paper 3 – raw mark | N(03) | Raw mark for paper 3 999 = Absent 888 = Withdraw 777 = Outstanding |
| Paper 4 – raw mark | N(03) | Raw mark for paper 4 999 = Absent 888 = Withdraw 777 = Outstanding |
| Paper 5 – raw mark | N(03) | Raw mark for paper 5 999 = Absent 888 = Withdraw 777 = Outstanding |
| Practical Assessment Task (PAT) – raw mark | N(03) | Raw mark for Practical assessment task (PAT) 999 = Absent 888 = Withdraw 777 = Outstanding |
| School based assessment (SBA) – raw mark | N(03) | Raw mark for SBA |
| Adjustment: External assessment | N(03) | |
| Adjustment: Practical assessment task (PAT) | N(03) | |
| Adjustment: School Based Assessment tasks (SBA) | N(03) | |
| Final adjustment on pre-promotion mark | N(03) | |
| Language Compensation | N(01) | Y=Yes/N=No |
| End of subject information | | |

15.4.4 Record type 4 – Control record detail

| | | |
|---------------------------|---------|---|
| Record type | N(01) | Value = “4” |
| Number of type 2 records | N(06) | Number of schools. |
| Hash total type 2 records | N(06) | Last 6 characters of the total of the last three characters of the schools numbers. E.g. 5418332 thus 418332 |
| Number of type 3 records | N(06) | Number of candidate records |
| Hash total type 3 records | N(06) | Last 6 characters of the total of the last three characters of the schools numbers. E.g. 765419632 thus 419632 |
| Hash Total | N(06) | Total number of records on dataset excluding record type 4. |
| Filler | A(1246) | |

16 Format for the output data set to assessment body.

16.1 Data structure

The total length of the data record will be 1441 characters.

16.1.1 Record type 1 – Assessment body detail.

| | | |
|----------------------|---------|---|
| Record type | N(01) | Value = "1" |
| Assessment body code | N(02) | See par 19.1 |
| Assessment body name | A(100) | Official name of the assessment body |
| Date created | N(08) | Format CCYYMMDD Date dataset was created |
| Subsystem | A(03) | Indicate the subsystem: SSC |
| Filler | A(1327) | Value spaces |

16.1.2 Record type 2 – School or Examination Centre detail

| | | |
|-------------------------|---------|-------------------------|
| Record type | N(01) | Value = "2" |
| School number | N(10) | Unique number of school |
| School name | A(80) | Name of school |
| School postal address 1 | A(30) | |
| School postal address 2 | A(30) | |
| School postal address 3 | A(30) | |
| School postal address 4 | A(30) | |
| School postal code | A(04) | |
| Filler | A(1226) | |

16.1.3 Record type 3 – Candidate detail

| | | |
|--|-------|--|
| Record type | N(01) | Value = "3" |
| School number | N(10) | The school number where the candidate wrote. |
| Examination date | N(06) | Format CCYYMM |
| Transaction type | N(02) | <p>Values</p> <p>XY</p> <p>Y →</p> <p>1 National Senior Certificate</p> <p>2 Subject statement</p> <p>7 Withdraw</p> <p>X -></p> <p>0 First issue</p> <p>1 Replacement (Change of Status)</p> <p>2 Replacement (Original certificate)</p> <p>3 Re-issue</p> <p>4 Replacement (guilty of irregularity)</p> <p>5 Replacement (original lost and Change of personal details)</p> |
| Transaction type as determined by UMALUSI. | N(02) | <p>Values</p> <p>XY</p> <p>Y →</p> |

DIRECTIVES FOR CERTIFICATION NATIONAL SENIOR CERTIFICATE (SCHOOLS)

| | | |
|-----------------------------------|-------|--|
| | | 1 National Senior Certificate 2 Subject certificate 3 Subject statement 7 Withdraw out 9 Errors found X -> 0 First issue 1 Replacement (Change of Status) 2 Replacement (Original certificate) 3 Re-issue 4 Replacement (guilty of irregularity) 5 Replacement (original lost and Change of personal details) |
| Instructional programme code | N(10) | NSC program : 8100000000 Abitur and NSC combination : 9100000000 |
| Candidate examination no | N(13) | |
| Attendance type | N(01) | 1=Full-time 2=Part-time 3=Repeat |
| Surname | A(55) | |
| Given name(s) | A(55) | Names up to 50 characters and there after only initials will be accepted. |
| Date of birth | N(08) | Format CCYYMMDD |
| Gender | N(01) | 1 = Male 2 = Female |
| ID-number | N(13) | |
| Immigrant | A(01) | Y=Candidate is an immigrant N= Candidate is not an immigrant |
| Special conditions | N(01) | 00 = None 01=Hearing impaired 02=Visual impaired 03=Dyslexia 04=Dyscalculia |
| Endorsed Certificate | A(1) | Y= Yes (learner with a special need who requested an endorsed certificate) N= No (learner with a special need who has not requested an endorsed certificate) Space = N/A |
| Race | A(01) | A = Asian B = Black C = Coloured; I = Indian W = White N = Not indicated |
| Language of learning and teaching | N(02) | 01 =Afrikaans 02 = English 03 = IsiNdebele 04 = IsiXhosa 05 = IsiZulu 06 = Sepedi 07 = Sesotho 08 = Setswana 09 = Siswati 10 = Tshivenda 11 = Xitsonga |
| Irregularity indicator | N(01) | 0 = no irregularities 1 = guilty of examination irregularity |
| Irregularity date | N(08) | Format CCYYMMDD The date when the irregularity will be lifted |
| Level obtained – Assessment body | N(02) | Level obtained as calculated by examination body |

DIRECTIVES FOR CERTIFICATION NATIONAL SENIOR CERTIFICATE (SCHOOLS)

| | | |
|---|-------|---|
| | | 01 National Senior Certificate 02 To few subjects for NSC qualification 03 Failed all subjects 04 Withdraw out candidate(Candidates who enrolled for examination and did not write any subject) |
| Level obtained – Umalusi | N(02) | Level obtained as calculated by Umalusi 01 National Senior Certificate 02 To few subjects for NSC qualification 03 Failed all subjects 04 Withdraw out candidate(Candidates who enrolled for examination and did not write any subject) |
| Higher Education Assessment – assessment body | A(01) | D = Degree I = Diploma C = Certificate |
| Higher Education Assessment - Umalusi | A(01) | D = Degree I = Diploma C = Certificate |
| Date with effect from | N(06) | Format CCYYMM |
| Previous certificate number | A(12) | The certificate to be replaced for Replacement (Original certificate) Re-issue Replacement (lost certificate and change of name or date of birth.) |
| Cancellation code | N(02) | 1 = Mark adjustment 2 = Name corrections 3 = Change of subject 4 = Certificate lost/damaged 5 = Incorrect DOB 6 = Certificate lost and change of name or date of birth. |
| Cancellation date | N(08) | Format CCYYMMDD |
| Number of Evaluation errors | N(02) | Number of evaluation errors for candidate. e.g. 02 |
| Evaluation error codes | A(20) | Evaluation error codes E.g. 20, 21 Error codes and descriptions will be Supplied |
| Number of capturing errors | N(02) | Number of capture errors for candidate. e.g. 03 |
| Capturing error codes | A(20) | Capturing error codes E.g. 1,5,8 Error codes and descriptions will be Supplied |
| Number of subjects | N(02) | The number of subjects the candidate offered |
| Subject information (occurs 15 times) | | N(77) * 15 = 1155 characters |
| Subject code | N(10) | Subject codes as in the policy for National Senior Certificate subjects. |
| Credits obtained – Assessment body | N(02) | The credits obtained for the subject as calculated by assessment body. |
| Credits obtained – Umalusi | N(02) | The credits obtained for the subject as calculated by Umalusi. |
| Percentage obtained - Assessment body | N(03) | The percentage the candidate obtained as calculated by assessment body 999 : Candidate absent for subject 777: Outstanding mark. |
| Percentage obtained - Umalusi | N(03) | The percentage the candidate obtained as calculated by Umalusi 999 : Candidate absent for subject |

DIRECTIVES FOR CERTIFICATION NATIONAL SENIOR CERTIFICATE (SCHOOLS)

| | | |
|---|-------|---|
| | | 777: Outstanding mark. |
| Rating obtained – Assessment body | N(01) | <p>The rating obtained as calculated by the Assessment body.</p> <p>NSC subjects</p> <p>7 = 80-100 (Outstanding achievement) 6 = 70-79 (Meritorious achievement) 5 = 60-69 (Substantial achievement) 4 = 50-59 (Adequate achievement) 3 = 40-49 (Moderate achievement) 2 = 30-39 (Elementary achievement) 1 = 0-29 (Not achieved)</p> <p>ABITUR subjects</p> <p>1 = 85 – 100 (Very good) 2 = 70 – 84 (Good) 3 = 55 – 69 (Satisfactory) 4 = 40 – 54 (Adequate pass) 5 = 20 – 39 (Poor) 6 = 0 – 19 (Very poor)</p> |
| Rating obtained – Umalusi | N(01) | <p>The rating adjusted as calculated by the Umalusi.</p> <p>NSC subjects</p> <p>7 = 80-100 (Outstanding achievement) 6 = 70-79 (Meritorious achievement) 5 = 60-69 (Substantial achievement) 4 = 50-59 (Adequate achievement) 3 = 40-49 (Moderate achievement) 2 = 30-39 (Elementary achievement) 1 = 0-29 (Not achieved)</p> <p>ABITUR subjects</p> <p>1 = 85 – 100 (Very good) 2 = 70 – 84 (Good) 3 = 55 – 69 (Satisfactory) 4 = 40 – 54 (Adequate pass) 5 = 20 – 39 (Poor) 6 = 0 – 19 (Very poor)</p> |
| For future use | N(01) | Default value zero |
| For future use | N(01) | Default value zero |
| Subject indicator – Assessment body | N(01) | <p>The subject indicator as calculated by the assessment body.</p> <p>1 = obtained minimum percentage 3 = did not obtain minimum percentage 4 = Candidate did not write the examination 5 = Mark is outstanding</p> |
| Subject indicator – UMALUSI | N(01) | <p>The subject indicator as calculated by UMALUSI</p> <p>1 = obtained minimum percentage 3 = did not obtain minimum percentage 4 = Candidate did not write the examination 5 = Mark is outstanding</p> |
| Date subject offered | N(06) | Format CCYYMM |
| Subject irregularity indicator | N(01) | <p>0=Not Guilty of irregularity 1=Guilty of irregularity</p> |
| Number of capturing errors for subject | N(02) | The number of capturing errors found for subject e.g. 02 |
| Capturing error codes for subject | A(20) | <p>The capturing error codes for subject e.g. 49, 61</p> <p>Error codes and descriptions will be supplied</p> |
| Number of structure error found for subject | N(02) | The number of structure errors for the subject e.g. 05 |
| Structure errors found for subject | A(20) | The structure errors for the subject e.g. |

| | | |
|----------------------------|-------|---|
| | | 5,6,8,9,10 Error codes and descriptions will be supplied |
| End of subject information | | |
| Certificate number | A(12) | Certificate number issued. |
| Rejection indicator | N(02) | 99 – Candidate was rejected. |

16.1.4 Record type 4 – Control record

| | | |
|---------------------------|---------|---|
| Record type | N(01) | Value = “4” |
| Number of type 2 records | N(06) | Number of schools |
| Hash total type 2 records | N(06) | Last 6 characters of the total of the last three characters of the school no. E.g. 5418332 thus 418332 |
| Number of type 3 records | N(06) | Number of candidate records |
| Hash total type 3 records | N(06) | Last 6 characters of the total of the last three characters of the school no. E.g. 765419632 thus 419632 |
| Hash Total | N(06) | Total number of records on dataset excluding record type 4. |
| Filler | A(1410) | |

17 Further clarification for certification for National Senior Certificate

17.1 Assessment body codes to be used for the National Senior Certificate

- 11 - Independent Examination Board
- 13 - Eastern Cape Education Department
- 14 - Free State Education Department
- 15 - Gauteng Education Department
- 16 - KwaZulu-Natal Education Department
- 17 - Mpumalanga Education Department
- 18 - Northern Cape Education Department
- 19 - Limpopo Education Department
- 20 - Northwest Education Department
- 21 - Western Cape Education Department
- 23 - Die Onafhanklike Afrikaanse Eksamenraad.
- 24 - National Department of Education

17.2 Provincial codes to be used for the National Senior Certificate

- 01 - Western Cape Education Department
- 02 - Northern Cape Education Department
- 03 - Free State Education Department
- 04 - Eastern Cape Education Department
- 05 - KwaZulu-Natal Education Department
- 06 - Mpumalanga Education Department

- 07 - Limpopo Education Department
- 08 - Gauteng Education Department
- 09 - Northwest Education Department

17.3 Due date and information for submission of data required for certification

- 17.2.1 Assessment bodies must submit candidate data for certification to Umalusi in respect of the November examination not later than three months after the examination results were released. Data for candidates who have applied to write the supplementary examinations or who have applied to have scripts remarked as well as appeals and irregularities should be submitted by the latest four months after the main examination.
- 17.2.2 All the subjects that the candidate has enrolled for must be submitted to Umalusi. This includes the subjects where marks are outstanding or where the candidate was absent for an examination.
- 17.2.3 A numerical mark must be supplied when subject information is submitted.
- 17.2.4 Where a candidate enters for a supplementary examination following the November examination, to fulfil the outstanding requirements for the qualification, the candidate status should be indicated as a full-time candidate.
- 17.2.5 Where a candidate enters for one or more subject/s in a supplementary examination following the main examination to improve subject marks where a qualification was already awarded the candidate status should be indicated as a full-time candidate
- 17.2.6 Given names are supplied in full. Although provision is made for fifty five (55) characters for given names and fifty five (55) characters for surname, only seventy (70) characters (including spaces) can be accommodated on the certificate.
- 17.2.7 If a candidate has too many names that this provision will be exceeded, some of the given names should be supplied in full while the others may be replaced by initials.
- 17.2.8 Particular care should be taken with the hexadecimal codes for special characters in the name, as the wrong code simply means that the name will be printed incorrectly.
- 17.2.9 Special characters in names will only be printed if supplied in the correct format. Umalusi will not change names of candidates that have special characters, once information is submitted by the assessment body-
- 17.2.10 The previous certificate number must be supplied in the case of an application for a re-issue, a replacement of an original certificate or where a replacement is requested where there is a change in personal details.
- 17.2.11 The subject statement number following the subject information must be supplied

in the case of an application for a replacement certificate (Change of status).

- 17.2.12 Cancellation code and cancellation date are supplied when and only when application is made for a re-issue, a replacement of an original certificate where a replacement is requested in cases where there is a change in personal details.
- 17.2.13 Using the appropriate indicators, assessment bodies should take care when records for candidates with special concessions are submitted to ensure correct resulting.
- 17.2.14 Where a candidate was found guilty of an examination irregularity in an examination and a subject statement is requested, the status will be indicated by a specific value ("1"). The Umalusi system will reflect the date marking the end of the exclusion period.
- 17.2.15 Application for the issuing of the NSC in terms of a candidate that has committed an irregularity in an examination cannot be made for such a candidate within the period that the candidate is excluded from the examination.
- 17.2.16 Certificates are automatically sorted in the printing process, according to centre numbers.
- 17.2.17 The output dataset contains the error codes, as well as the information as Umalusi evaluated the candidate. Assessment bodies must print their own error list. Umalusi will provide the assessment bodies with explanations of the error codes.
- 17.2.18 The subject codes for the different subjects will consist of 8 digits. The subject codes are as per national policy.

18 Format for the transfer of adjustments for approval

The Department of Education (DoE), the Independent Examination Board (IEB) and the Onafhanklike Afrikaanse Eksamenraad (OAE) are required to submit information regarding the adjustments of subjects to Umalusi in an electronic format. This information must be provided before the adjustment-approval meeting, but after the standardization meeting. This section provides the format in which the information must be submitted to Umalusi.

18.1 Electronic dataset:

A dataset with the following naming convention must be created on the mainframe by the National Department of Education. Other Assessment bodies should submit the data electronically by means of an e-mail attachment.

Format: **OZEKS.Enn.AD999999.DAyyymmdd** where
nn = Assessment body code

999999 = Examination date (Ex 200811)
 yy = The year the dataset was created: 08 if created in 2008
 mm = The month the dataset was created
 dd = The day the dataset was created

18.2 Composition of data records

All complete data elements must be filled with spaces or zeroes, as follows

- (a) Alpha-numeric data elements, ex A(10) must be left justified with trailing spaces
- (b) Numeric data elements, ex. N (15) must be right justified with leading zeroes.

All incomplete data elements must be filled with spaces (alpha-numeric elements) or zeroes (numeric elements)

18.3 Data structure

The total length of the data record will be 901 characters.

18.3.1 Record type 1 – Header

| | | |
|----------------------|--------|---|
| Record type | N(01) | Value = "1" |
| Assessment body Code | N(02) | 11 – IEB 23 – OAER 24 – DoE |
| Assessment body Name | A(100) | 11 – Independent Examination Board 23 – Onafhanklike Afrikaanse Eksamenraad 24 – National Department of Education |
| Date created | N(08) | Format CCYYMMDD Date dataset was created |
| Subsystem | A(03) | Indicate the subsystem: SSC |
| Filler | A(787) | Value = spaces |

18.3.2 Record type 2 – Subject information

| | | |
|--------------|--------|--|
| Record type | N(01) | Value = "2" |
| Subject code | N(10) | The subject code as indicated in the National Policy |
| Exam date | N(06) | Examination date |
| Filler | A(884) | Value = spaces |

18.3.3 Record type 3 – Raw mark

| | | |
|---|-------|------------------------------------|
| Record type | N(01) | Value = "3" |
| Raw Information (Occurs 1:300) | | 3 * 300 = 900 characters |
| Raw marks: 1 to 300 | N(03) | Ex. 001002003004005006007008009010 |

18.3.4 Record type 4 – Adjustments

| | | |
|--|-------|---|
| Record type | N(01) | Value = "4" |
| Adjustment information (Occurs 1:300) | | 3 * 300 = 900 characters |
| Sign (Positive/Negative adjustment) | A(1) | + or – sign; space for zero adjustment. |
| Adjustment s: 1 to 300 | N(02) | Ex. 00+01+05-04 00-08+07+08-01 00+12 |

18.3.5 Record type 5 – Control record

| | | |
|---------------------------|--------|--|
| Record type | N(01) | Value = "5" |
| Total subjects on dataset | N(06) | The total number of subjects on the dataset (total number of type 2 records) |
| Hash total | N(06) | The total number of records in the dataset (excluding record type 5) |
| Filler | A(888) | |

19 Clarification regarding the quality assurance of the raw mark adjustments

Assessment bodies that must provide adjustments in a electronic format to Umalusi are:

- National Department of Education
- Independent Examination Board (IEB)
- Onafhanklike Afrikaanse Eksamenraad (OAER)

Adjustment must be provided in an electronic format and an official print out after the standardization meeting. (After the approved adjustments were implemented on the system)

A comparison will be run using the electronic adjustments provided and the adjustment Umalusi kept during the meeting. Only when no differences are found the adjustment will be approved.

20 Format for transfer of results for approval

The National Department of Education, Independent Examination Board (IEB) and die Onafhanklike Afrikaanse Eksamenraad (OAE) are required to submit information regarding the SBA adjustments and final results calculated in an electronic format. This information must be provided to Umalusi before the approval meeting of results, but after the result process. This section provides the format in which the information must be submitted to Umalusi.

20.1 Electronic dataset:

A dataset with the following naming convention must be created on the mainframe

OZEKS.Enn.RE999999.DAyyymmdd where

nn = System code

999999 = Examination date (Ex 200811)

yy = The year the dataset was created: 08 if created in 2008

mm = The month the dataset was created

dd = the day the dataset was created

20.2 Composition of data records

All complete data elements must be filled with spaces or zeroes, as follows

(a) Alpha-numeric data elements, e.g. A(10) must be left justified with trailing spaces

(b) Numeric data elements, e.g. N (15) must be right justified with leading zeroes.

All incomplete data elements must be filled with spaces (alpha-numeric elements) or zeroes (numeric elements)

20.3 Data structure

The total length of the data record will be 750 characters.

20.3.1 Record type 1 –Header

| | | |
|----------------------|--------|---|
| Record type | N(01) | Value = "1" |
| Assessment body code | N(02) | 11 – IEB 23 – OAER 24 – DoE |
| Assessment body Name | A(100) | 11 – Independent Examination Board 23 – Onafhanklike Afrikaanse Eksamenraad 24 – National Department of Education |
| Date created | N(08) | Format CCYYMMDD Date dataset was created |
| Subsystem | A(03) | Indicate the subsystem: SSC |
| Filler | A(636) | Value spaces |

20.3.2 Record type 2 – School information

| | | |
|-----------------|--------|--|
| Record type | N(01) | Value = "2" |
| Province number | N(02) | The province number where the school is in |
| School number | N(10) | The official number of the school |
| School name | A(100) | The official name of the school |
| Filler | A(637) | |

20.3.3 Record type 3 – Candidate record

| | | |
|-----------------|-------|---|
| Record type | N(01) | Value = "3" |
| Province number | N(02) | The province number where the candidate |

DIRECTIVES FOR CERTIFICATION NATIONAL SENIOR CERTIFICATE (SCHOOLS)

| | | |
|--|-------|---|
| | | wrote |
| School number | N(10) | The official school number were the candidate wrote the examination |
| Examination date | N(06) | The date when the exam was conducted. For example 200811 Format CCYYMMDD |
| Candidate Id number | N(13) | The id number of the candidate |
| Exam number | N(13) | The examination number of the candidate |
| Subject information (Occurs 15 times) | | 47 * 15 = 705 |
| Subject code | N(10) | The official subject code as published in the National policy |
| Percentage obtained | N(03) | The final mark the candidate has obtained 999: Candidate was absent for mark 777: Candidate was outstanding |
| Paper 1 | N(03) | The raw mark for paper 1 999: Candidate was absent for the mark 777: Outstanding mark |
| Paper 2 | N(03) | The raw mark for paper 2 999: Candidate was absent for the mark 777: Outstanding mark |
| Paper 3 | N(03) | The raw mark for paper 3 999: Candidate was absent for the mark 777: Outstanding mark |
| Paper 4 | N(03) | The raw mark for Paper 4 999: Candidate was absent for the mark 777: Outstanding mark |
| Paper 5 | N(03) | The raw mark for Paper 5 999: Candidate was absent for the mark 777: Outstanding mark |
| Practical Assessment task (PAT) | N(03) | The raw mark for PAT |
| School Based Assessment (SBA) | N(03) | The raw mark for SBA 999: Candidate was absent for the mark 777: Outstanding mark |
| Adjustment: External assessment | N(03) | The approved adjustment for the external assessment |
| Adjustment: Practical task | N(03) | The adjustment to be applied for the practical mark |
| Adjustment: School Based Assessment | N(03) | The adjustment as calculated for the SBA |
| Final adjustment on pre-promotional mark | N(03) | Final adjustment applied |
| Language compensation | N(01) | Y=yes/N=No |

20.3.4 Record type 4: Control record

| | | |
|--------------------------|--------|--|
| Record type | N(01) | Value = "4" |
| Number of type 2 records | N(06) | Number of schools on dataset (Record type 2) |
| Number of type 3 records | N(06) | Number of candidate records on the dataset (Record type 3) |
| Hash total | N(06) | Number of records on dataset (excluding the record type 4) |
| Filler | A(731) | |

20.4 Further clarification regarding the control process for results

Assessment bodies that must provide results in an electronic format to Umalusi

are:

- Department of Education
- Independent Examination Board (IEB)
- Die Onafhanklike Afrikaanse Eksamenraad. (OAE)

The result must be provided in an electronic format after the result process (including the process that calculates the adjustments for the internal assessment)

A representative exemplar of examination results for at least one school per province that will include all the possible subjects written (standardize) must be provided to Umalusi.

21 Verification of certificates

According to section 16 (4)(e) of Act No. 58 of 2001, Umalusi is the only body that can issue certificates for qualifications, and it is also the Council's responsibility to verify the authenticity of certificates issued.

Umalusi is responsible for verifying certificates in the GET and FET bands (NQF Levels 1-4) as indicated in paragraph 5 of this document.

Umalusi verifies certificates issued by the South African Certification Council and Umalusi, the General and Further Education and Training Quality Assurance Council issued since 1992. The assessment bodies verify certificates issued prior to September 1992.

The verification of certificates is carried out at a nominal fee.