



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

U MALUSI



Council for Quality Assurance in  
General and Further Education and Training



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

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## Table of Contents

Abbreviations and Acronyms .....	4
Glossary .....	5
Executive summary .....	7
1. Directives for certification .....	8
2. The <i>National Senior Certificate</i> , a qualification at Level 4 on the National Qualifications Framework .....	12
3. Minimum promotion requirements for awarding the <i>National Senior Certificate</i> to candidates with special education needs .....	17
4. Promotional requirements for immigrants .....	19
5. Subject combinations that cannot be offered together .....	20
6. Inclusion of subjects examined by other assessment bodies .....	21
7. <i>National Senior Certificate</i> scale of achievement .....	21
8. Minimum requirements to enter the examination .....	22
9. The supplementary examinations .....	23
10. Minimum admission requirements to Higher Education .....	25
11. Subjects and messages listed on the <i>National Senior Certificate</i> .....	27
12. Transaction types and transaction status of certificates .....	29
13. Processing of dataset received .....	39
14. Format for requesting certificates .....	41
15. Format for the output dataset to assessment bodies .....	50
16. Further clarification for certification for <i>National Senior Certificate</i> .....	59
17. Verification of certificates .....	62
ADDENDUM A	
18. Introduction .....	63
19. Combination of results .....	63

## Abbreviations and Acronyms

ABET	Adult Basic Education and Training
DBE	Department of Basic Education
ERCO	Examination Board for Christian Education
FET	Further Education and Training
GET	General Education and Training
GETC	<i>General Education and Training Certificate</i>
HESA	Higher Education South Africa
IEB	Independent Examination Board
LOLT	Language of Learning and Teaching
NSC	<i>National Senior Certificate (Schools)</i>
NC(V)	<i>National Certificate (Vocational)</i>
NQF	National Qualifications Framework
PAT	Practical Assessment Task
PED	Provincial Education Department
SBA	School-Based Assessment

## Glossary

<b>A-level subject</b>	is a subject offered on the A-Level of the General Certificate of Education (GCE) of the United Kingdom;
<b>assessment body</b>	means a department of education or a juristic body accredited by the Council as a body responsible for conducting internal assessment and external examinations;
<b>candidate</b>	refers to any learner, including part-time learners, receiving tuition at a public or independent school or at a learning institution under an accredited assessment body;
<b>certification</b>	means the formal recognition of the award of a qualification or part qualification to a successful candidate;
<b>change of status</b>	indicates that a certificate issued to a candidate has been replaced by a certificate with a higher status, resulting from the combination of subject credits from more than one examination period;
<b>external examination</b>	means the external component of the assessment process; it refers to the culmination of the summative assessment process, when candidates are subjected to final formal assessment in an examination sitting;
<b>full-time candidate</b>	means a learner who has enrolled in a full-time capacity for tuition and who offers a <i>National Senior Certificate</i> programme with seven subjects. Such a candidate must fulfil all internal assessment requirements, including oral and practical requirements where applicable;
<b>immigrant candidate</b>	is a child or dependent of a diplomatic representative of a foreign government accredited in South Africa, or a candidate who, having begun his/her schooling at a school in South Africa, has attended school outside South Africa for two or more consecutive years after Grade 3 or its equivalent, and returned before Grade 9 or its equivalent;

<b>level of competence</b>	means the level awarded to a candidate for a specific subject against agreed-upon criteria to indicate the level of achievement;
<b>National Senior Certificate</b>	means the certificate at NQF Level 4, awarded as a final exit qualification to a candidate who has complied with the relevant exit-level outcomes stipulated in the policy for the <i>National Senior Certificate, a qualification at Level 4 on the National Qualifications Framework</i> ;
<b>National Senior Certificate with an endorsement</b>	means a National Senior Certificate, which has its own promotion requirements, issued to a candidate identified and registered as having special education needs;
<b>National Qualification Framework (NQF)</b>	(NQF) is a ten-level framework providing for the registration of national qualifications;
<b>part-time candidate</b>	means a learner who does not receive full-time tuition and who may register for fewer than seven subjects for an examination sitting. Such a candidate must have fulfilled all internal and external assessment requirements, including oral and practical requirements where applicable, prior writing the final assessment;
<b>repeat candidate</b>	means a candidate who has failed the <i>National Senior Certificate</i> examination and who wants to repeat his/her Grade 12 year as a full-time candidate, or a candidate who wants to repeat one or more subjects or enrol for a new subject as a part-time candidate;
<b>Umalusi</b>	the Council for Quality Assurance in General and Further Education and Training established in terms of the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001);
<b>withdrawn</b>	refers to a candidate who was enrolled for an examination but did not write the examination.

## **Executive summary**

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

This document:

- Provides guidelines that clarify the way in which candidates results are determined after an examination;
- Outlines the specific directives regarding the submission of candidate information for certification;
- provides the format in which information is to be submitted for certification and explains the way in which Umalusi certifies;
- Provides the policy which governs the certification of the *NSC*;
- Gives general information on the verification service that Umalusi offers; and
- Addendum A, provides further clarification on the combination of results over more than one examination sitting.

## 1. Directives for certification

### 1.1 Introduction

The promulgation of the *National Qualifications Framework (NQF) Act, 2008*, (Act No 67 of 2008), constituted Umalusi as the Quality Council for General and Further Education and Training, as provided for in the amended General and Further Education and Training Quality Assurance Act (GENFETQA) of 2008. Umalusi now serves as the Quality Council for General and Further Education and Training.

In terms of the 2008 amendment of the *General and Further Education and Training Quality Assurance Act, 2001* (Act No 58 of 2001), and further explicated in Council Policy, Umalusi's responsibilities are identified as the development and management a sub-framework of qualifications, quality assurance of assessment (both internal and external) at exit points, certification, the accreditation of private assessment bodies and the monitoring of public assessment bodies, as well as the quality assurance of private education institutions that offer qualifications on the General and Further Education and Training Qualifications Sub-framework.

The *General and Further Education and Training Quality Assurance Act, 2001* (Act No. 58 of 2001) legislates the quality assurance functions for which Umalusi is responsible. In terms of section 17(A)(6) of this Act, Umalusi has the responsibility for issuing certificates for qualifications at the exit points in general and further education and training. Umalusi is mandated to ensure that these certificates are credible both nationally and internationally.

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

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

Umalusi issues the following certificates in General and Further Education and Training (NQF Levels 1 to 4):

- Senior Certificate (Report 550);
- *National Senior Certificate (Schools)*;

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

Umalusi therefore issues certificates to candidates as stipulated in the regulations for the issuing of certificates. These *Directives for Certification* assist assessment bodies to submit the candidates' assessment records for certification.

This document should be read together with the following policies as approved by the Ministers of Basic Education and Higher Education and Training as applicable:

- Government Gazette, Vol. 481, 1\10. 27819, July 2005. *National Senior Certificate – A qualification at Level 4 on the National Qualifications Framework* as amended.
- 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 Government Gazette Vol. 751, No. 31231, 11 July 2008.
- Government Gazette Vol. 498, No. 29466 and 29467, 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 candidates with special needs, as amended.
- Government Gazette Vol. 505, No. 30048, 6 July 2007, *National Policy on the conduct, Administration and Management of the National Senior Certificate – A qualification at Level 4 on the National Qualifications Framework*, as amended.
- Government Gazette Vol. 928 No. 30353, 5 October 2007, *Higher Education Qualifications Framework*.
- Government Gazette Vol. 512, No. 30778, 15 February 2008, *National Qualifications Framework Bill, 2008: Higher Education Act*.
- Quality Assurance of Assessment: Policies, Directives, Guidelines and Requirements, July 2006: Umalusi
- *Regulations for certification*, Government Gazette No. 25794 of 2 December 2003 as amended.
- Government Gazette No 34600 of 12 September 2011, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*, as amended.
- Government Gazette No 36041 of 28 December 2012, *Regulations pertaining to the National Curriculum Statement Grades R – 12*.

All requests for certification must be made to Umalusi by an assessment body. Umalusi does not accept requests for certification from candidates.

## **1.2 The purpose of the directives**

The purpose of these directives is to provide a common understanding of the responsibilities and requirements spelled out in the policy document on the *National Senior Certificate* at Level 4 of the NQF. Furthermore, these directives are designed to assist assessment bodies to request certification for candidates who have offered the *National Senior Certificate*.

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

## **1.3 Changes to qualifications in Further Education and Training**

The Senior Certificate (Report 550) for full-time candidates was written for the last time in 2007, and was replaced as an exit-level qualification by the *National Senior Certificate* in November 2008. Part-time candidates who obtained Senior Certificate credits before March 2008 (Report 550) are allowed to complete the outstanding requirements for this qualification until 2014. No full-time candidates have been allowed to offer the Senior Certificate qualification since May/June 2008.

The National N3 (Report 190 and 191) and National Senior Certificate (Report 190 and 191) offered in FET colleges are largely being phased out and replaced by the *National Certificate (Vocational)*, Levels 2, 3 and 4.

Candidates will however still be allowed to offer the National Certificate N3: Engineering Studies until such time as an alternative occupational qualification is registered on the NQF. (Government Gazette No. 33200 of 17 May 2010 refers)

## **1.4 Compliance by an assessment body**

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

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

An assessment body:

- determines 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 (henceforth referred to as the NSC policy), and in accordance with the directives issued by Umalusi;
- supplies final marks to Umalusi in the format outlined in paragraph 14 of these directives, in terms of regulation 10(g) of the regulations for the issuing of certificates as promulgated by the Minister of Basic Education.

Further information on accreditation criteria for and the required compliance by assessment bodies can be obtained from Umalusi's website ([www.umalusi.org.za](http://www.umalusi.org.za)) or as hard copies from Umalusi's office.

## **1.5 Certification**

Certification is the formal recognition of a completed qualification or part-qualification. Umalusi issues a certificate or a subject statement to candidates who have been assessed by an accredited assessment body according to the requirements of an approved qualification and its curricula.

Umalusi will issue the *National Senior Certificate* where a candidate has met the minimum requirements for the qualification, and a subject statement if the candidate has not met the minimum requirements for the qualification but meets the requirements of one or more subjects.

## **1.6 Certification fees**

Umalusi determines certification fees and informs assessment bodies, in advance, of the certification fees to be paid in respect of the issuing of certificates for a specific financial year.

## **2. The *National Senior Certificate*, a qualification at Level 4 on the National Qualifications Framework**

### **2.1 Entrance requirements**

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

### **2.2 Duration of the qualification:**

The minimum duration of the *NSC Grades 10 –12 (General)* programme is three years. 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 for 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 stated in the *National Curriculum Statements* and the *National Subject Assessment Guidelines* for the various subjects approved in Groups A and B listed in paragraph 2.4, which have been replaced by the *Curriculum and Assessment Policy Statements* and rolled out from Grade 10 in 2012, to Grade 11 in 2013 and Grade 12 in 2014.

### **2.3 The structure of the qualification and minimum promotion requirements**

- (a) The qualification is structured according to specific categories of subjects and rules of combination. Candidates registered for the *NSC* qualification must offer and complete the internal and external assessment of not fewer than seven subjects selected from Annexure B in the *NSC* policy document.
- (b) The *National Senior Certificate* will be awarded to a candidate who has complied with the following requirements:

The candidate has offered at least the following combination of subjects:

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

- (c) To obtain a *National Senior Certificate*, a candidate must fulfil the minimum promotion requirements, viz:
- i. achieve a minimum of at least **40%** in three subjects, one of which is an official language at Home Language level;
  - ii. achieve a minimum of at least **30%** in three subjects; and
  - iii. provide full evidence for the School-Based Assessment component, in the event of a subject failed.
- (d) A maximum of one subject will be condoned in the event that a candidate requires a maximum of 2%, to obtain a pass at either 30% or 40%. This condonation will be applied on condition that the application of the condonation allows the candidate to obtain the *National Senior Certificate*. Such a condonation may only be applied in Grade 12 in awarding the qualification.
- (e) The order of condonation is applied as follows:
- (i) Home Language
  - (ii) First Additional Language
  - (iii) Mathematics/Mathematical Literacy
  - (iv) Any other subject – first from the designated list and then any other subject
  - (v) Life Orientation
  - (vi) in the case of iv, if there are two subjects that can be considered for condonation, this will be applied in alphabetical sequence, using the full subject name
- (f) 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 external subjects, as mentioned in paragraph 2.4.3, but must nevertheless be submitted for recording purposes.
- (g) Umalusi will not issue a stand-alone subject statement for Mathematics Paper 3, if all NSC subjects are failed. The result for Mathematics Paper 3 will however be recorded on the Umalusi system for certification purposes when other NSC subjects has been passed by way of a combination of results.

## 2.4 Subject combinations for awarding a *National Senior Certificate*

Subjects are grouped into categories, of which Group A and Group B are the most commonly used:

### 2.4.1 Group A subjects

- i. The eleven South African official languages at Home and First Additional Language Level;
- ii. Mathematical Sciences: Mathematics or Mathematical Literacy;
- iii. Human and Social Studies: Life Orientation.

Group A subjects are compulsory for the NSC qualification. Four subjects must be selected from Group A:

- (a) Two (2) official languages selected from Group A: one is offered at Home Language Level, and the other, at either Home or First Additional Language Level. One of the languages must be the language of learning and teaching (LOLT) at the school/institution that the candidate has attended.
- (b) Mathematics or Mathematical Literacy
- (c) Life Orientation

### 2.4.2 Group B subjects

Group B subjects, as recorded in the policy document *National Senior Certificate – A qualification at Level 4 on the National Qualifications Framework*, are classified under the following learning fields:

- (i) Agriculture;
- (ii) Culture and Arts;
- (iii) Business, Commerce and Management Studies;
- (iv) Official languages at Second Additional Level and Non-Official Languages;
- (v) Engineering and Technology;
- (vi) Human and Social Studies;
- (vii) Physical, Mathematical, Computer and Life Sciences;
- (viii) Services.

A minimum of any three subjects must be selected from Group B. A maximum of two additional languages, over and above the two official languages contemplated in *paragraph 2.4.1 (a)* may be offered.

### **2.4.3 Subjects offered by accredited assessment bodies other than those developed by the Department of Basic Education**

A candidate may offer a maximum of one subject developed by an accredited assessment body other than the Department of Basic Education, provided that such a subject is accommodated in the NSC policy. These subjects are listed in the policy, *National Senior Certificate – A qualification at Level 4 on the National Qualifications Framework*.

There are three Music programmes developed by accredited assessment bodies approved by the Minister of Basic Education, namely:

- (a) Associated Board of the Royal Schools of Music Practical Music Examination;
- (b) Trinity College of London Practical Music Examination; and
- (c) Unisa Practical Music Examination.

Immigrants may offer one of the *General Certificate of Education (GCE)* Advanced levels subjects, henceforth referred to as A-level subjects, which have been registered as external subject on the NSC.

### **2.4.4 Additional subjects listed in the National Curriculum statement**

The Minister of Basic Education has approved the following additional subjects to be listed in the *National Curriculum Statement*:

- (a) Agriculture: Equine Studies;
- (b) Business, Commerce and Management: Maritime Economics;
- (c) Engineering and Technology: Nautical Science.

Since September 2006, these subjects have been approved and listed in the *National Curriculum Statement Grades 10 – 12* as additional subjects developed by the Independent Examination Body (IEB), an accredited assessment body. The IEB is responsible for the assessment and final exit examination of the above-mentioned subjects.

Candidates, at approved schools, may offer Maritime Economics and Nautical Science, subject to the provision that a maximum of one subject developed by an accredited examination body other than the Department of Basic Education may be included in the seven-subject package for a *National Senior Certificate*. (2008 – 2011) Candidates are allowed to offer two of these subjects as an eight-subject package. It should however be noted that only one of the subjects will be

considered in determining the minimum promotion requirements for the *National Senior Certificate*.

These two subjects may be offered in combination from January 2010 in Grade 10 and in Grades 11 and 12 in 2011 and 2012 respectively. Candidates therefore may include both subjects in the seven-subject package for certification in the NSC effective December 2012.

(d) Non-official Languages: Modern Greek Second Additional Language

Since April 2006, the subject, Modern Greek: Second Additional Language, has been listed in the *National Curriculum Statement Grades 10–12* as a non-official language developed by the IEB. The IEB is responsible for the assessment and final exit examination of the subject. Candidates who offer this subject must register, as part of their normal subject registration for the *National Senior Certificate* at the school/centre of attendance.

(e) Human and Social Studies: Sports and Exercise

Since October 2007, Sport and Exercise Science has been listed in the *National Curriculum Statement Grades 10 – 12* as an additional subject. In view of the specialised nature of Sport and Exercise Science, the offering of this curriculum is restricted to institutions registered as sports academies. The IEB is responsible for the assessment and final exit examination of this subject.

Candidates offering these subjects must, as part of their normal subject registration, register for these subjects, for the *National Senior Certificate* at the school of attendance.

## 2.5 Weighting of internal and external assessment

Umalusi certifies qualifications based on an internal assessment component and an external examination, both of which are mandatory and contribute to the candidate's final result.

All candidates (both full-time and part-time) *must* comply with the internal assessment requirements associated with this qualification. The assessment body must ensure that the directives for internal assessment, as stipulated by Umalusi, are adhered to.

Subject information required by Umalusi for determining a candidate's results must include the internal assessment mark (25%) as part of the final standardised marks.

The weighting for internal and external assessment is as follows:

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

The weighting of internal and external assessment in subjects with a practical assessment task(PAT) component is as follows:

Assessment tasks	End-of-year assessment
SBA (School-Based Assessment)	External written examination = 50%
	PAT = 25%
<b>25%</b>	<b>75%</b>

### 3. Minimum promotion requirements for awarding the *National Senior Certificate* to candidates with special education needs

3.1 Grade 10–12 candidates who experience barriers to learning are allowed to follow one of two learning pathways with the aim of achieving a qualification. These are:

- (a) The *National Senior Certificate (NSC)* as stipulated in the *NSC policy document*, or
- (b) A *National Senior Certificate with an endorsement*, gazetted for candidates with special education needs in an addendum to the *NSC policy document*. The *National Senior Certificate with an endorsement* is for candidates who, despite the concessions granted in the policy cited in 3.3, below, cannot meet the stipulated requirements.

3.2 Candidates with special education needs are defined as candidates 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* with an endorsement. The barriers to learning identified in the policy include:

- (a) neurological barriers
- (b) hearing impairments
- (c) visual barriers
- (d) physical barriers
- (e) mild to severe intellectual barriers to learning
- (f) multiple barriers to learning
- (g) severe behavioural and emotional barriers to learning
- (h) any other medically assessed condition which would warrant consideration as a barrier to learning.

3.3 The following concessions may apply to a candidate who experiences the following barriers to learning

- (a) A candidate who is deaf, aphasic or dyslexic may offer just one official language at First Additional Language level, provided that another subject from Group B is offered instead.
- (b) A candidate suffering from a mathematical disorder such as dyscalculia may be exempted from offering Mathematical Literacy or Mathematics, provided that another subject from Group B or another language is offered in lieu of Mathematics or Mathematical Literacy.

3.4 A candidate with special education needs *must* register as a candidate with a barrier to learning. A candidate with special education needs is subject to the same promotion requirements identified in 3.1a, above, *unless* the candidate registers for the alternative promotion requirements described in the policy cited in 3.7, below.

3.5 A candidate wishing to be considered for the alternative promotion requirements laid out in the Addendum *must* register both as (i) a candidate with a barrier to learning, *and* (ii) as a candidate offering the NSC in terms of the Addendum.

3.6 A candidate registered in terms of paragraph 3.1(b), above, *must* offer and complete the internal and external assessment of not fewer than five subjects selected as follows from Annexure B in the NSC policy:

- (a) one official language from Group A, provided that it is offered on at least First Additional Language level, and provided that the language is a LOLT;
- (b) Mathematics or Mathematical Literacy, from Group A
- (c) Life Orientation, from Group A; and

(d) a minimum of two subjects selected from Group B, or two official languages from Group A.

3.7 A *National Senior Certificate with an endorsement* shall be issued to candidates registered in terms of paragraph 3.6, above, provided that they comply with the following promotion requirements:

(a) at least 30% in the required official language at either Home language or First Additional Language level;

(b) a minimum of 30% in *four* other subjects.

Candidates who offer a minimum of five subjects for the *National Senior Certificate with an endorsement* must achieve at least 30% in all five subjects to obtain a *NSC*.

3.8 Should a candidate with special education needs register for a *NSC* in terms of paragraph 3.1 (a) and fail the *NSC* in terms of the promotion requirements of the *NSC* policy, the candidate may request to have his/her qualification re-evaluated in terms of the promotion requirements outlined in the Addendum or in terms of paragraph 3.1 (b). The registration and promotion requirements are listed in paragraphs 3.6 and 3.7. The request for such a change should be related to the disability and be made within cited period 12 months of writing the examination.

3.9 Such a request must be made through the assessment body where the candidate was registered. Should the candidate fulfil the promotion requirements outlined in paragraph 3.6, above, a re-issue certificate will be issued to the candidate, replacing the subject statement with a *National Senior Certificate with an endorsement*.

#### **4. Promotional requirements for immigrants**

4.1 A candidate must be registered as an immigrant in order to be eligible for the concessions described in 4.2, below.

4.2 An immigrant candidate may:

(a) offer only one official language on at least First Additional Language Level, which is the LOLT at the school attended, provided that an additional subject from Group B is offered instead;

(b) offer his/her home language as the additional subject from Group B, provided that the language is listed at Home Language level; or

- (c) offer his/her home language on the A-Level of the *General Certificate of Education (GCE)* of the United Kingdom, or an examination listed in the policy, instead of the additional Group B subject.

4.3 The candidate must obtain a rating of at least 30% in the official language offered.

## **5. Subject combinations that cannot be offered together**

5.1 In the selection of subjects from Group B, the provisos listed in paragraph 5.3 regarding subjects with a content overlap will apply. These requirements will also apply in terms of additional subjects i.e. eight or more subjects. Umalusi will therefore not certify such a subject as part of the qualification.

5.2 Should a candidate however offer such a subject as an additional subject, and the candidate adheres to the minimum internal assessment requirements, a subject statement will be issued.

5.3 Candidates *may not* offer:

5.3.1 both Computer Application Technology and Information Technology (for the period 2010 – 2013)

5.3.2 both Consumer Studies and Hospitality Studies

5.3.3 both Mathematics and Mathematical Literacy

5.3.4 two languages from any one of the following language groups:  
a. IsiXhosa, isiZulu, SiSwati and isiNdebele;  
b. Sepedi, Sesotho and Setswana; and  
c. the same language as a Home and as a First or Second Additional Language.

5.4 Only subjects described in the *NSC* and those identified in paragraph 2.4 will be considered for the issuing of a *NSC*. No other subjects will be considered for combination in a *National Senior Certificate*.

5.5 Subject credits obtained in the *National Certificate (Vocational)* Level 4 will not be considered for combination in order to obtain a *National Senior Certificate*.

5.6 Candidates who offered both subjects in 5.3.1 and 5.3.2, above, in 2008 or 2009 will be regarded as having met the minimum pass requirements for the *NSC*. As from 2010, however, the subjects in 5.3.1 and 5.3.2, above, will not

be eligible for combination. Candidates can however offer both subjects in 5.3.1 above from 2014 and both subjects will be considered for promotion requirements as stipulated in the policy pertaining to assessment for Grades R – 12.

## 6. Inclusion of subjects examined by other assessment bodies

- 6.1 Candidates who offer subjects examined by other assessment bodies, as outlined in paragraph 2.4.3, must obtain the following minimum percentages:

Assessment Body	Minimum (%)
Associated Board of Royal Schools Practical Music	65%
Trinity College of London Practical Music 2008 - 2012	65%
Trinity College of London Practical Music 2013 onwards	60%
UNISA Practical Music	50 %

- 6.2 Candidates may only offer the external practical music programme through one of the approved assessment bodies as part of the NSC requirements.
- 6.3 From 2014, the external Music subjects will no longer be considered for promotion requirements but will be printed on the certificate if the minimum percentage as stated in 6.1 is obtained.

## 7. National Senior Certificate scale of achievement

Umalusi uses the seven-level scale of achievement identified in the *National Curriculum Statement* to record a candidate's performance for subjects. The scale is as follows:

Achievement Level	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

Achievement levels for subjects offered by an external examining body will not be reflected on the certificate, since a different achievement scale is used. Only the percentage achieved will be reflected on the certificate.

## **8. Minimum requirements to enter the examination**

Full-time and part-time candidates should meet the requirements for the qualification by achieving the outcomes of the subjects for Grades 10 and 11.

### **8.1 Full-time candidates**

- (i) A full-time candidate is a candidate who has enrolled for tuition and who offers a *NSC* in a full-time capacity at a public or independent school or at any other accredited institution, and who presents a minimum of seven subjects in terms of the *NSC* requirements.
- (ii) A full-time candidate who is registered as a candidate with special education needs in terms of the addendum to the *NSC* policy regarding candidates with special education needs, must enter for a minimum of five subjects in an examination sitting.

### **8.2 Part-time candidates and repeaters**

- (j) 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 part-time candidate can either repeat a subject already completed or enter for a maximum of two new subjects as stipulated in the *Regulations pertaining to the Conducting, Administration and Management of Assessment for the National Senior Certificate*.
- (ii) Candidates who repeat one or more subjects will be allowed to combine their subjects based on the current *National Senior Certificate* requirements to obtain a *National Senior Certificate*, if the combined results change the status of the certificate. Subject statements should be requested for each examination before a replacement certificate (change of status) is requested.

### 8.3 Full-time candidates repeating the NSC

- (i) A candidate who sat for the *National Senior Certificate* examination and who wishes to repeat the whole *National Senior Certificate* qualification obtained may do so provided that the candidate:
  - (a) Provides documentary evidence that he/she offered the *National Senior Certificate*; and
  - (b) Registers with an accredited assessment body with the aim of ensuring that all the School-Based Assessment, Practical Assessment Tasks (PAT), Practical Assessment, and Oral requirements for all subjects that are offered for the improved qualification are met.
- (ii) Candidates who repeat one or more subjects will be allowed to combine their subjects based on the current *National Senior Certificate* requirements to obtain a *National Senior Certificate*, if the combined results change the status of the certificate.

## 9. The supplementary examinations

- 9.1 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 main examination sitting.
- 9.2 If a candidate has not met the minimum promotion and certification requirements in the final external examination but requires a maximum of two subjects to obtain the *National Senior Certificate*, the candidate may register for a maximum of two subjects for the supplementary examination. These two subjects must be subjects which the candidate wrote in the previous end-of-year examination.
- 9.3 If a candidate was medically unfit, experienced a death in the immediate family, or can provide any other valid reason for absence, he/she may register for the supplementary examination. Such a candidate may enrol for any number of subjects, as long as he/she was enrolled for the subject for the main examination.
- 9.4 In a case where an irregularity is being investigated, provisional enrolment for the supplementary examination may be granted to the candidate concerned, pending the outcome of the investigation.
- 9.5 A candidate who has a valid reason for not completing the main examination has the opportunity to write the supplementary examination for

the specific examination question paper that he/she did not write during the main examination. However, should the candidate select to write the entire subject, the candidate should be allowed to exercise this choice.

9.6 A candidate who does not satisfy the minimum requirements for admission to Higher Education or a specific Higher Education faculty's requirements or the requirements for a specific occupation in the main examination may, in terms of the following requirements, register for the supplementary examination for a maximum of two subjects:

- (a) a candidate who is one requirement short of meeting the minimum admission requirements for a Higher Certificate, Diploma or Bachelor's degree programme requiring a *National Senior Certificate*; or
- (b) a candidate who provides documentary evidence that he/she qualifies for admission to a Higher Education institution or for an occupation, but does not satisfy the Higher Education faculty's requirements or the requirements for the specific occupation.

9.7 Candidates who are enrolled for the supplementary examination should *not* be certified before the supplementary results are available. The following procedure must be followed in the certification of these candidates:

9.7.1 If the supplementary examination improves the promotional status, a first issue certificate will be issued with an effective date of the month following the supplementary examination date.

9.7.2 If the supplementary results do not change the promotional status, the main examination and the supplementary examination will nevertheless be certified by means of a first issue certificate with an effective date one month following the last examination date, using whichever subject mark(s) is/are better.

9.8 In the event that the main examination has been certified prior to the release of results for the supplementary examination, the following procedure will apply:

9.8.1 If the candidate improves his/her promotion status or a subject result, a re-issue with the new promotion status, with the best subject marks, will be issued on request, with an effective date a month following the supplementary examination date.

9.8.2 Alternatively a replacement certificate (change of status) can be requested, subject to the certification of both the November and March examinations, but only if the status of the November

examination improves through subjects offered in the March examination.

- 9.9 In the event where a candidate was found guilty of an irregularity in the supplementary examination, the results for the November and the Supplementary examination should not be combined, but certified separately. Only once the sanction period has expired, can a replacement certificate be requested, with an effective date, the month following the end of the sanction period of the irregularity, and only where the status has improved.

## 10. Minimum admission requirements to Higher Education

- (a) The minimum admission requirements for entrance to a Higher Education programme are stipulated in 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.
- (b) Umalusi indicates whether a candidate has achieved the minimum admission requirements for the relevant Higher Certificate, Diploma or Bachelor's Degree study on the certificate. It is, however, still the prerogative of Higher Education institutions in terms of section 37 of the *Higher Education Act, 1997 (Act No.101 of 1997)* to determine specific admission requirements for particular programmes.
- (c) The basis for admission to a Higher Certificate, Diploma or Bachelor's Degree is the achievement of a *National Senior Certificate* according to the rules of subject combination prescribed in the *NSC* policy.
- (d) Higher Education has determined minimum entry requirements for admission to Higher Certificate, Diploma or Bachelor's Degree study. Institutional and programme needs may however require appropriate combinations of recognised *NSC* subjects and levels of achievement for admission into Higher Certificate, Diploma and Bachelor's Degree studies.
- (e) Recognised *National Senior Certificate* subjects are listed in the Annexure to the policy document *Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree programmes requiring a National Senior Certificate (NSC)*, August 2005. All recognised subjects have a credit value of 20, except Life Orientation, which has a credit value of 10.

(f) Candidates who aspire to degree study will be expected to perform satisfactorily in at least *four* subjects chosen from the *designated list* of *National Senior Certificate* subjects. This list comprises *NSC* subjects that are regarded as preparing candidates for the demands of first-time degree studies. The following subjects are included in the designated subject list and can be found in the policy document, *Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree programmes requiring a National Senior Certificate (NSC)*, August 2005 as amended:

- 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
- A-level languages (only for immigrants)

### **10.1 Admission requirements for Higher Certificate study**

The minimum admission requirement is a *NSC*, as certified by Umalusi, with a minimum of 30% in the language of learning and teaching of the Higher Education institution concerned.

### **10.2 Admission requirements for Diploma study**

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 concerned.

### 10.3 Admission requirements for Bachelor's Degree study

The minimum admission requirement is a NSC, as certified by Umalusi, with a minimum of 30% in the language of learning and teaching of the Higher Education institution concerned, in addition to an achievement rating of 4 (adequate achievement, 50% – 59%) or better in four subjects chosen from the designated subject list indicated in 10(f), above.

### 11. Subjects and messages listed on the *National Senior Certificate*

- 11.1 A *National Senior Certificate* lists all subjects passed by the candidate in an examination sitting, but does *not* list any subject (or paper) for which a final mark of less than 30% was achieved.
- 11.2 A maximum of 12 subjects can be recorded on a *National Senior Certificate*.
- 11.3 The subjects for the NSC are listed in the following order:
  - (a) Language (Home language)
  - (b) Language (First Additional Language)
  - (c) Mathematics or Mathematical Literacy
  - (d) Life Orientation
  - (e) The remaining three (or more) subjects in alphabetical order, including subjects that have been assessed by other assessment bodies.
- 11.4 The achievement level and the percentage achieved for each subject are reflected on the certificate, except for subjects from external assessment bodies that are approved by the Minister of Basic Education.
- 11.5 For subjects assessed by external assessment bodies approved by the Minister of Basic Education that do not follow the rating scale laid down in the *National Curriculum Statement*, only the percentage is recorded, with a dash in the Achievement Level column. An explanatory statement regarding these subjects is printed on the back of the certificate.
- 11.6 The third Mathematics paper, which is optional, is reflected on the certificate. It is preceded by the sign +, and an explanatory statement on the status of this paper is printed on the back of the certificate. This optional paper is separated from the subjects by a line to indicate that this examination was not for a full subject. Only the percentage is recorded, with a dash in the Achievement level column.
- 11.7 A line of asterisks is printed under the last subject or under the record for the third Mathematics paper, as the case may be.

- 11.8 If a candidate has been awarded a *NSC*, and additional subject credits are obtained in a subsequent examination, the additional subject credits are issued as a separate subject statement.
- 11.9 Umalusi issues a subject statement where a candidate has failed to achieve the minimum requirements for the qualification. Only subjects in which the candidate has achieved a minimum of 30% are recorded on the statement. Where a candidate has not achieved a minimum of 30% in any subject, the information must still be submitted for certification, as explained in paragraph 14. Such data is required for statistical purposes.
- 11.10 The following levels of recognition are recorded on the National Senior Certificate and on the subject statement:
- (a) **For achievement of the NSC at its most basic level:** This candidate is awarded the *National Senior Certificate*.
  - (b) **For those achieving at minimum levels for Higher Certificate admission:** This candidate is awarded the *National Senior Certificate* and has met the minimum requirements for admission to higher certificate study as gazetted for admission to Higher Education, subject to the admission requirements of the Higher Education institution concerned.
  - (c) **For those achieving at minimum levels for Higher Certificates and Diplomas:** This candidate is awarded the *National Senior Certificate* and has met the minimum requirements for admission to Diploma or Higher Certificate study as gazetted for admission to Higher Education, subject to the admission requirements of Higher Education institution concerned.
  - (d) **For those achieving at minimum levels for Higher Certificates, Diplomas and Bachelor's Degrees:** This candidate is awarded the *National Senior Certificate* and has met the minimum requirements for admission to Bachelor's Degree, Diploma or Higher Certificate study as gazetted for admission to Higher Education, subject to the admission requirements of the Higher Education institution concerned.
  - (e) **For those passing only subjects:** This subject statement is not a *National Senior Certificate* but reflects the subjects where the candidate has satisfied the promotion requirements.
  - (f) **For those achieving the National Senior Certificate with an endorsement:** This candidate is awarded a *National Senior Certificate*

with an endorsement, gazetted for candidates with special education needs.

## 12. Transaction types and transaction status of certificates

Umalusi issues certificates under different categories, and each has a status associated with it. Both the transaction type and status form part of the data structure format for requesting certificates. Paragraph 12.1.1, below, covers both the transaction type and transaction status – the first value reflects the transaction status, while the second value reflects the transaction type.

The *transaction status* indicates whether the certificate is a first issue, a replacement, a re-issue or a certificate that combines a candidate's results. These alternatives are explained in greater detail in paragraph 12.2, below.

The *transaction types* identify the certificate as a subject statement, a NSC, or a NSC with admission to Higher Education. The status also indicates whether a candidate has failed all subjects or was withdrawn from the examination and/or was absent and/or has subjects outstanding.

### 12.1 Transaction Types

The transaction types and the applicable transaction status, level obtained and minimum admission requirements for Higher Education applicable for each transaction must be entered onto the type-3 record according to the candidate's marks and the minimum admission requirements as stipulated in paragraph 10.

- 1 Not used for *National Senior Certificate*
- 2 Subject statement
- 3 NSC: Bachelor's Degree
- 4 NSC: Diploma
- 5 NSC: Higher Certificate
- 6 *National Senior Certificate*
- 7 Withdrawn/Absent/Outstanding
- 8 Failed all subjects

Each transaction type, and the information that must be submitted to Umalusi for certification, is outlined under paragraph 14, which deals with the format required for information being submitted for certification.

### 12.1.1 Examples of transaction types

The following explains the way in which a record for a *National Senior Certificate*, is submitted. For more detail, refer to paragraph 14.

#### Record type 3 – candidate detail

Transaction status and transaction type	Values XY X->Transaction status 0 First issue 1 Replacement (Change of status) 2 Replacement (Original certificate) 3 Re-issue (Correction of errors) 4 Replacement (Post irregularity) 5 Not used 6 Combination Y →Transaction type 1 Not used for <i>National Senior Certificate</i> 2 Subject statement 3 NSC: Bachelor's Degree 4 NSC: Diploma 5 NSC: Higher Certificate 6 NSC 7 Withdrawn/Absent/Outstanding 8 Failed all subjects
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For example: 06 – First issue: NSC  
34 – Re-issue: NSC: Diploma

### 12.1.2 Outstanding

Certification information for candidates who enrolled for one or more subjects but who did not write the examination due to withdrawal (raw mark 444/999) from the examination or who were absent, or who have an outstanding mark, should be submitted to Umalusi as a Withdrawn/Absent/Outstanding type.

These transactions are for statistical purposes only.

### 12.1.3 Failed all subjects

Certification information for candidate who failed all the subjects they enrolled for must sent as a 'Failed all subjects' transaction type.

These transactions are for statistical purposes only.

In cases where there are different reasons (such as absence, withdrawal from some subjects or failed subjects) for a candidate not achieving credits in any subject registered for as part of the NSC qualification, the transaction should be submitted as 'failed all subjects'.

## 12.2 Transaction status

The transaction statuses and some of the possible attribute values applicable to some of the records must be entered onto the type-3 record:

- 0 - First issue
- 1 - Replacement (Change of status)
- 2 - Replacement (Original certificate)
- 3 - Re-issue (Correction of errors)
- 4 - Replacement (Post irregularity)
- 5 - Not used
- 6 - Combination

### 12.2.1 First issue certificate/subject statement

- (a) A first issue certificate is the first certificate issued to a candidate after writing an examination. If a candidate fulfilled the requirements for the *National Senior Certificate*, he/she receives a first issue certificate for one of the types explained in paragraphs 12.1.1 — 12.1.3. For candidates *not* qualifying for a *National Senior Certificate*, but who have obtained a rating of 2 or more in one or more subjects, a first issue subject statement is issued.

No examination dates are printed next to individual subjects on first issue certificates, and the effective date of the certificate is the month following the date of the examination.

- (b) A candidate, who has fulfilled the requirements for a NSC after he/she has written the supplementary examination, following the end of the year examination, is issued a first issue certificate. The supplementary examination is regarded as an extension of the main examination (See paragraph 9).

### 12.2.2 Replacement: Change of status

- (a) A replacement certificate (change of status) is issued to a candidate who has not qualified for the *National Senior Certificate* in one examination sitting, and who, for example, has received a subject statement reflecting subject credits for a number of examination sittings. If the candidate qualifies for the *National Senior Certificate*

when all the results have been combined, a replacement (change of status) certificate is issued to the candidate.

- (b) The issuing of a replacement certificate (change of status) does not cancel the previous certificate issued, which is not withdrawn.
- (c) In the case where a candidate with special education needs has chosen to be registered and assessed under the normal *NSC*, as reflected in paragraph 3, above, and has not met the promotion requirements, he/she may request, via the relevant assessment body, to be evaluated for a *National Senior Certificate with an endorsement* in terms of paragraph 3, above.
- (d) Replacement (change of status) certificates are printed with the examination date next to each individual subject, and the effective date of the certificate is the month following the last examination date.
- (e) Where the status of a certificate changes in relation to a certificate previously issued, such as the replacement of a subject statement by a *National Senior Certificate*, the previous certificate is not withdrawn, and the different effective dates are retained.
- (f) All subject credits used in a request for a replacement *must* be certified prior the request for a replacement (change of status). The assessment body should therefore ensure that, before a replacement is requested, Umalusi has indeed certified all subjects.
- (g) In the issuing of a first issue certificate or statement, Umalusi checks the subject raw mark and standardisation information. In the application for a replacement certificate, the raw mark and standardisation information is not re-submitted.

### **12.2.3 Replacement: Original certificate lost, damaged or destroyed**

- (a) Umalusi will issue a replacement certificate in the case of a certificate that has been lost, destroyed or damaged after receipt by the candidate.
- (b) In the case where a certificate was damaged, the original certificate must be returned to Umalusi before a replacement can be issued.
- (c) A detailed affidavit, by the certificate holder, to the effect that the certificate was lost or destroyed must accompany the application submitted to the assessment body for a replacement certificate. It is

the prerogative of Umalusi to request such evidence, from the assessment body.

#### **12.2.4 Replacement: Post-irregularity**

- (a) A replacement certificate: post-irregularity is issued upon application in a case where a candidate was 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* will be withheld as a form of sanction.
- (b) Where a candidate's behaviour was irregular in one or more subjects, but the whole of the examination result has not been forfeited, a subject statement is requested for the subject(s) in which the candidate's behaviour was not irregular. The irregular status will be reflected on the candidate's record, but not on the subject statement.
- (c) Where a candidate has been found guilty of irregular behaviour, but has also met the minimum requirements for the issuing of the *NSC*, and a sanction period of at least one year has been imposed, only a subject statement reflecting the subject results may be issued.
- (d) Only once the sanction period has elapsed may a replacement certificate be requested if the status of the certificate issued changes.
- (e) The replacement certificate: post irregularity will reflect an inception date 12 months or more after the examination sitting at which the subjects were written, depending on the length of the sanction period.
- (f) Where a candidate's behaviour was irregular, and he/she is obliged to re-write one or more subjects to comply with the minimum requirements for awarding of the qualification, the candidate will be eligible to re-write only after the sanction period has elapsed. Before Umalusi issues a replacement certificate, it will check whether the subjects were re-written after the sanction period had elapsed.
- (g) Where a candidate was found guilty of irregular behaviour in an examination and the sanction is related only to the results of the subject in question being nullified, the sanction period should be left blank (zeroes). Supporting documentation confirming the irregularity

status must be submitted before the request for certification will be considered.

- (h) In the issuing of a first issue certificate or statement, Umalusi checks the subject raw mark and standardisation information. In the application for a replacement certificate, the raw mark and standardisation information must not be re-submitted.

### **12.2.5 Re-issues**

Umalusi in its certification responsibility makes every effort to ensure the credibility and validity of the certificates it issues. Umalusi therefore requires that the assessment body, in registering candidates for the qualifications it offers, ensures that candidate registration information is accurate.

Where possible, the assessment body should, through the assistance of the schools, ensure that all candidates are issued with an identify document *prior* to the registration for the examination, and that submission of a copy of the identity document becomes a compulsory prerequisite for the registration of South African citizens. A copy of an equivalent document – passport, study permit or identification document from country of origin – must accompany the registration form of non-South African candidates.

Within the six month period after certification, but not later than a year after the examination, Umalusi *will* consider a request for a re-issue under the conditions as stated in par 12.2.5.3.

The following procedure is required in an application for a re-issue:

- (i) the request for a re-issue must be made through an assessment body;
- (ii) the original certificate must be returned; and
- (iii) a verification process for *each* of the documents submitted must be undertaken, along with the changes made so that the computerised system used for certification is able to recognise the reasons for re-issue. This helps ensure that fraudulent certificates do not go into circulation.
- (iv) A change to an original certificate will **not** be considered unless the original certificate (not a replacement) is returned.
- (v) Supporting documentation with regard to re-issues should reach Umalusi within seven working days after Umalusi has requested the documentation from the assessment body.

12.2.5.1 Re-issue of certificates during the window period - 1 May 2013 – 31 May 2014

Umalusi will consider applications for the following types of re-issues during a window period of 12 months

- (a) Change of personal details due to errors  
In the case where the spelling of a name on an identity document, an ID number or date of birth has been changed as a result of an error made by the Department of Home Affairs, as well as in cases where the candidate is found to share the same identity number with another person, and the ID number has been changed unilaterally by the Department of Home Affairs, an application for a re-issue may be made for the consideration of Umalusi.
- (b) A certificate may be re-issued where a mark change or a subject change is made after a certificate was issued. Such requests might also include cases where the certificate was requested prior the finalisation of the supplementary examination results, although this practice is contrary to the directives. The assessment body should submit an explanation and the original registration forms or mark sheets/scripts for such changes with the application for a re-issue.
- (c) Umalusi *will* consider a request for a re-issue where there is sufficient proof that the mistake on the certificate, with regard to some aspect of the personal details, is incorrect because of a registration error by the school or the assessment body. In such cases, the assessment body should submit an explanation for such changes together with the application *and* the original registration forms for a re-issue.
- (d) Where an identity document was issued after the examination, a change of personal information will not be considered.
- (e) A change to an original certificate will **not** be considered unless the original certificate (not a replacement) is returned.

12.2.5.2 Re-issue: Loss of certificate before receipt

- (a) Where a certificate was issued to a candidate but the certificate was lost by the assessment body *before* delivery to the candidate, the assessment body should submit a re-issue application for such a certificate and provide an affidavit in this regard, as well as a detailed explanation on measures implemented to locate the missing certificate.

### 12.2.5.3 Re-issue: Administrative errors

#### (a) Administrative Errors

Within the six-month period after certification, but not later than a year after the last examination, Umalusi *will* consider a request for a re-issue in the following cases where there is sufficient proof that the mistake on the certificate, either with regard to a subject mark, subject choice or a change in result, or some aspect of the personal details, is incorrect because of a registration error by the school or the assessment body.

#### (b) Umalusi is of the opinion that this is sufficient time as the assessment body, in its responsibilities to conduct the examination in a manner that is fair, *must* ensure that all results have been certified within a three-month period after the release of the results for a specific examination.

#### (c) Only in exceptional cases, where sufficient proof (original examination material) can be submitted to prove that a candidate was disadvantaged due to a mark that was incorrectly submitted, or that incorrect registration details were submitted to Umalusi, will a re-issue request be considered beyond a 12-month time frame.

#### (d) A change to an original certificate will **not** be considered unless the original certificate (not a replacement) is returned.

### 12.2.5.4 Re-issue: Legal alteration of personal details

A change of personal details due to marriage or civil union or in the case of a person who has changed his/her name through a legal process, does **not** qualify for a re-issue. The onus is on the certificate holder to provide the necessary documentation to prove that he/she is the rightful owner of the certificate.

### 12.2.5.5 Re-issue: Replacement : Change of Status

A re-issue **cannot** be requested to change personal details or subject information once a candidate has received a replacement certificate (change of status). The assessment body must therefore take particular care in requesting certificates in which results from different

examination sittings are used in the request for a replacement certificate (change of status).

In cases where details such as a candidate's date of birth and ID differ between certificates issued for differing examination sittings, the erroneous certificate/subject statement must be corrected *before* a replacement certificate (change of status) is requested through the re-issue process.

A re-issue of a replacement certificate (change of status) will only be allowed in cases where the certificate was lost by the assessment body prior receipt by a candidate as explained in par 12.2.5.2.

In exceptional circumstances, where a replacement certificate (change of status) was issued, *and* an error is identified on the replacement certificate as a result of an error on previously issued statement/s or certificate/s, the original replacement certificate with the improved status (change of status) must be returned to Umalusi with a request for cancellation. A clear motivation for the reason for the change must be furnished.

Once Umalusi has cancelled the replacement certificate (change of status), the assessment body may then request a re-issue on the previously-issued certificate / statement with supporting documentation, and thereafter a request for a replacement certificate (change of status) must be submitted. This request must however be made within the time frame allowed for requests for re-issues.

#### 12.2.5.6 Re-issue: alteration of Sex Description and Sex Status

In the event that the Director-General of the Department of Home Affairs has granted an application in terms of the *Alteration of Sex Description and Sex Status Act, 2003*, and a person's sex-description has been altered accordingly, the person may, through the relevant assessment body, make application to Umalusi for a re-issue with a change of name/personal details and a re-assignment of sex description on the Umalusi data-base.

(a) *For applications with regard to sex description and sex status, the following documentation is required:*

- i. Certified copies of the candidate's old and new IDs.
- ii. A detailed sworn statement (affidavit) by the candidate.
- iii. The original certificate.

- iv. A letter from the Department of Home Affairs confirming that it has, on behalf of the person in question, acted in terms of Section 27(A) of the *Births and Deaths Registration Act, 1992*, and has altered the sex description (and the names) of the person concerned.
- v. Formal electronic request by the assessment body.

- (b) A change to an original certificate will **not** be considered unless the original certificate (not a replacement) is returned

12.2.5.7 Re-issue: Change of personal details due to **errors** on ID documents made by the Department of Home Affairs

- (a) In the case where an identity document, an ID number or date of birth has been changed as a result of an error made by the Department of Home Affairs, as well as in cases where the candidate is found to share the same identity number with another person, and the ID number has been changed unilaterally by the Department of Home Affairs, an application for a re-issue may be made for the consideration of Umalusi. The relevant information, including a letter from the Department of Home Affairs stating the error and how it was corrected, must accompany the application for a re-issue.

- (b) *For applications with regard to errors made the Department of Home Affairs, the following documentation is required:*

- i. certified copies of candidate's old and new identity documents;
- ii. a detailed sworn statement (affidavit) by the candidate;
- iii. the original certificate;
- iv. a confirmation letter from the Department of Home Affairs; and
- v. a formal electronic request by the assessment body.

- (c) A change to an original certificate will **not** be considered unless the original certificate (not a replacement) is returned.

### **12.2.6 Combination**

- (a) A combination is issued when a candidate has written his/her examinations with two different assessment bodies during the same examination sitting. Both assessment bodies must certify results separately for subject statements, and thereafter, one of the assessment bodies must request a combination certificate where the results are combined.

In the issuing of a first issue certificate or statement, Umalusi checks the subject raw mark and standardisation information. In the application for a combination, the raw mark and standardisation information must not be re-submitted.

### **13. Processing of dataset received**

- (a) The assessment body must send the dataset information by e-mail to the following e-mail address: [certification@umalusi.org.za](mailto:certification@umalusi.org.za). The following information must be indicated in the e-mail:
  - i. Assessment body code and name
  - ii. Name of dataset to be processed
- (b) Umalusi will register the dataset on the certification system. An e-mail will be sent to the contact person at the assessment body indicating that the dataset was received by Umalusi.
- (c) Umalusi will process the dataset. The following steps will be followed:
  - i. Uploading of information in the dataset onto the system;
  - ii. Evaluation of candidate records in the dataset;
  - iii. If required, receipt taken of supporting documentation for re-issues and replacements;
  - iv. Calculation of amounts to be paid by assessment bodies;
  - v. Printing of certificates;
  - vi. Generation of return dataset
  - vii. Couriering or collection of the printed certificates.
  - viii. Invoicing of the assessment body
  - ix. Payment by the assessment body; (except for bulk certification where payment is required prior to the printing of certificates)
- (d) Should Umalusi encounter an error during the uploading process, an e-mail will be sent to the contact person at the assessment body informing him/her of the errors encountered. Umalusi will await a new dataset from the assessment body before continuing.
- (e) After the output dataset has been created, an e-mail will be sent to the contact person of the assessment body informing him/her that the output dataset was created. Assessment bodies that do not submit datasets directly onto the mainframe will receive the return dataset in electronic format.
- (f) After the printed certificates and relevant documentation are ready for collection, an e-mail will be sent to those assessment bodies who have indicated that they will collect the certificates from Umalusi.

- (g) An e-mail will be sent to those assessment bodies who have indicated that the certificates must be couriered to them, indicating the tracking number.

### 13.1 Information needed for processing datasets

- (a) Umalusi requires the following contact details and information from assessment bodies, in order to contact and e-mail feedback to them about the processing of the dataset. Up to four contact persons can be submitted to Umalusi. The information required is:
- i. Contact person
  - ii. Work telephone number
  - iii. Fax number
  - iv. Cell number
  - v. E-mail address
  - vi. Indication of whether certificates will be collected by the assessment body or whether Umalusi should dispatch the certificates to the assessment body, at the expense of the assessment body concerned.
- (b) Umalusi also requires the following information regarding examination centres to be submitted annually by 31 August in an electronic format which is prescribed by Umalusi:
- i. Examination centre number
  - ii. Examination centre name
  - iii. Region
  - iv. Circuit
  - v. Postal address
  - vi. Street address
  - vii. Telephone number
  - viii. Fax number
  - ix. E-mail address
  - x. Language of learning and teaching (Afrikaans, English or both)
  - xi. Registration type (full time, part time)
  - xii. Centre type (Public, Private, Special, Independent)

The examination centre information must be submitted to certification @umalusi.org.za.

## 14. Format for requesting certificates

### 14.1 Introduction

This part of the directive provides the format for the transfer of information. These directives are subject to review from time to time or when Umalusi deems this necessary. Paragraphs 14 - 15 of these directives provide the format in which the information is to be submitted to Umalusi, and give specific indicators and field values that *must* be used in the transfer of the information.

Assessment bodies are required to submit candidate information for certification to Umalusi in electronic format.

### 14.2 Electronic dataset:

#### 14.2.1 Naming conventions

##### 14.2.1.1 Input dataset

The following naming convention must be used when datasets are created by accredited assessment bodies

**Format: OZEKS.E99.lzzCSnnn.DAyyymmdd** where  
99 = Province code (See paragraph 16.2, below)  
l = Input dataset  
zz = assessment body code (See paragraph 16.1, below)  
nnn = sequential run number  
yy = the year created, for example, 08 if created in 2008  
mm = month created  
dd = day created.

**Example: OZEKS.E09.l20CS123.DA080101**

##### 14.2.1.2 Output dataset

The output dataset uses the same convention, but the 'l' is replaced with an 'O'. The 'O' indicates that the dataset is an output dataset.

**Example: OZEKS.E08.O15CS123.DA080101**

#### 14.2.2 Submitting of datasets to Umalusi

##### 14.2.2.1 Department of Basic Education (DBE) and PEDs

The DBE and PEDs must submit the datasets directly onto the mainframe.

- 14.2.2.2 Other assessment bodies  
Other assessment bodies may submit the input dataset electronically to Umalusi as arranged.

### **14.2.3 Returning datasets to assessment bodies**

- 14.2.3.1 Department of Basic Education and PEDs  
Output datasets for the DBE and PEDs will be created on the mainframe, and the DBE and PEDs must upload the dataset from the mainframe onto their system in order to obtain the necessary information provided in the return (output) dataset.
- 14.2.3.2 Other assessment bodies  
For other assessment bodies, Umalusi will download the return (output) dataset created on the mainframe and submit the dataset to the assessment body in electronic format.

## **14.3 Composition of data records**

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

- 14.3.1 Alpha-numeric data elements, e.g. A10, must be left-justified with trailing spaces to fill the field.
- 14.3.2 Numeric data elements must be right-justified with leading zeroes to fill the field.

## **14.4 Data structure**

The total length of the data record is 1 923 characters.

### **14.4.1 Record type 1 – Assessment body detail.**

<b>Field description</b>	<b>Type and length</b>	<b>Field descriptions and values</b>
Record type	N(01)	Value = '1'
Assessment body code	N(02)	See par 16.1 of the Certification Directives
Assessment body name	A(100)	Official name of the assessment body
Date dataset created	N(08)	Format CCYYMMDD

Subsystem	A(03)	<b>SSC</b>
Bulk or Individual certification	A(01)	B or space = Bulk certification (print separation pages between centres) I = Individual certification (do not print separation pages between centres)
Filler	A(1808)	Value spaces

#### 14.4.2 Record type 2 – Examination centre detail

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '2'
Examination centre number	N(10)	Unique Examination centre number
Examination centre name	A(80)	Name of school/centre
Postal address 1	A(30)	
Postal address 2	A(30)	
Postal address 3	A(30)	
Postal address 4	A(30)	
Postal code	A(04)	
Filler	A(1708)	

#### 14.4.3 Record type 3 – Candidate detail

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '3'
Examination centre number	N(10)	Examination centre number where the candidate registered and wrote the examination.
Examination date	N(06)	Format CCYYMM
Transaction status and transaction type	N(02)	Values XY X->Transaction status 0 = First issue 1 = Replacement (Change of status) 2 = Replacement (Original certificate)

		3 = Re-issue (Correction of errors) 4 = Replacement (post irregularity) 5 = Not used 6 = Combination certificate Y → Transaction type 1 = Not used 2 = Subject statement 3 = NSC: Bachelor's Degree 4 = NSC: Diploma 5 = NSC: Higher Certificate 6 = <i>National Senior Certificate</i> 7 = Withdraw/Absent/Outstanding 8 = Failed all subjects
Instructional program code	N(10)	NSC: Program code: 8100000000
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)	Name(s) up to 50 characters; thereafter, only initials are 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 10 = Dyscalculia 01 = Hearing impaired 02 = Visually impaired 03 = Dyslexia 05 = Aphasia 06 = Other 11 = Hearing impaired and dyscalculia 12 = Visually impaired and dyscalculia 13 = Dyslexia and dyscalculia 15 = Aphasia and dyscalculia 16 = Other with dyscalculia
Endorsed certificate	A(01)	Y = Yes (candidate with a special

		education need who has requested an Endorsed certificate) N = No (candidate 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 (LOLT)	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. In cases where there is no sanction period this field should be filled with zeros
Level obtained	N(02)	01 = <i>National Senior Certificate</i> 02 = Too few subjects for NSC qualification 03 = Failed all subjects 04 = Candidate withdrawn (a candidate who enrolled for the examination but who did not write any subject)
Higher education admission	A(01)	B = Bachelor's Degree D = Diploma H = Higher Certificate ' ' = Space

Not used	N(01)	
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	The certificate to be replaced for Replacement (Original certificate) Re-issue (Correction of errors)
Cancellation code	N(02)	1 = Mark adjustment 2 = Name corrections 3 = Change of subject 4 = Certificate lost/damaged 5 = Incorrect date of birth/ID number 6 = Not used 7 = Change of Personal details – Legal process 8 = Combination of different errors 9 = Change in results status (e.g. immigrant or LSEN indicator) 10 = Certificate lost before receipt 11 = Post irregularity
Cancellation date	N(08)	Format CCYYMMDD
Number of subjects	N(02)	The number of subjects the candidate 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)	
<b>Subject information (occurs up to 15 times)</b>		N(113) * 15 = 1 695 characters
Subject code	N(10)	Subject codes as in the policy for the <i>National Senior Certificate</i>
Percentage obtained	N(03)	The percentage the candidate has obtained 999/444 = Candidate absent for subject 777 = Outstanding mark

		333 = Candidate was irregular for subject
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) 0 = for absent, withdrawn, outstanding external marks, A-level subjects and irregular subjects
Rating adjusted	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) 0 = for absent, withdrawal, outstanding external marks, A-level subjects and irregular subjects
Subject indicator	N(02)	1 = Obtained minimum percentage 2 = Condoned to minimum percentage 3 = Did not obtain minimum percentage 5 = Irregular in subject 7 = Mark is outstanding – any component 8 = Withdrawn 9 = Absent in any subject component
Date subject offered	N(06)	Format CCYYMM
Subject irregularity indicator	N(01)	Indicator if a candidate was guilty of irregularity for specific subject 0 = Not Guilty of irregularity 1 = Guilty of irregularity
Subject statement or	A(12)	A subject statement or certificate number

certificate number		has to be provided for all replacement documents (change of status) For example: If a candidate wrote two subjects in 200811 and five in 200911, and the issue date is December 2009, subject statements are required for the all the subjects
Paper 1 – raw mark	N(03)	Raw mark for paper 1 999/444 = Absent 777 = Outstanding
Paper 2 – raw mark	N(03)	Raw mark for paper 2 999/444 = Absent 777 = Outstanding
Paper 3 – raw mark	N(03)	Raw mark for paper 3 999/444 = Absent 777 = Outstanding
Paper 4 – raw mark	N(03)	Raw mark for paper 4 999/444 = Absent 777 = Outstanding
Paper 5 – raw mark	N(03)	Raw mark for paper 5 999/444 = Absent 777 = Outstanding
Practical Assessment Task (PAT) – raw mark	N(03)	Raw mark for Practical assessment task (PAT) 999/444 = Absent 777 = Outstanding
School-Based Assessment (SBA) – raw mark	N(03)	Raw mark for SBA 999/444 = Absent 777 = Outstanding
External standardisation mark (not required for certification)	N(03)	This is the external standardisation mark calculated for the standardisation process 999/444 = Absent 777 = Outstanding
SBA statistical moderation mark (not required for certification)	N(03)	This is the SBA mark calculated for the statistical moderation process 999/444 = Absent 777 = Outstanding
Disregard SBA mark	A(01)	A 'Y' should be in this field if the SBA mark must be disregarded during the calculation of the final percentage due to the standard deviation being less than

		5% during the statistical moderation process
Sign (positive/negative adjustment)	A(01)	+ or – sign; space for zero adjustment
Adjustment: External assessment	N(3.7)	
Sign (positive/negative adjustment)	A(01)	+ or – sign; space for zero adjustment
Adjustment: Practical Assessment Task (PAT)	N(3.7)	
Sign (positive/negative adjustment)	A(01)	+ or – sign; space for zero adjustment
Adjustment: School-Based Assessment tasks (SBA)	N(3.7)	
Sign (positive/negative adjustment)	A(01)	+ or – sign; space for zero adjustment
Final adjustment on pre-promotion mark	N(3.7)	
Language compensation	A(01)	Y = Yes N = No
End of subject information		

#### 14.4.4 Record type 4 – Control record detail

Record type	N(01)	Value = '4'
Number of type-2 records	N(06)	Number of examination centres
Hash total type-2 records	N(06)	Last 6 characters of the total of the last three characters of the examination centres' 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 examination centres' numbers, e.g. 765419632, thus 419632
Hash total	N(06)	Total number of records on dataset, excluding record type 4
Filler	A(1306)	

## 15. Format for the output dataset to assessment bodies

### 15.1 Data structure

The total length of the data record is 1412 characters.

#### 15.1.1 Record type 1 – Assessment body detail

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '1'
Assessment body code	N(02)	See par 16.1 of the Certification Directives
Assessment body name	A(100)	Official name of the assessment body
Date dataset created	N(08)	Format CCYYMMDD
Subsystem	A(03)	<b>SSC</b>
Bulk or Individual certification	A(01)	B or space = Bulk certification (print separation pages between centres) I = Individual certification (do not print separation pages between centres)
Filler	A(1808)	Value spaces

#### 15.1.2 Record type 2 – Examination centre detail

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '2'
Examination centre number	N(10)	Unique examination centre number
Examination centre name	A(80)	Name of school/centre
Postal address 1	A(30)	
Postal address 2	A(30)	
Postal address 3	A(30)	
Postal address 4	A(30)	
Postal code	A(04)	
Filler	A(1197)	

### 15.1.3 Record type 3 – Candidate detail

Field description	Type and length	Field descriptions and values
Record type	N(01)	Value = '3'
Examination centre number	N(10)	The examination centre number at which candidate registered and wrote the examination
Examination date	N(06)	Format CCYYMM
Transaction status and transaction type	N(02)	<p>Values</p> <p>XY</p> <p>X-&gt;Transaction status</p> <ul style="list-style-type: none"> <li>0 = First issue</li> <li>1 = Replacement (Change of status)</li> <li>2 = Replacement (Original certificate)</li> <li>3 = Re-issue (Correction of errors)</li> <li>4 = Replacement (post irregularity)</li> <li>5 = Not used</li> <li>6 = Combination certificate</li> </ul> <p>Y →Transaction type</p> <ul style="list-style-type: none"> <li>1 = Not used</li> <li>2 = Subject statement</li> <li>3 = NSC: Bachelor's Degree</li> <li>4 = NSC: Diploma</li> <li>5 = NSC: Higher Certificate</li> <li>6 = National Senior Certificate</li> <li>7 = Withdrawn/Absent/Outstanding</li> <li>8 = Failed all subjects</li> </ul>
Transaction status and transaction type as determined by Umalusi	N(02)	<p>Values</p> <p>XY</p> <p>X-&gt;Transaction status</p> <ul style="list-style-type: none"> <li>0 = First issue</li> <li>1 = Replacement (Change of status)</li> <li>2 = Replacement (Original certificate)</li> <li>3 = Re-issue (Correction of errors)</li> <li>4 = Replacement (post irregularity)</li> <li>5 = Not used</li> <li>6 = Combination certificate</li> </ul> <p>Y →Transaction type</p>

		1 = Not used 2 = Subject statement 3 = NSC: Bachelor's Degree 4 = NSC: Diploma 5 = NSC: Higher Certificate 6 = National Senior Certificate 7 = Withdrawn/Absent/Outstanding 8 = Failed all subjects
Instructional programme code	N(10)	NSC: Program code: 8100000000
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)	Name(s) up to 50 characters; thereafter, 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 10 = Dyscalculia 01 = Hearing impaired 02 = Visually impaired 03 = Dyslexia 05 = Aphasia 06 = Other 11 = Hearing impaired and dyscalculia 12 = Visually impaired and dyscalculia 13 = Dyslexia and dyscalculia 15 = Aphasia and dyscalculia 16 = Other with dyscalculia
Endorsed certificate	A(01)	Y = Yes (candidate with a special education need who has requested an Endorsed certificate) N = No (candidate 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 (LOLT)	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. In cases where there is not an irregularity sanction period, this field should be filled with zeroes
Level obtained – assessment body	N(02)	01 = <i>National Senior Certificate</i> 02 = Too few subjects for NSC qualification 03 = Failed all subjects 04 = Candidate withdrawal (a candidate who enrolled for the examination but who did not write any subject)
Level obtained – Umalusi	N(02)	01 = <i>National Senior Certificate</i> 02 = Too few subjects for NSC qualification 03 = Failed all subjects 04 = Candidate withdrawal (a candidate who enrolled for the examination but who did not write any subject)

Higher education admission – assessment body	A(01)	B = Bachelor's Degree D = Diploma H = Higher Certificate ' ' = Space
Higher Education Assessment – Umalusi	A(01)	B = Bachelor's Degree D = Diploma H = Higher Certificate ' ' = Space
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	The certificate to be replaced for: Replacement (Original certificate) Re-issue (Correction of errors)
Cancellation code	N(02)	1 = Mark adjustment 2 = Name corrections 3 = Change of subject 4 = Certificate lost/damaged 5 = Incorrect date of birth/ID number 6 = Not used 7 = Change of Personal details – Legal process 8 = Combination of different errors 9 = Change in results status (e.g. immigrant or LSEN indicator) 10 = Certificate lost before receipt 11 = Post irregularity
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 capturing 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
<b>Subject information (occurs up to 15 times)</b>		N(75) * 15 = 1 125 characters

Subject code	N(10)	Subject codes as in the policy for the <i>National Senior Certificate</i>
Percentage obtained – assessment body	N(03)	The percentage the candidate has obtained as calculated by the assessment body 999/444 = Candidate absent for subject 777 = Outstanding mark 333 = Candidate was irregular for subject
Percentage obtained – Umalusi	N(03)	The percentage the candidate obtained, as calculated by Umalusi 999/444 = Candidate absent for subject 777 = Outstanding mark 333 = Candidate was irregular for subject
Rating obtained – assessment body	N(01)	The rating obtained as calculated by the assessment body. 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) 0 = for Absent, Withdrawn, Outstanding external marks, A-level subjects and Irregular subjects
Rating obtained – Umalusi	N(01)	The rating obtained as calculated by Umalusi 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) 0 = for Absent, Withdrawn, Outstanding external marks, A-level subjects

		and Irregular subjects
Rating adjusted – 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)</p> <p>6 = 70 – 79 (Meritorious achievement)</p> <p>5 = 60 – 69 (Substantial achievement)</p> <p>4 = 50 – 59 (Adequate achievement)</p> <p>3 = 40 – 49 (Moderate achievement)</p> <p>2 = 30 – 39 (Elementary achievement)</p> <p>1 = 0 – 29 (Not achieved)</p> <p>0 = for Absent, Withdrawn, Outstanding external marks, A-level subjects and Irregular subjects</p>
Rating adjusted – Umalusi	N(01)	<p>The rating obtained as calculated by Umalusi</p> <p>NSC subjects</p> <p>7 = 80 – 100 (Outstanding achievement)</p> <p>6 = 70 – 79 (Meritorious achievement)</p> <p>5 = 60 – 69 (Substantial achievement)</p> <p>4 = 50 – 59 (Adequate achievement)</p> <p>3 = 40 – 49 (Moderate achievement)</p> <p>2 = 30 – 39 (Elementary achievement)</p> <p>1 = 0 – 29 (Not achieved)</p> <p>0 = for Absent, Withdrawn, Outstanding external marks, A-level subjects and Irregular subjects</p>
Subject indicator – assessment body	N(02)	<p>The subject indicator as calculated by the assessment body</p> <p>1 = Obtained minimum percentage</p> <p>2 = Condoned to minimum percentage</p> <p>3 = Did not obtain minimum Percentage</p> <p>4 = Not used</p> <p>5 = Irregular in subject</p> <p>6 = Not used</p> <p>7 = Mark is outstanding – any component</p> <p>8 = Withdrawn</p> <p>9 = Absent in any subject component</p>

Subject indicator – Umalusi	N(02)	The subject indicator as calculated by Umalusi 1 = Obtained minimum percentage 2 = Condoned to minimum percentage 3 = Did not obtain minimum Percentage 4 = Not used 5 = Irregular in subject 6 = Not used 7 = Mark is outstanding – any component 8 = Withdrawn 9 = Absent in any subject component
Date subject offered	N(06)	Format CCYYMM
Subject irregularity indicator	N(01)	Indicator if a candidate was guilty of irregularity for specific subject 0 = Not Guilty of irregularity 1 = Guilty of irregularity
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)	The capturing error codes for subject, e.g. 49\61 Error codes and descriptions will be supplied
Number of structure/evaluation errors found for subject	N(02)	The number of structure/evaluation errors for the subject, e.g. 05
Evaluation errors found for subject	A(20)	The structure/evaluation 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 00 – Candidate was accepted

### 15.1.4 Record type 4 – Control record

Record type	N(01)	Value = '4'
Number of type-2 records	N(06)	Number of examination centres
Hash total type-2 records	N(06)	Last 6 characters of the total of the last three characters of the examination centres' 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 examination centres' numbers, e.g. 765419632, thus 419632
Hash total	N(06)	Total number of records on dataset excluding record type 4
Filler	A(1381)	

## **16. Further clarification for certification for *National Senior Certificate***

### **16.1 Assessment Body codes to be used for the *National Senior Certificate***

- 11 - Independent Examination Board (IEB)
- 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 - North West Education Department
- 21 - Western Cape Education Department
- 23 - Examination Board for Christian Education (ERCO)
- 24 - Department of Basic Education (DBE)

### **16.2 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 - North West Education Department
- 10 - Department of Basic Education (DBE)

### 16.3 Due date and information for submission of data required for certification

- 16.3.1 Assessment bodies must submit candidate data for certification to Umalusi in respect of the November and supplementary examinations **not later than three months** after the examination results were released. Data for candidates who have applied to have scripts re-marked, as well as appeals and irregularities should be submitted by the latest four months after the examination. All the subjects for which the candidate has enrolled must be submitted to Umalusi. This includes the subjects where marks are outstanding or where the candidate was absent for an examination.
- 16.3.2 A numerical mark must be supplied where subject information has been submitted.
- 16.3.3 Where a full-time candidate enters for a supplementary examination following the November examination to fulfil the outstanding requirements for the qualification, the candidate's status should be indicated as full-time.
- 16.3.4 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 has already been awarded, the candidate's status should nevertheless be indicated as full-time.
- 16.3.5 Given names must be supplied in full. Although provision is made for 55 characters for given names and 55 characters for surnames, a maximum of 70 characters (including spaces) can be accommodated on the certificate.
- 16.3.6 If a candidate's names exceed the space provided on the certificate, some of the given names will be printed in full, while the others may be replaced by initials.
- 16.3.7 Particular care should be taken with the hexadecimal codes for special characters in the name, as the wrong code means that the name will be printed incorrectly. The onus is on the assessment body to ascertain that the correct codes are provided.
- 16.3.8 Special characters in names will only be printed if supplied in the correct format.
- 16.3.9 The previous certificate number must be supplied in the case of an application for a re-issue and the replacement of an original certificate.
- 16.3.10 All the subject statement numbers/certificate numbers must be supplied in the case of an application for a replacement certificate (change of status).
- 16.3.11 The cancellation code and cancellation date must be supplied only when an application is made for a re-issue, or for a replacement of an original certificate.

- (i) Assessment bodies should take care to use the appropriate indicators when records for candidates with special concessions are submitted, to ensure correct resulting. (See, in particular the immigrant, special conditions, and endorsed certificate fields in the candidate details.)
- 16.3.12 Where a candidate is found guilty of an examination irregularity in an examination and a subject statement is requested, the subject status will be indicated by a specific value ('1') for the subject irregularity indicator. The irregularity date on which the irregularity will expire must also be supplied. The Umalusi system will reflect the date marking the end of the sanction period. It will only process further data for this candidate after the sanction period expired.
- 16.3.13 Application for the issuing of the NSC for a candidate who has committed an irregularity in an examination cannot be made within the active sanction period. In cases where there is not a sanction period, but the subject result is nullified, the irregularity date should be left blank in the irregularity date field (filled with zeroes).
- 16.3.14 Certificates are automatically sorted according to centre numbers during the printing process.
- 16.3.15 The output dataset contains the error codes, as well as Umalusi's evaluation of the candidate, with special reference to transaction type, achievement level obtained and higher education indicator, as well as on a subject level, the percentage obtained, the rating obtained and the subject indicator. Assessment bodies must print their own error lists. Umalusi provides the assessment bodies with explanations of the error codes.
- 16.3.16 The subject codes for the different subjects consist of eight digits. The subject codes are defined as per national policy.
- 16.3.17 The raw mark for Life Orientation must be indicated in the School-Based Assessment (SBA) raw mark field, and if there is an adjustment of the SBA mark, it should be indicated in the 'Adjustment: School-Based Assessment task (SBA)' field.

- 16.3.18 The words per minute (WPM) for Computer Application Technology should be submitted in the assessment-3 mark field. Subjects from other assessment bodies recognised by the Department of Basic Education are regarded as external subjects and are offered as Group B subjects. For these subjects only the final percentage must be submitted. No raw mark and adjustment information may be submitted. This percentage will be reflected on the certificate with a dash in the Achievement level column.
- 16.3.19 For A-level language subjects (that is, subjects of the *General Certificate of Education (GCE)* of the United Kingdom) and other examinations contained in the policy document as equivalent to a language at Home Language level, only the final percentage must be submitted. No raw mark and adjustment information may be submitted. The percentage will be reflected on the certificate with a dash in the Achievement level column.
- 16.3.20 Due to limited space on a certificate, Umalusi will print a certificate in English only. Where a candidate also requires the information printed on the certificate in another official language, an application for a transcript of the certificate may be requested from Umalusi by a candidate through an accredited assessment body.

## **17. Verification of certificates**

According to section 17(A)(6) of the General and Further Educational and Training Act, 2001 (Act No. 58 of 2001), Umalusi is the only body that has been mandated to issue certificates for the relevant qualifications since September 1992, and it is also the Council's responsibility to verify the authenticity of certificates issued.

Umalusi is responsible for verifying its certificates in General and Further Education (NQF Levels 1 — 4), as indicated in paragraph 1 of this document.

Umalusi verifies all certificates issued by the South African Certification Council and Umalusi, the General and Further Education and Training Quality Assurance Council.

Certificates issued prior to September 1992 are verified by the relevant assessment body or provincial education department.

The verification of certificates is carried out at a nominal fee. Umalusi reserves the right to review the tariff annually.

## **ADDENDUM A: Combination of results for the National Senior Certificate**

### **18. Introduction**

The national policy for the *National Senior Certificate*, a qualification at Level 4 on the National Qualifications Framework (referred to as the NSC policy in the rest of the directives), stipulates the minimum requirements for candidates to achieve the NSC.

The rules of combination for the NSC allows for a number of possible subject combinations for the awarding of a *National Senior Certificate*. The policy document stipulates that, subject to the rules of combination, the seven best subject results should be considered for the award of the NSC. Although the policy stipulates minimum requirements and also allows for concessions, the policy is not clear in cases where subject combinations across different sittings can be considered for the awarding of a NSC. It is therefore necessary to stipulate the minimum requirements in cases where more than one examination sitting is taken into account for the awarding of the NSC, or where there is an improvement in the status of a certificate as a result of attaining additional subject credits.

Umalusi, as the quality council responsible for the issuing of the NSC, stipulates the requirements for issuing a NSC in terms of the combination of subject credits admissible for the awarding of the certificate.

This addendum to the Directives for Certification for the NSC will guide assessment bodies in the combination of results where more than one examination sitting must be considered in certification.

### **19. Combination of results**

The following should be noted in the combination of subject credits for the award of the NSC, where a candidate wrote the examination over more than one examination sitting.

#### **19.1 Subject combinations that cannot be offered together**

19.1.1 In the selection of subjects from Group B for combination, the provisos listed in paragraph 19.1.3 of the directives regarding subjects with a content overlap will apply.

19.1.2 A subject statement will be issued in cases where a candidate offers such an overlapping subject after the grade 12 year, as a repeat or part- time candidate, subject to the following:

- i. the stipulations in the regulations pertaining to the conduct, administration and management of the National Senior Certificate will apply; and
- ii. the candidate must adhere to the minimum internal and external assessment requirements for the subject concerned.

19.1.3 In respect of the combination of results for the following subjects, the determinations explained below should be noted:

19.1.3.1 Mathematics and Mathematical Literacy

- a. Where a candidate has offered both Mathematics and Mathematical Literacy, the best subject result (percentage) will be used in combination.
- b. In cases where the same percentage has been obtained in these subjects, the subject offered in the last examination will be considered first to be included in the final result.
- c. The candidate may however, after the certificate has been issued, request Umalusi to amend the certificate to include the alternative subject instead.
- d. Both Mathematics and Mathematical Literacy are regarded as designated subjects for admission to Higher Education.

19.1.3.2 Computer Application Technology and Information Technology

- a. Information Technology is listed as a designated subject whereas Computer Application Technology is not.
- b. Where a candidate has offered both Computer Application Technology and Information Technology, the designated subject result, if above 50%, will be included in the combination. If both subjects are passed with a percentage below 50%, the better subject result will be included in the combination.
- c. The candidate may however, after the certificate has been issued, request Umalusi to amend the certificate to include the alternative subject instead.

19.1.3.3 Consumer Studies and Hospitality Studies

- a. Consumer Studies is listed as a designated subject whereas Hospitality Studies is not.
- b. Where a candidate has offered both Consumer Studies and Hospitality Studies, the designated subject result, if above 50% will be included in the combination. If both subjects are passed with a percentage below 50% the better subject result will be included in the combination.
- c. The candidate may however, after the certificate has been issued, request Umalusi to amend the certificate to include the alternative subject instead.

#### 19.1.3.4 Languages from the same origin

- a. Where a candidate has offered languages from the same language group, or the same language on, for example, home language level and first- or second additional language level, the better subject result (percentage) will be used in combination.
- b. All languages on home language level, first- and second additional language level are regarded as designated subjects.
- c. In cases where two home languages were offered, the home language with the best subject result should be considered in the combination, if it has been achieved at above 40%. Where two home languages from the same origin were offered and an achievement of below 40% was achieved in both languages, the home language achieved in the last examination sitting will be included in the final result.
- d. The candidate may however, after the certificate has been issued, request Umalusi to amend the certificate to include the alternative subject instead, subject to condition that the status of the certificate is thereby improved.

## 19.2 Minimum admission requirements to Higher Education

The minimum admission requirements for entrance to Higher Education programmes are stipulated in 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.

Umalusi will issue a NSC with an improved status for higher education admission studies in the following instances:

- 19.2.1 Where a candidate qualified for admission to higher certificate studies, and in an additional examination sitting, obtained an improved result in a subject or offered a new subject that enables the candidate to qualify for admission to diploma or bachelor's degree studies.
- 19.2.2 Where a candidate qualified for diploma studies, and in an additional examination sitting, obtained an improved result in a subject or offered a new subject that enables the candidate to qualify for admission to bachelor's degree studies.
- 19.2.3 A combination can also be done where the candidate enrolled for a maximum of five (5) full time sittings or a combination of part time and full time sittings.
- 19.2.4 Change of status that reflects admittance to bachelor's degree studies will be effected, but is limited to not more than 5 examination sittings and is linked to the policy that the validity period of the SBA not exceeding 5 years.

Where a candidate has achieved a National Senior Certificate with admission to Bachelor's degree studies, and an additional subject is achieved in a subsequent examination, no combination of subjects will be considered. In such a case, an additional subject statement will be issued as the candidate has already achieved the highest level of the *National Senior Certificate*.

### 19.3 Issuing of replacement certificates

19.3.1 A replacement certificate (change of status) is issued to a candidate who:

- i. has received a subject statement reflecting the awarding of the relevant subjects which will result in a **change of status in the certificate** already issued; and
- ii. has achieved the necessary combination of subjects in no more than five sittings.

19.3.2 The performance in the seven (7) best subjects is considered for combination of subjects to achieve the minimum requirements for the NSC as stipulated in the policy document.

19.3.3 A National Senior Certificate will be issued to a candidate with an effective date from the date of compliance with the minimum requirements for the issuing of the certificate.

19.3.4 In the combined certificate, the different subject dates will be reflected on the certificate.

19.3.5 All subject credits will be reflected on the combined certificate, subject to the stipulations in paragraph 19.1 above.

19.3.6 The issuing of a replacement certificate (change of status) does not cancel the previous certificate(s) issued nor is/are it/they withdrawn, and the different effective dates are retained.

19.3.7 In the issuing of a first issue certificate or statement, Umalusi verifies the subject raw mark and standardisation information. In the application for a replacement certificate, it is not necessary for assessment bodies to submit the raw mark and standardisation information again.

19.3.8 The policy pertaining to the NSC allows a candidate to change a maximum of two subjects after a NSC was issued, on condition that the certificate was achieved with admission to Higher Education study.

19.3.9 Subject credits obtained in the NSC, achieved at the minimum of 30% might be considered for combination in other NQF level 4 qualifications, subject to the rules of combination of the specific qualification.

## 19.4 Internal Assessment

- 19.4.1 The issuing of a *NSC* is subject to the period for which the internal assessment is valid. The internal assessment mark is valid for a period of 5 years following the first National Senior Certificate examination sitting.
- 19.4.2 In cases where a candidate offers a new subject after the first *NSC* examination written as a full-time candidate, the subject will only be considered for combination in the period determined by the validity of *SBA* related to the first examination sitting.
- 19.4.3 Candidates that have not completed the *NSC* within the period that the internal assessment is valid must follow alternative routes.
- 19.4.4 Part-time candidates offering the *NSC* examination are required to adhere to the internal assessment requirements for the issuing of the *NSC*.
- i. The internal assessment mark will be valid for the same period for part-time and part-time repeater candidates as stipulated in par 19.4.1.
  - ii. Part-time candidates are required to fulfil the requirements of the *NSC* in a maximum of five (5) examination sittings, subject to the period of which the internal assessment is valid as contained in paragraph 19.4.

## 19.5 Condonation

- 19.5.1 A condonation in a maximum of one subject will be applied, taking into consideration the following:
- i. A condonation will be applied in only one subject, on condition that the application of the condonation allows the candidate to obtain the *National Senior Certificate*.
  - ii. The condonation will be considered if a candidate requires a maximum of 2% at either 30% or 40% for a single subject, to obtain a pass that allows the candidate to pass the entire qualification.
  - ii. Such a condonation may *only* be applied in Grade 12 in the award of the qualification.
- 19.5.2 In cases where a condonation was applied to a subject for achieving the *NSC* and a subsequent examination is written which will result in a *NSC* with an improved status, the application of the condonation will be revisited. The rule as described in par 19.5.1 will be applied.

## 19.6 Failed subjects

- 19.6.1 Umalusi does not certify subject credits with a percentage below 30%, but requires that such information *must* be submitted to Umalusi for certification.
- 19.6.2 Umalusi will therefore validate the subject result with less than 30% by making use of the subject date to ensure that the subject was offered;

and validate that the candidate complied with the minimum internal assessment requirements.

### **19.7 Candidate found guilty of an examination irregularity**

The following procedures should be applied in a request for a combination where an irregularity is registered against a candidate's results:

- a. Where a candidate was found guilty of an irregularity, the combination of results can only be considered when the sanction period has expired.
- b. Where a candidate that has not achieved the NSC in the first examination and has written a subsequent examination to complete the outstanding requirements is found guilty in the second examination sitting, the sanction period will be applied before the combination of results can be considered.
- c. For example, if the candidate wrote in two years, 2008 and 2009 and was irregular in the 2009 examination sitting, with a sanction period of two years being imposed, the combination can only be considered with effect from 2011 should the candidate then qualify for the issuing of the NSC.

### **19.8 Special concessions**

19.8.1 Language compensation is applied according to the directives issued by Umalusi. In cases where a candidate repeats a subject with the view to combining subject credits for a certificate with an improved status, candidates repeating the examination in a subject should be resulted in the subjects under the same entry requirements that were applied in the full-time sitting.

19.8.2 In cases where a part-time candidate offers fewer than the minimum of seven subjects required for the issuing of the NSC in one examination sitting, language compensation will not be applied to the subject results.

19.8.3 In cases where a candidate repeats a subject(s) with the view to combining subject credits for a certificate with an improved status, and has received a special concession (language), the result should be determined under the same entry requirements that were applied in the full-time sitting.

### **19.9 External Music (combination of results)**

Where a candidate has passed an External Music subject in March 2014 or earlier, this subject will be taken into account in determining the final NSC result as part of the seven-subject package.

In cases where the External Music subject was offered in November 2014 or later, the External Music subject will not be considered in determining the NSC result as part of the seven-subject package. This subject will however be printed on the certificate.









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