Directives for Certification by Umalusi

Senior Certificate
National Senior Certificate
(FET Colleges)
N3 Certificate
General Education and Training
Certificate (ABET Level 4),
(SAQA ID 24153)

UMALUSI

**Council for Quality Assurance in
General and Further Education and Training**

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Re-print of Interim Directives for certification 2005 with amendments

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Glossary

A-level subject   is a subject offered on the A-Level of the General Certificate of Education (GCE) of the United Kingdom;

assessment body   means a department of education or a juristic body accredited by the Council as a body responsible for conducting internal assessment and external examinations;

candidate   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;

certification   means the formal recognition of the award of a qualification or part qualification to a successful candidate;

change of status   indicates that a certificate issued to a candidate has been replaced by a certificate with a higher status, resulting from the combination of subject credits from more than one examination period;

external examination   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;

full-time candidate   means a learner who has enrolled in a full-time capacity for tuition;

immigrant candidate   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;
National Qualification Framework (NQF)	(NQF) is a ten-level framework providing for the registration of national qualifications;
part-time candidate	means a learner who does not receive full-time tuition;
Umalusi	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).

DIRECTIVES FOR CERTIFICATION BY UMALUSI

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.

Umalusi the Council for Quality Assurance in General and Further Education and Training, issues certificates to candidates as stipulated in the regulations for the issuing of certificates by the General and Further Education and Training Quality Assurance Council as published in Government Notice No 1754 of 2 December 2003 (as amended).

1. **Introduction**

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

- develop and maintain policies and directives for certification;
- maintain acceptable quality assurance standards for the awarding of 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*)

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

This document is divided into three sections. Section A deals with compliance by assessment bodies, Section B deals with Senior Certificate, National Senior Certificate and the National N3 Certificate. Section C deals with the General Education and Training Certificate (ABET Level 4).

Section A

2. Compliance by an Assessment Body

2.1   Umalusi awards qualifications based on the credibility of the assessment provided by accredited assessment bodies. In order to satisfy itself of the integrity of the assessment opportunity offered, Umalusi may require an assessment body seeking accreditation as well as 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 *Senior Certificate* (referred to as the NATED 550 policy), *National N3 and National Senior Certificate (referred to as Reports 190 and 191) and the General Education and Training Certificate (assessment 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 and required compliance by assessment bodies can be obtained from Umalusi's website (www.umalusi.org.za) or as hard copies from Umalusi's office.

3.   Assessment Body codes

Ex-departments of Education

"01"	Transvaal Education Department
"02"	Orange Free State Education Department
"03"	Natal Education Department
"04"	Cape Education Department
"05"	Administration House of Assembly
"06"	House of Representatives
"07"	House of Delegates
"08"	Department of Education and Training now the Department of Higher Education and Training (DHET)
"09"	Transkei Education Department
"10"	Joint Matriculation Board

Assessment Bodies

"11"	Independent Examination Board
"12"	Namibian Ministry of Education and Culture (data transferred to Namibia)
"13"	Eastern Cape Education Department
"14"	Free State Education Department
"15"	Gauteng Education Department (Johannesburg)

"16"	KwaZulu-Natal Education Department
"17"	Mpumalanga Education Department
"18"	Northern Cape Education Department
"19"	Limpopo Education Department
"20"	Northwest Education Department
"21"	Western Cape Education Department
"22"	School of Tomorrow (No longer exists)
"23"	Examination Board for Christian Education (ERCO) (No longer exists)
"24"	National Department of Basic Education (DBE) (previously known for certification purposes as Gauteng (Pretoria)

SECTION B

Senior Certificate, National Senior Certificate and National N3 Certificate

1.   Notes for determining the result of a candidate

1.1   **Condonation**

Condonation can only happen on subject level at the point of awarding a certificate; and only one condonation may be awarded.

Condonation for the Senior Certificate:

1.1.1 Condonation is allowed when the candidate lacks at most 2% to meet the requirement for an individual subject/instructional offering or 10 marks for the aggregate.

1.1.2 Condonation of a failure to a pass allows a candidate to pass the subject at the grade at which it was offered, and should be considered before any possible conversions.

1.1.3 A condonation may only be applied once to determine the final result for the issuing of a certificate.

1.1.4 Where a candidate only qualifies for a certificate of subjects passed, condonation is not allowed. Condonation, if possible, can be considered when a replacement certificate is eventually issued.

1.1.5 Condonation to an A symbol is allowed on one result only for candidates who need no other condonation.

1.1.6 Condonation with a view to conversion is not allowed, except in the case of an Official First Language SG for an immigrant.

1.1.7 The condonation of a subject or the aggregate by the assessment body must be to the advantage of the candidate.

1.1.8 Condonation for issuing of Senior Certificate without endorsement is not allowed for a pass at 40% for Second Language HG.

1.1.8 Condonation for Senior Certificate is allowed as follows:

Aggregate	710	to	720
Second Language HG	31%	to	33 $^1/_3$%
Any other subject HG	38%	to	40%
Any subject SG or LG	31%	to	33 $^1/_3$%
Official First Language SG (immigrant)	28%	to	30%

1.1.9 For university admission the condonation of aggregate is 940 to 950, and the following subject condonation may be considered in addition to those mentioned in 1.1.8:

Any subject HG or SG	18% to 20% with a view to sub-minimum
Second Language HG	38% to 40% with a view to recognition in Group D

Condonation for N3 is allowed as follows:

1.1.10 One instructional offering per certificate may be condoned under the following conditions:

One instructional offering per certificate can be condoned to a distinction for the issuing of a National Certificate if the candidate obtained at least 78% for the instructional offering and no other instructional offering was condoned to a pass for the particular National Certificate.

- the promotion mark obtained for the instructional offering may not be more than 2 per cent below the pass mark required for the particular instructional offering unless otherwise indicated in Reports 190 and 191; and
- any instructional offering may be condoned to a pass if not more than two per cent is required.

1.2 Conversion of symbols

1.2.1 Conversions for Senior Certificate may be done as follows, where E is 40% to 49,9%, F 33$\frac{1}{3}$% to 39,9%, FF 30% to 33$\frac{1}{3}$% and G 25% to 29,9%:

Official First Language HG				
F	to	Official First Language	SG	E
	or	Official Second Language	HG	E
FF & G	to	Official First Language	SG	F
	or	Official Second Language	HG	F

German First Language HG				
F	to	German First Language	SG	E
	or	German Third Language	HG	E
FF & G	to	German First Language	SG	F
	or	German Third Language	SG	F

Official Second Language HG			
FF & G	to	Official Second Language SG	F

Other Subject offering HG			
F	to	Other Subject SG	E
FF & G	to	Other Subject SG	F

Subject SG			
FF & G	to	Subject LG	F

1.2.2 Conversions for university admission may be done as follows, where E is 40% to 49,9%, F 33$\frac{1}{3}$% to 39,9%, and FF 30% to 33%:

Official First Language HG			
F	to	Official Second Language HG	E
FF	to	Official Second Language HG	F

German First Language HG			
F	to	German Third Language HG	E
FF	to	German Third Language SG	F

Other Subject HG			
F	to	Other Subject SG	E
FF	to	Other Subject SG	F

1.2.3 The language requirements for Senior Certificate and for university admission are somewhat different in the case of an immigrant. It will be necessary to ascertain on each occasion whether the candidate is an immigrant or not. For an immigrant the following conversion may be considered for Senior Certificate:

Official First Language SG		
FF	to	Official Second Language SG F

1.2.4 Where a candidate qualifies for an endorsement for university admission all conversions in terms of the requirements for Senior Certificate will be reflected on the certificate, even those that do not meet the requirements for university admission.

1.2.5 Aggregate

The aggregate is indicated by the symbol M if the candidate has met with all the requirements for an endorsement for university admission, and the symbol S in all other cases. The aggregate are divided into the following intervals:

M5	S5	720 – 949
M4	S4	950 – 1 199
M3	S3	1 200 – 1 439
M2	S2	1 440 – 1 679
M1	S1	1 680 and higher.

The digits 1, 2, 3, 4 or 5 which indicates the intervals are for internal use only, and does not appear on the certificate.

1.2.5.1 For a Senior Certificate passed with merit, a candidate has to obtain an aggregate between 1 260 and 1 679, (i.e. 2 or 3);

1.2.5.2 For a Senior Certificate passed with distinction, a candidate has to obtain an aggregate of 1 680 or more (i.e. interval 1); and

1.2.5.3 The criteria should apply irrespective of the number or higher or standard grade subjects/instructional offerings and

whether the certificate was achieved with endorsement or not. (30 November 2001).

1.2.6 If a candidate offered more than six subjects or obtained credits at more than one assessment occasion, the aggregate is determined by adding the marks of the best six subjects, provided that the compulsory languages are included and any subject may only be counted once. If a subject was passed on more than one grade, the highest grade is certified and that mark is used for the aggregate, except if a better mark obtained on a lower grade is needed to meet with the required minimum aggregate. If subjects from the same origin/content overlap are offered in addition to the 6 subjects, only the subject with the highest total will be included in the aggregate.

Subjects offered that do not comply with the pre-requisites will not be considered for the calculation of the aggregate.

1.2.7 Where the aggregate for the purposes of university admission differs from the aggregate for the purposes of Senior Certificate (higher because a language was not included or lower because grouping requirements were considered), the aggregate determined according to 1.2.6 above is indicated on the certificate.

1.2.8 In the case of a candidate who obtains a Senior Certificate with N3-instructional offerings, the aggregate, which must meet with the minimum requirements, is obtained by adding the N3 instructional offerings which are converted to marks out of 300 to the actual marks obtained in the other subjects.

1.2.9 Value of symbols

Symbol	Percentage	HG subjects interval	SG subjects interval
A	80%-100%	320 - 400	240 - 300
B	70%-79%	280 - 319	210 - 239
C	60%-69%	240 - 279	180 - 209
D	50%-59%	200 - 239	150 -179
E	40%-49% A pass for a subject on higher grade/N3 subject unless otherwise specified under a	160 - 199	120 - 149

	specific programme		
F	33⅓%-39% A pass for an official second language higher grade subject, any other standard grade subject or lower grade subject	134 - 159	100 - 119
FF	30%-33%	120 - 133	90 - 99
G	25-29%	100 - 119	75 - 89
GG	20%-24%	80 - 99	60 - 74
H	0%-19%	0 - 79	0 - 59

2. Format for requesting certificates

2.1 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. 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. Supporting documents for the re-issues must be submitted within seven working days, if not received by Umalusi within the timeframe, transactions for re-issues are rejected and must be submitted on a new dataset.
    v. Calculation of amounts to be paid by assessment bodies;
    vi. Printing of certificates;
    vii. Generation of return dataset
    viii. Couriering or collection of the printed certificates.
    ix. Invoicing of the assessment body

x. Payment by the assessment body; (except for bulk certification where payment is required prior to the printing of certificates)

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.

(d) 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.

(e) 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.

(f) 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.

2.2   Information needed for processing datasets

(a) Umalusi requires the following contact details and information from assessment bodies, in order to contact them and to e-mail feedback to them about the processing of the dataset. The details of 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:
    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)

2.3   Electronic datasets:

2.3.1   Naming conventions

2.3.1.1   Input dataset

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

Format for dataset containing candidate information:

OZaaa.bcc.dzzeefnn.DAyymmdd

OZ – Constant, fixed
DA – Constant, fixed

Where:

aaa	**SRT** – For datasets submitted by IEB (G12) **EKS** – For datasets submitted by DBE (G12) **OZ9** – For datasets submitted by DHET (N3) **AET** – For datasets submitted by DHET (GETC & ABET)
B	**E** – For datasets submitted by DBE **O** - For datasets submitted by DHET (N3) **S** – For datasets from IEB **G** – For datasets submitted by DBE GETC (ABET Level 4) (Program code 7100000000)

cc	**Province code** – **Z9** – For N3 and NSC **RT** – For IEB
D	**I** for input datasets from Assessment bodies to Umalusi **O** for output datasets from Umalusi to Assessment bodies
zz	Assessment body code See Section A(3) above
ee	**XT** – Certification for DHET – NSC/N3 **XA** – Senior certificate (G12) Full Time **XB** - Senior certificate (G12) Part Time **CS** – Certification datasets for GETC ABET Level 4 (programme code 7100000000)
nnn (fnn)	Sequential run number
yy	The year the dataset is created. Example 11 when created in 2011
mm	The month the dataset is created
dd	The day the dataset is created

For example for the GETC (ABET Level 4, programme code 7100000000)

Format: OZAET.G99.IzzCSnnn.DAyymmdd
Where:
99 = Province code
I = Input dataset
zz = assessment body code
nnn = sequential run number
yy = the year created, for example, 10 if created in 2010
mm = month created
dd = day created.

Example: OZAET.G08.I15CS684.DA130318

Certification dataset examples:

Dataset from DBE for G12 (Full Time):
OZEKS.E08.I15XA401.DA110612

Dataset from DBE for G12 (Part Time):
OZEKS.E08.I15XB401.DA110612

Dataset from DHET for N3/NSC:
OZOZ9.OZ9.I08XT401.DA110612

2.3.1.2   Output dataset

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

Example: OZEKS.E08.O15XA401.DA110612

2.3.2 Submitting of datasets to Umalusi

Provincial/National Education Departments
The Provincial/National Education Departments (PEDs) must submit the dataset directly onto the mainframe.
Other assessment bodies
Other assessment bodies must submit the input dataset electronically to Umalusi as arranged.

2.3.3 Returning datasets to assessment bodies

Provincial/National Education Departments
Output datasets for the PEDs/National Departments will be created on the mainframe, and the PEDs/National Departments must upload the dataset from the mainframe onto their system in order to obtain the necessary information provided in the output dataset.

Other assessment bodies
For other assessment bodies, Umalusi will download the dataset created on the mainframe and supply the downloaded text file to the assessment body in electronic format as arranged.

2.4   Composition of data records

2.4.1 Insertion of blanks

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

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

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

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

2.5 Data structure

2.5.1 Data record A(1 075)

2.5.2 Assessment body control record – record type "1" redefines Data record.

2.5.3 Layout:

Record type-1	N(01)	Value = "1"
Assessment body code	N(02)	* see codes
Assessment body name	A(100)	Official name
Capture date	N(08)	Format YYYYMMDD Date data set created
Bulk or individual certification	A(01)	B or space = Bulk certification (print separation papers between centres) I = Individual certification (do not print separation papers between centres)
Filler	A(963)	Value spaces

2.6 Examination centre / school – record type "2" redefines data record.

2.6.1 Layout:

Record type-2	N(01)	Value = "2"
Centre number	N(10)	Exam centre/school no
Centre name	A(80)	Centre/school name
Centre postal address	A(100)	Postal address with postal code. Lines must be delimited with a "," e.g. Box 47, Pretoria, 0001
Centre street address	A(100)	Street address (see postal address)
Filler	A(784)	Value spaces

2.7 Candidate record – record type "3" redefines data record.

2.7.1 Layout

Record type-3	N(01)	Value = "3"
Centre number	N(10)	
Examination date	N(06)	Format CCYYMM

Transaction type	N(02)	Transaction code
		Values
		X Y
		  Where Y
		→ 0 Subject certificate
		     1 M/SC
		     2 SC
		     3 Extra N3 subj. (MSC)
		     4 SC with N3 subj.
		     5 N3 cert.
		     6 NSC
		     7 – 8 Spare
		     9 Grade 11 and Grade
		             12 combination
		  Where X
		  0 Firsts issue
		  1 Replacement certificate
		      (change of status)
		  2 Replacement certificate
		      (original certificate)
		  3 Re-issue
		  4 Combination

Instructional program code	N(10)	Value e.g. 6100000000 NATED 02-550 Code right padded with zeroes
Candidate examination no	A(13)	submit only 8 characters when using format center number-serial number
Full-time or private	N(01)	1 = Full-time 2 = Private 3 = Full-time changing to part-time, retaining 40% credits (MSC)
Surname	A(55)	
Given name(s)	A(55)	
Date of birth	N(08)	Format CCYYMMDD
Gender	N(01)	1 = Male 2 = Female
ID-number	A(13)	
Language preference	N(02	01 = Afrikaans

(plus English)		02 = English only 03 = isiNdebele 04 = Northern Sotho (Sepedi) 05 = Southern Sotho (Sesotho) 06 = Swazi (Siswati) 07 = Tsonga (Xitsonga) 08 = Tswana (Setswana) 09 = Venda (Tshivenda) 10 = Xhosa (isiXhosa) 11 = Zulu (isiZulu)
Special conditions	N(02)	00 = None 01 = Immigrant 02 = Hearing impaired 03 = Blind person 04 = Spare 05 = Irregular
Special conditions N3	N(02)	00 = None 01 = Apprentice 04 = N3/NSC OBE 10 = Subject cert only 14 = Immigrant + OBE
Level offered	N(02)	00 = Too few subjects/ instructional offerings 01 = M/SC 02 = SC 03 = Extra N3 subj. (MSC) 04 = SC with N3 instructional offering 05 = N3 certificate 06 = NSC
Level passed	N(02)	Same as for level offered
Aggregate	N(04)	Total of subject/instructional offering set marks
Aggregate symbol	A(03)	Letter and digit
Aggregate condoned	N(01)	0 = No 1 = Yes
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	Certificate to be cancelled or replaced
Cancellation code Field to occur 15 times	N(02)	01 = Mark adjustment 02 = Name corrections 03 = Subject/instructional offering change 04 = Certificate lost/damaged 05 = Incorrect date of birth

Cancellation date	N(08)	Format CCYYMMDD
Number of subjects/ instructional offerings offered	N(02)	Subject/instructional offering(occurs 15 times)
Subject/instructional offering code offered	N(10)	SANEP row codes for SC NATED codes for N3
Level offered	N(02)	01 = HG Higher Grade 02 = SG Standard Grade 03 = LG Lower Grade 04 = GG Ordinary Grade 05 = N3 level 06 = N3 OBE 07 = Historical SC
Subject/instructional offering code passed	N(10)	SANEP row codes for SC NATED codes for N3
Level passed	N(02)	01 = HG Higher Grade 02 = SG Standard Grade 03 = LG Lower Grade 04 = GG Ordinary Grade 05 = N3 level 06 = N3 OBE 07 = Historical SC
Final mark	N(03)	Mark for SC/M % for N3
Symbol obtained	A(03)	Symbol for SC/M % for N3
Symbol adjusted	A(03)	Symbol for SC/M % for N3 if applicable
Subject/instructional offering fail indicator	N(02)	Values X Y Where Y → 0 Spare 1 Pass 2 Pass condoned 3 Pass converted 4 Pass with year mark 5 Fail 6 Fail (no longer in use) 7 Fail (no longer in use) 8 Fail – apprentice 19 Irregular (not in use) 9 Subject/instructional offering cancelled (not in use) Where X → 0 Mark complete 1 Mark incomplete
Date subject/instructional	N(06)	Format CCYYMM

offering offered		
Wpm	N(03)	values 20, 25, 30, 35, 40 45, 50, 55, 60, 65, 70, 75, 80, 75, 80 (computyping only) and 35, 40, 45, 50, 55, 60, 65 (typing only)
Subject cert. No	A(12)	Certificate no. of subject certificate issued must be supplied for replacement
Sort order	N(12)	Order in which certificates must be printed Value XXXX YYYY ZZZZ Where XXXX = Control break 1 Where YYYY = Control break 2 Where ZZZZ = Control break 3

2.8 Data set control record – record type "4" redefines data record.

2.8.1 Layout:

Record type-4	N(01)	Value = "4"
Number of type 2 records	N(06)	
Hash total type 2 records	N(06)	Last 6 characters of the total of the last three characters of the center no. eg. 5418832 thus 418832
Number of type 3 records	N(06)	
Hash total type 3 records	N(06)	Last 6 characters of the total of the last three characters of the center no. eg. 765419632 thus 419632
Filler	A(1050)	Value spaces

3. Format for the output data to Assessment Bodies

3.1   Layout

Record type-3	N(01)	Value = "3"
Centre number	N(10)	
Examination date	N(06)	Format CCYYMM
Transaction type	N(02)	Transaction code Values X Y Where Y → 0 Subject cert. 1 M/SC

		2 SC 3 Extra N3 subj. (MSC) 4 SC with N3 subj. 5 N3 cert. 6 NSC 7 – 8 Spare 9 Grade 11 and Grade 12 combination Where X 0 Firsts issue 1 Replacement certificate (change of status) 2 Replacement certificate (original certificate) 3 Re-issue 4 Combination
Instructional program code	N(10)	Value eg. 6100000000 NATED 02-550 Code right padded with zeroes
Candidate examination no	A(13)	
Full-time or private	N(01)	1 = Full-time 2 = Private 4 = Full-time changing to part-time, retaining 40% credits (MSC)
Surname	A(55)	
Given name(s)	A(55)	
Date of birth	N(08)	Format CCYYMMDD
Gender	N(01)	1 = Male 2 = Female
ID-number	A(13)	
Language preference (plus English)	N(02	01 = Afrikaans 02 = English only 03 = isiNdebele 04 = Sepedi 05 = Sesotho 06 = Siswati 07 = Xitsonga 08 = Setswana 09 = Tshivenda 10 = isiXhosa 11 = isiZulu
Special conditions	N(02)	00 = None 01 = Immigrant 02 = Hearing impaired 03 = Blind 04 = Spare

		05 = Irregular
Special conditions N3	N(02)	00 = None 01 = Apprentice 04 = N3/NSC OBE 10 = Subject cert only 14 = Immigrant & OBE

Level offered	N(02)	00 = Too few subjects/
		       instructional offerings
		01 = M/SC
		02 = SC
		03 = Extra N3 subj. (MSC)
		04 = SC with N3 instructional
		       offering
		05 = N3 certificate
		06 = NSC
		07 – 8 = Spare
		09 = Grade 11 and Grade 12
		       combination

Level passed	N(02)	Same as for level offered
Aggregate	N(04)	Total of subject/ instructional offering set marks
Aggregate symbol	A(03)	Letter and digit
Aggregate condoned	N(01)	0 = No 1 = Yes
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	
Cancellation code Field to occur 15 times	N(02)	01 = Mark adjustment 02 = Name corrections 03 = Subject/instructional offering change 04 = Certificate lost /damaged 05 = Incorrect date of birth
Cancellation date	N(08)	Format CCYYMMDD
Number. of subjects/ instructional offerings offered	N(02)	Subject/instructional offering (occurs 15 times)
Subject/instructional offering code offered	N(10)	SANEP row codes for SC NATED codes for N3
Level offered	N(02)	01 = HG Higher Grade 02 = SG Standard Grade 03 = LG Lower Grade 04 = GG Ordinary Grade 05 = N3 level 06 = N3 OBE 07 = Historical SC
Subject/instructional offering code passed	N(10)	SANEP row codes for SC NATED codes for N3

Level passed	N(02)	01 = HG Higher Grade 02 = SG Standard Grade 03 = LG Lower Grade 04 = GG Ordinary Grade 05 = N3 level 06 = N3 OBE 07 = Historical SC
Final mark	N(03)	Mark for SC/M % for N3
Symbol obtained	A(03)	Symbol for SC/M % for N3
Symbol adjusted	A(03)	Symbol for SC/M % for N3 if applicable
Subject/instructional offering fail indicator	N(02)	Values X Y Where Y → 0 Spare 1 Pass 2 Pass condoned 3 Pass converted 4 Pass with year mark 5 Fail 6 Fail (No in use) 7 Fail (Not in use) 8 Fail – apprentice 19 Irregular – not in use 9 Subject/instructional offering cancelled – not in use Where X 0 Mark complete 1 Mark incomplete
Date subj. offered	N(06)	Format CCYYMM
Wpm	N(03)	values 20, 25, 30, 35, 40 45, 50, 55, 60, 65, 70, 75, 80, 75, 80 (computyping only) and 35, 40, 45, 50, 55, 60, 65 (typing only)
Subject cert. No	A(12)	Certificate no. of subject certificate issued
Sort order	N(12)	Order in which certificates must be printed Value XXXX YYYY ZZZZ Where XXXX = Control break 1 Where YYYY = Control break 2 Where ZZZZ = Control break 3
Certificate number	A(12)	Certificate number of certificate issued

| Type of issue | N(02) | Transaction code
Values
X Y
Where Y
→ 0   Subject cert.
      1   M/SC
      2   SC
      3   Extra N3 subj. (MSC)
      4   SC with N3 subj.
      5   N3 cert.
      6   NSC
      7 – 8 Spare
      9   Grade 11 and Grade
            12 combination
Where X
     0 Firsts issue
     1 Replacement certificate
     2 Duplicate cert.
     3 Re-issue
     4 Combination |
| Error indications | N(02) | If the candidate is rejected, the error code will appear in this field |

4. Further clarification of the format (Senior Certificate, National Senior Certificate and N3)

4.1 Senior Certificate

4.1.1 Umalusi issues Senior Certificates in accordance with the requirements as they appear in the national education policy (Report 550) of the Minister of Education.

4.1.2 All Senior Certificate subjects passed by the candidate are listed on the certificate. If a candidate has credit for the same subject on more than one grade, it is deemed to be in the best interest of the candidate to list the higher grade, provided that the requirement of a minimum aggregate is not jeopardised in the process. A similar consideration applies in respect of the same language on more than one level.

4.1.3 If it is necessary to include N3 instructional offerings (Reports 191 and 190) to meet with the requirements for Senior Certificate, all the candidate's N3 instructional offerings may be listed on the certificate, provided that no subject is considered on more than

one level, or that a N3 instructional offering is not similar to a Senior Certificate subject.

4.1.4 The National Education Policy (Report 550) stipulates that A–level subjects can be offered by immigrants, but non-immigrant candidates may not.

4.2   Matriculation Endorsement

4.2.1 The requirements for a matriculation endorsement appear in the regulations published by HESA (Matriculation Board), and the Senior Certificate of a candidate who meets with these requirements, is endorsed accordingly. The results in a subject offered on higher grade, and failed with a mark of less than 30%, are still shown as a pass on standard grade, but with an indication that it does not meet with the pass requirements for university admission. The result in a subject offered on standard grade and failed with a mark of 25% or more is still shown as a pass on lower grade.

4.3   Effective date and types of certificate

4.3.1 First issues

If a candidate meets all the requirements for a Senior Certificate (and an endorsement, where applicable) in a single assessment session in November, no examination dates are printed next to individual subject, and the effective date of the certificate is December of that year. If a candidate meets with all the requirements in the assessment session in November and the following supplementary examination (keeping in mind how the requirements for the endorsement are applied to such a situation), no examination dates are printed next to individual subjects. The effective date of the certificate is April or June of the next year, depending on whether the supplementary examination was written in February/March or May. In all these cases Umalusi considers the certificate as a "first issue".

4.3.2 Combination: Endorsement and N3

Where a candidate has complied with the requirements for an endorsement, but also passed an instructional offering on the N3 level, this offering can be printed on the certificate, but will not

be used in the calculation of the final result. The candidate must have obtained credits in the N3 instructional offering(s) not more than 12 months before the final assessment. *This no longer applies but will still reflect in printing of replacement certificates.*

4.3.3 Subjects from the same origin

Where a candidate has offered subjects that are from the same origin, in accordance with the National Education Policy, reports 550, 190 and 191 and in the matriculation endorsement, regulations, this subject will not be used in the calculation of the result of the candidate but will be printed on the certificate.

4.3.4 Grade 11 and Grade 12

A candidate who passed a Grade 12 subject while in Grade 11 will not be allowed to use the subject credits gained in Grade 11 in the determination of the final result, however these credits will be reflected on the certificate. *This practice is only allowed until the November 2004 senior certificate examination*.

4.3.5 Replacements (Change of status)

In all other cases where a candidate meets with the requirements for a Senior Certificate or an endorsement in more than one assessment session the examination dates are printed next to individual subjects, and the effective date is the month following the month of the last assessment involved. In such a case Umalusi considers the certificate as a "replacement certificate". Other forms of replacement certificates occur when there is a change in the status of a certificate previously issued, such as the replacement of subject certificates by a Senior Certificate or an N3 Certificate, the replacement of an N3 Certificate and credits for the official language by a Senior Certificate, or the addition of a matriculation endorsement to a previously issued Senior Certificate as a result of an additional credit obtained. Certificates issued previously are not withdrawn, so that the different effective dates can be retained.

4.3.6 A special type of replacement certificate occurs when a candidate wants to combine certificates of subject/instructional offerings passed with more than one assessment body but during the same assessment session. In such a case Umalusi considers

the certificate as a "combination", and the considerations mentioned in respect of both "first issues" and "replacement certificates" apply *mutatis mutandis*, but no examination dates are printed next to individual subjects. Two subject certificates should be requested by the respective assessment bodies, where after one of the assessment bodies should request a special type replacement "combination" certificate. This should also be applied where a candidate offered senior certificate and N3 subjects in the same assessment session. The certificate numbers should be reflected in the certificate number fields following the subject information.

4.3.7 The request for a replacement certificate should reflect the previous certificate/subject certificate numbers in the certificate number field following the subject information. The dates of the different examinations will be printed next to the individual subjects.

4.3.8 In cases where a full-time candidate qualified for a senior certificate and requests a combination of the N3 subjects passed in a previous examination session as seventh or an eight subject, a replacement certificate should be requested. It should be noted that the N3 subjects should have been passed not more than 12 months prior to the senior certificate subjects, i.e. November 2003 and November 2004. The certificate number for the N3 subject certificate that was issued should be reflected in the certificate number field following the subject information. *This no longer applies but will still reflect in printing of replacement certificates.*

4.3.9 In cases where a full-time candidate qualified for a senior certificate and obtained the N3 subject credit after the senior certificate was issued, such combinations will not be allowed, but the N3 subject credit will be reflected on a subject certificate.

4.3.10 Combination of a senior certificate and an N3 certificate/subject certificate: If a candidate does not qualify for the senior certificate, but has N3 subject credits, these results can be combined for a senior certificate by requesting a replacement certificate, provided that the N3 subject has already been certified, and provided further that subjects with the same origin will not be certified. The programme code 5033333300 should be

used in these cases. The different examination dates will be reflected on the certificate.

4.3.11 Where a candidate obtained credits in different assessment sessions, a first issue will not be allowed. Therefore, no applications for first issues for a senior certificate with N3 subject under programme code 5033333300 will be allowed.

4.3.12 In cases where a senior certificate with endorsement and N3 subjects passed as a seventh subject is requested the following will apply: *this practice has been phased out.*

If a candidate obtained a senior certificate with matriculation endorsement and also passed an N3 subject as a seventh subject, the N3 subject information could be printed on the certificate but will not be taken into account for mark calculation purposes. The N3 subject will, however, only be printed if it was passed not more than 12 months prior to the senior certificate examination, and has been certified on a subject certificate prior to the application for combination.

4.3.13 In cases where a replacement of a senior certificate with a senior certificate with endorsement (full-time / part-time) is requested the following will apply:

A full-time candidate that retains credits from the first examination session, and fulfils the matriculation endorsement requirements as a part-time candidate in a second examination session, may combine the results according to paragraph 5 of the matriculation endorsement and exemption regulations.

4.3.14 In cases where a replacement of a senior certificate with a senior certificate with endorsement (full-time candidates) is requested the following will apply:

Candidates that obtained a conditional exemption may improve their results to obtain a senior certificate with endorsement in the supplementary examination or any subsequent examination sitting. Should a candidate submit an improvement in more than two subjects at the supplementary examination session or subsequent examination sitting, the results of the second and additional subjects will not be included on the

senior certificate but will be issued as a separate subject
certificate.

4.3.15 Replacement certificates (Original Certificate)

Umalusi issues a "replacement certificate" to replace a
certificate that was lost, destroyed or damaged **after** delivery to
the candidate. The original certificate must be returned, or a
detailed affidavit to the effect that the certificate has been lost
or destroyed, must accompany the application.

4.3.16 Re-issues

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

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 state in par 4.3.16.5

(a) 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.

4.3.16.1   Historical Practice

A "re-issue" is made to replace a certificate which was lost,
destroyed or damaged **before** delivery to the candidate, or to
correct an error such as a name which was misspelled, a wrong
date of birth or ID number or an incorrect subject/instructional

offering. The original certificate and a short explanation of the circumstances must accompany the application. The Council does not re-issue certificates when a candidate's surname or first name has changed. The view of the Council is that in these cases the certificate must be regarded as valid by employers and institutions of higher learning, provided the candidate can prove, by way of original documentation, that the surname or first name has changed.

4.3.16.2   Re-issues: Irregularities

Where a candidate was guilty of an irregularity in an examination and the period for which s/he was excluded from the examination has expired, a re-issue should be requested, should the candidate satisfy the requirements for a Senior Certificate. The effective date will be printed as the date on which the exclusion expires, i.e. if the candidate wrote the examination in November 2002 and was excluded for a period of 2 years, the effective date will be November 2004.

4.3.16.3   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. (1 May 2013 to 31 May 2014)

(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 unilaterally been changed 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 done after a certificate was issued. Such requests might also include cases where the certificate was requested prior to 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.

(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.

4.3.16.4   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 of measures implemented to locate the missing certificate.

4.3.16.5   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. Such a request will be considered, if it is submitted *within a six month period* after the issuing of the certificate to the candidate, but not later than a year after the examination.

(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 to Umalusi or that incorrect registration details was submitted, 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.

4.3.16.6   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.

4.3.16.7   Re-issue: Replacement: Change of Status

Once a candidate has received a replacement certificate (change of status) a re-issue **cannot** be requested to change personal details or subject information. The assessment body must therefore take particular care in requesting certificates where results from different examination sittings are used in a request for a replacement certificate (change of status).

In cases where details such as a candidate's date of birth and ID differ between the certificates issued and used for the issue of a replacement certificate (change of status), the 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 to receipt by a candidate as explained in par 4.3.16.4.

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, where after a new 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.

4.3.16.8 Re-issue: alteration of Sex Description and Sex Status

In the situation where 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 (if requested), and a re-assignation of sex description on the Umalusi data-base.

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 Identity Documents
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 that it has altered the sex description (and the names) of that person.
v. Formal electronic request by the assessment body

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

4.3.16.9 Re-issue: Change of personal details due to errors 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 unilaterally been changed by the Department of Home Affairs, an application for a re-issue for the consideration of Umalusi may be made. The relevant information, including a letter from the Department of Home Affairs which states the error and how it has been corrected, must accompany the application for a re-issue.

For applications with regard to errors on the side of the Department of Home Affairs, the following documentation is required:

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

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

5. **Due date for submission of data required for certification**

5.1 Certification data must be submitted to Umalusi within a three month period after the release of results. Certification data for candidates who have applied to have scripts remarked as well as appeals and irregularities must be submitted to Umalusi not later than four months after the results have been released.

5.2 In the case of a candidate who is absent for the whole or part of the assessment in a subject/instructional offering and a final mark for that subject/instructional offering is to be determined at a later stage, the certification data for that candidate should be held back until the completed result is available. If that subject/instructional offering is to be disregarded completely, it should be omitted from the candidate's record. However, if such a subject/instructional offering is included in the record for some reason, the computer system requires that a numerical mark be supplied.

6.   Matters to be given special attention

6.1   Senior Certificate, National Senior Certificate and N3

6.1.1   Any empty numeric field must be filled with zeros.

6.1.2   When a replacement certificate (change of status) is requested, the examination date is the date of the assessment in which the final subject/instructional offering was presented.

6.1.3   When the entire subject set from which the result is determined, consists of Senior Certificate subjects, the instructional program code is 6100000000. For a type 4 transaction with a mixture of Senior Certificate subject and N3 instructional offering where all the N3 instructional offerings are contained in a single instructional program, the instructional program code is the code of that program. For a type 4 transaction, with a combination of Senior Certificate subjects and N3 instructional offerings, where all the N3 instructional offerings are not contained in a single instructional program the instructional program code is 5033333300.

6.1.4   When a replacement Senior Certificate with endorsement (MSC) is requested for a candidate who participated in the first examination as a full-time candidate, the code for full-time or private is "1", regardless of the fact that the candidate was considered to be a private candidate for the last examination.

6.1.5   Given names are supplied in full. Although provision is made for 55 characters for given names and 55 characters for surname only 70 characters (including spaces) can be accommodated on the certificate. If a candidate has so many given names that this provision will be exceeded, some of the given names should be supplied in full while the others may be replaced by initials. Particular care should be taken with the hexadecimal codes for special characters in the name, as the wrong code simply means that the name will be printed incorrectly.   Special characters in names will only be printed if supplied in the correct format. Umalusi will not change names of candidates that have special characters once information is submitted.

6.1.6   The aggregate is the total of the marks obtained for the compulsory language(s) and the best four (or five) of the

remaining subjects, using the highest level certified in the case of a subject for which the candidate has credit on more than one level. The actual aggregate obtained is indicated, even in the case of condonation.

6.1.7 With regard to regulation 5 of the matriculation endorsement regulations a full time candidate that becomes a part time candidate issued with an endorsement certificate will be indicated in the "full-time or private" field in the layout with the code "3".

6.1.8 The previous certificate number as must be supplied in the case of an application for a re-issue or a duplicate or in the case where the code for full-time or private is a "3". The subject certificate number must be supplied in the case of an application for a replacement or a combination.

6.1.9 Cancellation code and cancellation date are supplied when and only when application is made for a re-issue or a duplicate.

6.1.10 For Senior Certificate, the subject final mark is the actual mark obtained on the grade offered, even when the result is condoned or converted. For N3 instructional offerings, the final mark is the percentage obtained.

6.1.11 The symbol obtained refers to the symbol based on the original marks for the subject/instructional offering while symbol adjusted is the new symbol after condonation or conversion.

6.1.12 When a Senior Certificate is to be issued symbol obtained is a letter A to H for all subjects. When an N3 Certificate is to be issued, the symbol obtained is represented as the percentage obtained.

6.1.13 When a candidate failed a subject/instructional offering, the subject/instructional offering fail indicator should normally be a "5". In special cases, e.g. where an overall pass mark was obtained but the candidate failed to achieve a sub-minimum, the subject/instructional offering fail indicator may be given as an "8", but then the result will be accepted as a fail without any further tests being done.

6.1.14 When a candidate committed an irregularity in an examination session, but a subject certificate is requested, it will be indicated by a "5" in the special condition field.

6.1.15 When a Senior Certificate without matriculation endorsement is to be issued, the aggregate is based on the two official languages and four subjects with the highest marks, taking into account the rules for determining an aggregate. In the case of a Senior Certificate with endorsement the first six subjects are the subjects on which all the other requirements are based but need not be the six subjects on which the aggregate is based. Where a candidate offered two second languages and one of these languages is determined as a Group D subject to fulfill the grouping requirements, the language should not be calculated as one of the official language (Group A) to determine the aggregate.

6.1.16 Certificates are automatically sorted according to centre numbers. If any other sorting is required, the assessment body must contact Umalusi for a special arrangement as to the details to be entered under sort order. If no other sorting is required sort the order should be 000000000000.

7.   Verification of certificates

According to Section 17(A)(6) of the General and Further Education and Training Act, 2001 (Act No. 58 of 2001), Umalusi is the only body that can issue certificates for qualifications, and in the section, it is also the Council's responsibility to verify the authenticity of certificates issued.

Umalusi verifies all certificates issued since 1992 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 bodies, that is the relevant provincial and national departments of education.

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

SECTION C

General Education and Training Certificate: GETC (ABET Level 4)

1.   Introduction

Sections 34 – 39 of the general education and training assessment policy in the general education and training band grade R to 9 and ABET (Dec 98) stipulate that:

- adult basic education and training (ABET) comprises three benchmark levels below the General Education and Training Certificate (GETC). The ABET learning continuum therefore covers ABET level 1, 2, 3 and 4, with level 4 being equivalent to a qualification on the national qualifications framework (NQF) Level 1 (GETC level).
- ABET learning areas cover the following learning categories: fundamental, core/contextual and electives, which will be organised into integrated learning programmes. Assessment is conducted against these learning areas.
- The combined assessment of learning achievement in these learning categories constitute an ABET qualification.
- At ABET levels 1 – 3, assessment is conducted internally and the moderation of results is conducted by provincial ABET specialists. A record of learning is kept for each learner.
- At ABET level 4 (GETC) both continuous assessment (CASS)/site based assessment (SBA) as well as external summative assessment are required. Both forms of assessment are moderated externally.

The policy document of the South African Qualifications Authority (SAQA) on the General Education and Training Certificate states that:

- A minimum of 120 credits are required for the GETC, of which at least 72 must be at NQF level 1.
- The 20 compulsory credits in language and communication must be obtained at NQF level 1 in one of the official South African languages or in one of the languages promoted by the Pan South African Language Board.
- The 16 credits from the organisational field of mathematics and mathematical literacy must be obtained at NQF level 1.

- A registered GETC can be unit standards-based or non-unit standards-based, in accordance with the requirements of the National Standards Bodies (NSB) regulation which states that, unit and non-unit standard-based certificates should articulate on the basis of their exit-level outcomes.
- Learners not meeting the requirements to be awarded a GETC, must receive a statement of achievement, reflecting the credits obtained or outcomes achieved.

As a result of the required policies, learning programmes, assessment tools, quality assurance structures, trained educators, etc. that were not developed until such time that the GETC certified under these directives phased out, the rules of combination of the GETC qualification proposed by the national Department of Education and registered by SAQA on the NQF, stated in par 5 of the directives, were applied in the certification process.

2.   Clarification of the format

2.1   Effective date and types of certificate

If a candidate meets all the requirements for a GETC in a single examination session in June or October, no examination dates are printed next to individual learning areas, and the effective date of the certificate is July or November of that year.

In all other cases where a candidate meets with the requirements for a GETC in more than one examination session, the examination dates are printed next to individual learning areas, and the effective date is the month following the month of the last examination involved.   In such a case Umalusi considers the certificate as a "replacement certificate".

Umalusi also issues a "replacement certificate" to replace a certificate that was lost, destroyed or damaged **after** receipt by the candidate. The original certificate must be returned, or a detailed affidavit to the effect that the certificate was lost or destroyed, must accompany the application.

A "re-issue" is made to replace a certificate which was lost, destroyed or damaged **before** delivery to the candidate, or to

correct an error such as a name which was misspelled, a wrong date of birth or ID number or an incorrect learning area result. The original certificate and a short explanation of the circumstances must accompany the application.

Certificates are issued under the name in which the candidate entered for the examination. Names will not be changed once the certificate has been issued and delivered to the candidate.

Where a candidate's behavior was irregular in an examination and the period for which s/he is excluded from the examination has expired, a re-issue should be requested, providing the candidate satisfies the requirements for a GETC. The effective date will be printed as the date in the month that the sanction period expired, i.e. if the candidate wrote the examination in October 2002 and was excluded for a period of two years, the effective date will be November 2004.

2.2 Due date for submission of information

The Council has decided that assessment bodies must submit candidate data for certification to Umalusi in respect of the June examination not later than three months (September) after the examination results were released, and data for the October/November examination, not later than March of the following year. Data for candidates who have applied to have scripts re-marked, as well as appeals and irregularities should be submitted four months at the latest after the examination.

2.3 Absence

When a candidate was absent for the whole or part of the examination in a learning area and a final assessment mark for that learning area is to be determined at a later stage, the entire result of the candidate should be held back until the final assessment mark is available. If the absentee is to be disregarded completely, it should be omitted from the record. However, if such a learning area is included in the record for some reason, the computer system requires that a numerical mark be supplied.

3. Matters to be given special attention

3.1 The instructional program code for the GETC is: 7100000000.

3.2 Given names are supplied in full. Although provision is made for 55 characters for given names and 55 characters for surnames only 70 characters (including spaces) can be accommodated on the certificate. If a candidate has so many given names that this provision is exceeded, some of the given names should be supplied in full while the others may be replaced by initials. 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.

3.3 The previous certificate number must be supplied in the case of an application for a re-issue or a duplicate. The learning area certificate number must be supplied in the case of an application for a replacement.

3.4 Certificates are automatically sorted according to centre numbers. If any other sorting is required, the assessment body must contact Umalusi for a special arrangement as to the details to be entered under sort order. If no other sorting is required the sort order should be 000000000000.

3.5 An empty numeric field is filled with zeros if no other number is specified.

3.6 When a replacement certificate is requested, the examination date is the date of the examination in which the final learning area/s was offered.

3.7 The previous certificate number/learning area certificate number, as stated in the layout of record type 3, must be supplied in the case of an application for a re-issue or a replacement (duplicate).

3.8 Cancellation code and cancellation date are supplied when and only when an application is made for a re-issue or a replacement (duplicate).

3.9 The final mark for the learning area is the actual adjusted mark obtained and it is given as a mark. To earn the allocated credits

in a particular learning area, a candidate must achieve at least 40% in that learning area.

3.10 When a learning area certificate is issued, the number of credits will be printed next to the learning area. The percentage obtained is not printed on the certificate. Only learning areas for which the candidate has obtained full credits, will be printed on the certificate. In cases where the candidate did not obtain the full credits for the learning area, the information should be omitted from the data that is sent to Umalusi.

3.11 A GETC will be awarded on achievement of a minimum of 120 **credits** according to the rules of combination as stipulated in rules of combination for the GETC as indicated in paragraph 4. A learner may achieve more than the minimum number of credits.

3.12 Credits may be accumulated over a period of time to achieve a GETC (ABET) qualification.

3.13 No conversion or condonation of results is applicable.

3.14 To determine the result for the qualifications that will be certified for 2001/10, and onwards all learning areas will be at ABET Level 4.

4. Rules of combination – GETC (ABET)

4.1 Allocation of credits per learning area and grouping

Fundamentals:

Language, Literacy and Communication (one language)	20 Credits
Mathematical Literacy, Mathematics and Mathematical Sciences (for Provinces - 2001 only)	16 Credits
Mathematical Literacy	16 Credits

Core:

Natural Sciences	16 Credits
Technology	16 Credits
Human and Social Sciences	16 Credits
Economic and Management Sciences	16 Credits
Arts and Culture	16 Credits
Life Orientation	16 Credits

| Mathematics and Mathematical Sciences | 16 Credits |
| An Additional Language | 16 Credits |

Electives:

Travel and Tourism	10 Credits
Small, Medium and Micro Enterprises (SMME)	10 Credits
Applied Agriculture and Agricultural Technology	10 Credits
Environmental Management	10 Credits
Food and Fibre processing	10 Credits
Ancillary Health Care	10 Credits

4.2   Table of learning areas making up a GETC (ABET) qualification:

Fundamentals	Both fundamentals compulsory
Language Literacy and Communication Afrikaans English Sesotho IsiZulu IsiXhosa Siswati Sepedi Tshivenda Xitsonga Setswana IsiNdebele	20 Credits
Mathematical Literacy, Mathematics and Mathematical Sciences (for Provinces - 2001 only)	16 Credits
Mathematical Literacy	16 Credits
Core - 16 Credits each Natural Sciences Technology Human and Social Sciences Economic and Management Sciences Arts and Culture Life Orientation Mathematics and Mathematical Science Additional Language	**Option 1** – 64 Credits required from 4 learning areas **Option 2** – 80 credits required from 5 learning areas **Option 3** – 96 Credits required from 6 learning areas

Electives - 10 Credits each Travel and Tourism SMME Applied Agriculture and Agricultural Technology Environmental Management Food and Fibre Processing Ancillary Health Care	**Option** 1 – 20 Credits from 2 learning areas **Option 2** – 10 credits from 1 learning area **Option 3** = No credits required

- It is possible to achieve a GETC (ABET) through any of the three options as indicated above combining the fundamentals, core and elective learning areas, irrespective of the examination dates.
- A learner must achieve at least 120 credits, of which a Language and Mathematical Literacy are **compulsory** (36 credits).
- A learner must achieve a minimum of 84 additional credits obtained from 6 learning areas in the core and elective groups.
- 16 credits will be granted for each core learning area mastered by the learner i.e. a mark of more than 40% was achieved.
- 10 credits will be granted for each elective learning area mastered.
- Where a candidate was issued with learning area certificates with credits for more than one language and now qualifies for a GETC, the learning area credits for the languages should be given as 20 whereafter Umalusi will translate it into 16 credits for certification purposes.

5. Assessment and competency requirements

5.1 Assessment at ABET Level 4 includes both site based assessment (CASS) and external assessment:

The weighting of formative versus summative assessment marks is determined by HEDCOM and CEM. CASS versus external assessment marks for 2001 was 100% summative, in 2002 the ratio was 50% CASS and 50% external assessment and for 2003 and onward, it will remain at 50% CASS and 50% external assessment.

The weighting of CASS and external assessment is as follows:

YEAR	CASS	EXTERNAL ASSESSMENT
2001	0 %	100 %
2002	50 %	50 %
2003 and onwards	50 %	50 %

5.2   Requirements for competency (pass mark)**:**

(a)   A minimum of 40% is required in the combination of formative and summative assessment. In year 1 (2001) only the external assessment mark obtained was considered for competency (pass mark).

(b)   A competency (pass) mark (40%) in a learning area will translate into the credits allocated to each learning area.

(c)   The General Education and Training Certificate will reflect the learning areas achieved.

6.   Format for transfer of information from Assessment Bodies

6.1   Composition of data records

6.2   Data structure

6.2.1   Data record   A(1075)

6.2.3   Assessment body control record – record type "1" redefines Data record.

6.2.3.1   Layout:

Record type-1	N(01)	Value = "1"
Assessment body code	N(02)	* see codes
Assessment body name	A(100)	Official name
Capture date	N(08)	Format CCYYMMDD Date data set created
Filler	A(964)	Value spaces

6.2.3 Assessment centre/school – record type "2" redefines Data record.

6.2.3.1   Layout:

Record type-2	N(01)	Value = "2"
Centre number	N(10)	Examination centre/school no
Centre name	A(80)	Centre/school name
Centre postal address	A(100)	Postal address with postal code. Lines must be delimited with a "," e.g. Box 47, Pretoria, 0001
Centre street address	A(100)	Street address Format (see postal address)
Filler	A(784)	Value spaces

6.2.4 Candidate record – record type "3" redefines Data record.

6.2.4.1   Layout

Record type-3	N(01)	Value = "3"
Centre number	N(10)	Examination centre/school no
Examination date	N(06)	Format CCYYMM
Transaction type	N(02)	Transaction code Values X Y Where Y 7 = Learning area certificate 8 = GETC (ABET) certificate Where X 0 Firsts issue 1 Replacement certificate (change of status) 2 Replacement certificate (Original certificate) 3 Re-issue 4 Combination
Instructional program code	N(10)	Value e.g. 7100000000 Umalusi Code right padded with zeroes
Candidate examination no	A(13)	Submit only 8 characters when using format centre number serial number
Full-time or private	N(01)	Not used
Surname	A(55)	
Given name(s)	A(55)	
Date of birth	N(08)	Format CCYYMMDD

Gender	N(01)	1 = Male 2 = Female
ID-number	A(13)	
Language preference (plus English)	N(02	01 = Afrikaans 02 = English only 03 = isiNdebele 04 = Sepedi 05 = Sesotho 06 = Siswazi 07 = Xitsonga 08 = Setswana 09 = Tshivenda 10 = isiXhosa 11 = isiZulu
Special conditions	N(02)	Submit only two zeros
Special conditions	N(02)	Submit only two zeros
Level offered	N(02)	07 = Learning area certificate 08 = GETC (ABET)
Level passed	N(02)	Same as for level offered
Aggregate	N(04)	Submit only four zeros
Aggregate symbol	A(03)	Not used
Aggregate condoned	N(01)	Not used
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	Certificate to be cancelled or replaced
Cancellation code	N(02)	01 = Mark adjustment 02 = Name corrections 03 = Learning area change 04 = Certificate lost /damaged
Cancellation date	N(08)	Format CCYYMMDD
Number. of learning areas offered	N(02)	occurs 15 times
Learning area code offered	N(10)	Umalusi codes
Level offered	N(02)	08 = ABET Level 4
Learning area Credits	N(10)	Leading zeros with last 2 digits indicating credits
Level passed	N(02)	08 = ABET Level 4
Final mark	N(03)	Actual mark
Symbol obtained	A(03)	Not used
Symbol adjusted	A(03)	Not used
Learning area fail indicator	N(02)	Always use 01
Date learning area offered	N(06)	Format CCYYMM
Wpm	N(03)	Not used

Learning area certificate number	A(12)	Certificate number of learning area certificate issued must be supplied for replacement
Sort order	N(12)	Order in which certificates must be printed Value XXXX YYYY ZZZZ Where XXXX = Control break 1 Where YYYY = Control break 2 Where ZZZZ = Control break 3

6.2.5   Data set control record – record type "4" redefines Data record.

6.2.5.1   Layout:

Record type-4	N(01)	Value = "4"
Number of type 2 records	N(06)	
Hash total type 2 records	N(06)	Last 6 characters of the total of the last three characters of the examination centres' numbers no. e.g. 5418832 thus 418832
Number of type 3 records	N(06)	
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
Filler	A(1050)	Value spaces

7.   GETC (ABET) Learning Area codes

INSTRUCTIONAL PROGRAMME: 7100000000

LEARNING AREA	CODE
LLC: Afrikaans	121098000
LLC: English	121098100
LLC: Sesotho	121098200
LLC: isiZulu	121098300
LLC: isiXhosa	121098400
LLC: Siswati	121098500
LLC: Sepedi	121098600
LLC: Tshivenda	121098700
LLC: Xitsonga	121098800
LLC: Setswana	121098900
LLC: isiNdebele	121099000
Mathematical Literacy, Mathematics and	152099100

Mathematical Science	
Mathematical Literacy	152077000
Mathematics and Mathematical Science	152077100
Natural Science	153099200
Technology	116099300
Human and Social Sciences	225099400
Economic and Management Science	466099500
Arts and Culture	366099600
Life Orientation	216099700
Small, Medium and Micro Enterprises	466099800
Applied Agriculture and Agricultural Technology	166099900
Ancillary Health Care	960772000
Environmental Management	160773000
Food and Fibre Processing	100774000
Travel and Tourism	226000100

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