



Council for Quality Assurance in
General and Further Education and Training

DIRECTIVES FOR CERTIFICATION
SENIOR CERTIFICATE, AS AMENDED (2017)

April 2018

Version 2.1

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Changes and updates in this version

Previous Version: August 2017; Version 2.0

Current Version: April 2018; Version 2.1

Amendments:

Government Notice 165 of 2 March 2018 introduced new policy setting out the minimum admissions requirements for entry into higher education for holders of the SC(a). Changes captured in this version of the directives are:

- Refer to paragraph 13: Minimum admission requirements to Higher Education. Policy as per Government Notice 165 of 2 March 2018 added.
- Paragraph 25: Format for requesting certificates
 - Transaction status and transaction type – indicators added for SC(a) admission to Higher Education
 - Higher Education Admission – indicators added
 - Higher Education Admission – Umalusi – on return dataset, indicators as calculated by Umalusi added to field previous not used.

Abbreviations and Acronyms

ABET	Adult Basic Education and Training
ASC	Senior Certificate, as amended
DBE	Department of Basic Education
FET	Further Education and Training
GET	General Education and Training
HESA	Higher Education South Africa
HG	Higher Grade
IEB	Independent Examination Board
LG	Lower Grade
LOLT	Language of Learning and Teaching
N3	National Certificate N3
NSC	National Senior Certificate (Schools)
NQF	National Qualifications Framework
PED	Provincial Education Department
SACAI	South African Comprehensive Assessment Institute
SC	Senior Certificate
SG	Standard Grade
USAF	Universities South Africa (Formerly HESA)

Glossary

Adult learner means a person 21 years of age or older on the first day of the month in which the Senior Certificate, as amended, examination is conducted;

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

Assessment body means an assessment body as defined in the *General and Further Education and Training Quality Assurance Act, 2001* (Act No. 58 of 2001) as amended;

Candidate means a person who has registered for the examinations of the Senior Certificate, as amended

Certification means the formal recognition through the award of a certificate to a successful candidate for a qualification or part qualification;

Change of status indicates that a certificate issued to a candidate has been replaced by a certificate that is either a full qualification or with a certificate which gives admission to an improved level of admission to higher education;

Combination the certificate type issued to a candidate who has written subjects in the same examination sitting with two assessment bodies;

Condonation means the limited relaxation of promotion requirements as contemplated in paragraph 18(a) of this document;

Council means 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) as amended and as a Quality Council by the *National Qualifications Framework Act, 2008* (Act No. 67 of 2008)

Credit/s means the recognition for certification purposes of (a) passed subject(s) obtained in a previous Senior Certificate examination on Higher Grade or Standard Grade, or a N3 Business Language, or obtained from the NSC as certified by Umalusi (2008 onwards);

Department of Basic Education means the national department responsible for basic education, Grades R-12;

External examination means the external assessment process that is set and administered by a recognised assessment body; it refers to the culmination of the summative assessment process, when candidates are subjected to final formal assessment in an examination sitting;

Failed all subjects is the transaction type used in certification data to reflect the status of a candidate who has written and failed all the subjects he/she was registered for. This information must be submitted for the candidate even though no certificate is printed for such a candidate as it forms a part of the national cohort record.

First Additional Language means the language proficiency level that reflects the basic intercultural and interpersonal communication skills needed in social situations and the cognitive academic skills essential for learning across the curriculum. The First Additional Language level can be used as the language of learning and teaching (LOLT), if applicable. Such languages were previously described as being on Second Language level;

First issue certificate is a certificate type issued to a candidate for subjects passed in one examination sitting. This may be for the full qualification or a Subject Statement for subjects passed;

First Language is a term used to refer to a language offered at a level considered to be appropriate for native speakers of a language. A First Language could be offered on either Higher or Standard Grade. Such languages are now described as being on Home Language Level;

Home Language means the language proficiency level that reflects the mastery of interpersonal communication skills required in social situations and the cognitive academic skills essential for learning across the curriculum. This level also provides learners with a literary, aesthetic and imaginative ability that will provide them with the ability to create, imagine, and empower their understandings of the world they live in. Such languages were previously described as being on First Language level;

Immigrant candidate means a candidate who was registered as an immigrant for a qualification as certified by Umalusi;

Language levels means the proficiency levels at which all official and non-official languages are offered at school, i.e. Home Language, First Additional Language and Second Additional Language levels;

Language of learning and teaching (LOLT) means the language of learning and teaching at an institution of higher learning (such as a university). The LOLT may be a learner's Home Language or First Additional Language;

National Senior Certificate means the qualification at NQF Level 4 awarded as a final exit certificate to a candidate who has complied with the relevant exit-level outcomes stipulated in the policy for the National Senior Certificate, a qualification at Level 4 on the National Qualifications Framework;

National Qualifications Framework (NQF) means the ten-level framework to provide for the registration of national standards and qualifications as contemplated in the *National Qualifications Framework Act, 2008* (Act No. 67 of 2008);

N3 Languages means the languages offered in terms of Reports 190 and 191 at either First or Second Language Level;

Provincial Education Department means an education department, as contemplated in section 1 of the *Employment of Educators Act, 1998* (Act No. 76 of 1998), as amended;

Qualification means a registered qualification as contemplated in the *National Qualifications Framework Act, 2008 (Act No. 67 of 2008)*;

Replacement certificate (Change of status) means a certificate issued to a candidate who has qualified for the qualification with credits from more than one examination sitting;

Replacement certificate (Original lost or damaged) means a certificate issued to a candidate who has lost the original certificate issued by Umalusi, or whose original certificate was damaged or destroyed after its receipt by the candidate;

Second Additional Language Level means the language proficiency level that focuses on the basic interpersonal communication skills needed in social situations and includes intercultural communication. It is intended to further multilingualism. Although reading and writing will be developed, at this level the emphasis will be on developing listening and speaking skills. This language level will not be offered as part of the Senior Certificate, as amended;

Second Language means a language as defined in *A Résumé of instructional programmes in schools, Report 550 (2001/08)*

Senior Certificate means a qualification at Level 4 on the NQF, which is awarded to a candidate who complies with the national policy requirements set out in the policy document *A Résumé of instructional programmes in schools, Report 550 (2005/09)*

Senior Certificate, as amended means a qualification at Level 4 on the National Qualifications Framework (NQF) which is awarded to a candidate who complies with the national policy requirements set out in the policy document, *A Résumé of subjects for the Senior Certificate, Report 550, (2017/...)*, as amended;

Third Language means a language as defined in *A Résumé of instructional programmes in schools, Report 550 (2001/08)*. Such languages are now referred to Second Additional Languages

Umalusi is 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)*. The promulgation of the *National Qualifications Framework (NQF) Act, 2008, (Act No 67 of 2008)*, constituted Umalusi as the Quality Council (QC) for General and Further Education and Training, as provided for in *General and Further Education and Training Quality Assurance Act, 2001 (Act No 58 of 2001)*, as amended. In terms of Section 27 (a) – (k) of the NQF Act, each QC is responsible for the development and management of its sub-framework;

Withdrawn/absent/outstanding refers to the transaction status of a candidate who was enrolled for an examination but who did not write the final examination due to withdrawal from the examination or who was absent or who has an outstanding mark. The certification information for such candidates must be submitted for statistical purposes even though they will not receive a certificate.

Executive summary

The purpose of these directives is to provide information to assessment bodies which submit candidates' achievement records to Umalusi for the Senior Certificate, as amended, as promulgated by Government Gazette 41024 of 4 August 2017 for certification.

This document:

- provides guidelines that clarify the way in which candidates' results are determined after an external 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 Senior Certificate, as amended; and
- gives general information on the certification and verification services that Umalusi offers.

1. Introduction

The promulgation of the *National Qualifications Framework (NQF) Act, 2008*, (Act No 67 of 2008), constituted Umalusi as the Quality Council (QC) for General and Further Education and Training, as provided for in the *General and Further Education and Training Quality Assurance Act, 2001* (Act No 58 of 2001), as amended.

Umalusi now serves as one of three Quality Councils, alongside the Council for Higher Education (CHE) and the Quality Council for Trades and Occupations (QCTO), and is required to collaborate with the South African Qualifications Authority and the other Quality Councils (QCs). In terms of Section 27 (a) – (k) of the NQF Act, each QC is responsible for the development and management of its sub-framework.

The General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001), as amended, 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:

- implements principles of good practice in issuing certificates;
- develops and maintains policies and directives for certification;
- maintains acceptable quality assurance standards for awarding certificates;
- maintains a certification system and infrastructure, including appropriate security arrangements;
- maintains a database of certificates from which to verify issued certificates;
- issues replacement certificates;
- identifies and deals with fraudulent certification requests; and
- timeously processes certification requests.

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

Qualification/Certificate	NQF Level
Senior Certificate (Report 550)	4
National Senior Certificate (Schools)	4
National Senior Certificate (Reports 190 and 191)	4
National N3 Certificate (Reports 190 and 191)	-
National Certificate (Vocational) (NC(V))	2, 3, 4

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Qualification/Certificate	NQF Level
Subject Certificate (<u>Report 550</u> and Reports 190 and 191)	-
General Education and Training Certificate (GETC: ABET Level 4)	1
Learning Area Certificate (GETC: ABET Level 4)	-
Subject Statement (NC(V), National Senior Certificate and Senior Certificate, as amended)	-

The Senior Certificate, as amended, a qualification at Level 4 on the NQF, will be included in this list and certified in accordance with these directives.

Umalusi issues certificates to candidates as stipulated in the applicable regulations for the issuing of certificates for each qualification in accordance with the promotion and programme requirements for the qualification concerned.

This document should be read together with the following policies as applicable:

- National Policy pertaining to the Conduct, Administration and Management of the Senior Certificate (Report 550);
- Regulations pertaining to the conduct, administration and management of the Senior Certificate examination;
- Quality Assurance of Assessment: Policies, Directives, Guidelines and Requirements, July 2006: Umalusi, as amended;
- Regulations for certification, Government Gazette No. 25794 of 2 December 2003 as amended;
- *A Résumé of subjects for the Senior Certificate*, Report 550, Government Gazette No 37902 of 11 August 2014 as amended (March 2016 and July 2017);
- Directives for Certification: Senior Certificate (August 2013); and
- Directives for Certification: National Senior Certificate (Schools) (August 2013)

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

2. The purpose of the directives

Due to the nature and extent of the amendments to the Senior Certificate, as reflected in a *Résumé of subjects for the Senior Certificate*, Report 550, Government Gazette 41024 of 4 August 2017. Umalusi hereby provides a new set of directives for certification to manage the certification process as from the first cohort who wrote in June 2014.

The directives for certification for the Senior Certificate (August 2013) are, however, retained for the issuing of the Senior Certificate for the period 1992 to June 2014.

The purpose of these directives are to:

- provide a common understanding of the responsibilities and requirements spelled out in the policy document *A Résumé of subjects for the Senior Certificate, Report 550*, Government Gazette 41024 of 4 August 2017;
- provide clarification in terms of certification requirements for the issuing of the Senior Certificate, as amended in terms of the requirements of the *Policy for the General and Further Education and Training Qualifications Sub-framework* (August 2014) as amended;
- assist assessment bodies to request certification for candidates who entered for, wrote and were successful in the Senior Certificate, as amended examination as July 2014 of June 2014;
- assist assessment bodies to determine a candidate's results in terms of the requirements stipulated in the Senior Certificate, as amended policy (*Report 550*, Gazette 41024 of 4 August 2017) and the requirements of the *Policy for the General and Further Education and Training Qualifications Sub-framework* (August 2014) as amended; and
- indicate the data structure of the information for submission to Umalusi for the issuing of candidates' certificates.

3. Compliance by an assessment body

Umalusi awards qualifications based on the credibility of the assessment provided by accredited assessment bodies and by the state, which is currently deemed to be accredited. In order to satisfy itself of the integrity of the assessment opportunities offered, Umalusi may require an assessment body seeking accreditation and/or Umalusi accredited assessment bodies and/or assessment bodies deemed accredited by law 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 requirements stipulated in a qualification policy; the related rules of combination, in accordance with the requirements of the *General and Further Education and Training Qualifications Sub-framework*;
- supplies final marks to Umalusi in the format outlined in the relevant directives for certification, in terms of regulation 10(g) of the regulations for the issuing of certificates as promulgated by the Minister of Basic Education;
- registers examination centres which assess candidates for the qualifications certified by Umalusi in accordance with Umalusi accreditation criteria for private centres and in line with the policy for the registration of public examination centres and Umalusi criteria/directives;

- supplies Umalusi with the names and registration numbers of examination centres eligible to offer the examinations for a particular qualification six months prior to the administration of the examination;
- supplies finalized candidate registration data within one calendar month of the finalization of registration as per the assessment body's annual management plan;
- submits proof of HOD approval for Senior Certificate, as amended candidate(s) who are 18 – 21 years of age, within 7 working days of Umalusi's request for such documentation; and
- submits the LSEN status of candidates at the point when candidate registration is submitted as well as at the point of certification.

4. 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 the state and/or an accredited assessment body according to the requirements of an approved qualification and its curricula.

Such a candidate must be registered for the qualification and meet the entrance requirements for the qualification. Umalusi will issue a certificate where a candidate has met the minimum entrance-, programme-, promotion- and certification requirements for the qualification as stipulated in the qualification policy document and in terms of the policy requirements for qualifications on the General and Further Education and Training Qualifications Sub-framework. Alternatively, Umalusi will issue a subject statement to candidates who have passed certain subjects towards the qualification but who have not yet met the full certification requirements for the qualification.

5. Certification fees

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

6. 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 body that has been mandated to issue certificates for the relevant qualifications since September 1992. It is also the Council's responsibility to verify the authenticity of certificates issued.

Umalusi is responsible for verifying the certificates it issues for qualifications in General and Further Education (NQF Levels 1 — 4) and verifies all certificates

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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.

7. Background information to the Senior Certificate, as amended

- a. The Senior Certificate with its differentiation of Higher Grade and Standard Grade subjects as well as rules of combination was offered for the last time in June 2014. Certificates reflecting subject credits achieved until June 2014 will be issued in terms of the Umalusi Directives for Certification, August 2013.
- b. The Senior Certificate, as amended, a *Résumé of subjects for the Senior Certificate, Report 550*, Government Gazette No 37 902 of 11 August 2014 as amended by Government Gazette No 39775 of 4 March 2016, and Government Gazette 41024 of 4 August 2017 was published for implementation from July 2014.
- c. For the purposes of certification of the Senior Certificate, as amended, Umalusi recognises subject credits from the qualifications as indicated:
 - i. credits obtained in the Senior Certificate on Higher Grade or Standard Grade which were certified by Umalusi between November 1992 and June 2014 (No Lower Grade subjects will be considered);
 - ii. N3 Business Languages as certified by Umalusi;
 - iii. credits obtained from the National Senior Certificate, as certified by Umalusi from November 2008;
 - iv. credits obtained in the Senior Certificate on Higher Grade or Standard Grade prior to September 1992 upon submission of supporting documentation from the requesting assessment body.
- d. No N3 subjects, other than the languages as indicated in par 7(d) above, will be recognised in combination with Senior Certificate, as amended subjects selected from *Résumé of subjects for the Senior Certificate, Report 550*.
- e. No Lower Grade subjects will be recognised in combination with Senior Certificate, as amended, subjects selected from *Résumé of subjects for the Senior Certificate, Report 550*

8. Entrance requirements

Résumé of subjects for the Senior Certificate, Report 550 stipulates the entrance requirements for the Senior Certificate, as amended, a qualification at NQF Level 4, as follows:

- a. The following candidates may enrol for the Senior Certificate, as amended-
 - i. Adult candidates who are 21 years and older who have-
 1. a GETC; or
 2. a Grade 9 school report, stating that they have passed Grade 9; or
 3. a recognised equivalent qualification obtained at NQF Level 1.
 - ii. Adult candidates with an incomplete Senior Certificate qualification written prior to 2015, who are 21 years and older on the first day of the month in which the Senior Certificate, as amended, examination is conducted;
 - iii. Out-of-school-youth 18-21 years old who could not complete their FET school education and who can no longer be accommodated in the school system due to special circumstances as verified by the Head of Department, provided further that they satisfy the requirements stipulated in 11(a)(i)(1-3); and
 - iv. Adult candidates who are 21 years and older with an incomplete NSC and whose School-Based Assessment component has expired;
 - v. Adult candidates who are 21 years and older with an incomplete NSC and whose School-Based Assessment component has not yet expired may choose to complete the NSC, or convert to the Senior Certificate, as amended. Should the candidate choose to convert to the Senior Certificate, as amended, they may not revert to the NSC and attempt to complete the NSC qualification.
- b. In order to confirm the age of candidates eligible to register for the Senior Certificate examination as stipulated in *A Résumé of subjects for the Senior Certificate, Report 550*, a certified copy of the candidate's Identity Document must be submitted to the assessment body together with the application for registration. At the point where a candidate is registered on the IT system, the assessment body must verify that, at the point of writing the examination, the candidate will be of the required age, as indicated in the entrance requirements.
- c. For candidates who are not South African citizens, a certified copy of an equivalent document – passport, study permit or identification document from the country of origin – must accompany the registration form.
- d. Umalusi will verify candidate fulfilment of the entrance requirements once the finalized candidate registration data is supplied by the assessment body to Umalusi within one calendar month of the finalization of registration, as per the assessment body's annual management plan.

- e. Candidates not meeting the entrance requirements will not be issued with a Senior Certificate, as amended or a subject statement for a subject passed.
- f. Umalusi reserves the right to request all such supporting evidence to verify the eligibility of a candidate to write the examination.

9. Duration of the qualification:

No timeframe for meeting the requirements for the Senior Certificate, as amended, has been stipulated.

10. Weighting of external assessment

Umalusi certifies the Senior Certificate, as amended qualification for adults and out-of-school youth based on an external examination only. The weighting for the external assessment is thus 100% of the final mark.

11. Subject groupings and subject tables in the Senior Certificate, as amended

The Senior Certificate, as amended subjects are grouped into categories and tables in *A Résumé of subjects for the Senior Certificate, Report 550*, under Annexure C. The Senior Certificate, as amended subjects are all listed as Group A subjects, and are further separated into Table A and Tables B1 to B4 as indicated below:

Group A subjects

TABLE A: OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL

SUBJECT
Afrikaans Home Language
Afrikaans First Additional Language
English Home Language
English First Additional Language
IsiNdebele Home Language
IsiNdebele First Additional Language
IsiXhosa Home Language
IsiXhosa First Additional Language
IsiZulu Home Language

SUBJECT
IsiZulu First Additional Language
Sepedi Home Language
Sepedi First Additional Language
Sesotho Home Language
Sesotho First Additional Language
Setswana Home Language
Setswana First Additional Language
SiSwati Home Language
SiSwati First Additional Language
Tshivenda Home Language
Tshivenda First Additional Language
Xitsonga Home Language
Xitsonga First Additional Language

TABLE B1: AGRICULTURE

SUBJECT
Agricultural Sciences

TABLE B2: BUSINESS, COMMERCE AND MANAGEMENT STUDIES

SUBJECT
Accounting
Business Studies
Economics

TABLE B3: HUMAN AND SOCIAL STUDIES

SUBJECT
Geography
History
Religion Studies

TABLE B4: PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCES

SUBJECT
Computer Applications Technology

Information Technology
Life Sciences
Mathematical Literacy
Mathematics
Physical Sciences

12. Programme Requirements for the awarding of the Senior Certificate, as amended

- a. A candidate must have six (6) subjects selected as follows:
 - i. Two (2) official languages, provided that one of the two official languages is offered on the Home/First Language Level and the other, on either Home/First or First Additional/Second Language Level.
 - ii. One of the above official languages contemplated in sub-paragraph (i) must be a LOLT of institutions of further and higher education.
 - iii. A minimum of four (4) other subjects must be presented. Of the four (4) required subjects, a maximum of two (2) additional languages may be presented.
- b. Candidates for the Senior Certificate, as amended, may register for any number of subjects for any given examination sitting.
- c. Senior Certificate subjects listed in *A Résumé of instructional programmes in schools Report 550 (2005/09)*, will be considered in combination with Senior Certificate, as amended, subjects listed in *Résumé of subjects for the Senior Certificate Report 550 (2017/Gazette 41024 of 4 August 2017)*, for the awarding the Senior Certificate, as amended, provided that the requirements and provisos are met.
- d. N3 Business Languages from Reports 190 and 191 at First and/or Second Language level may be used to meet the language requirements for the awarding of the Senior Certificate, as amended, provided that the requirements and provisos are met.
- e. National Senior Certificate subjects listed in the *National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R-12*, will be considered in combination with Senior Certificate, as amended, subjects listed in *A Résumé of subjects for the Senior Certificate, Report 550*, for the awarding of the Senior Certificate, as amended, provided that the requirements and provisos are met.

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- f. No subject listed in *A Résumé of instructional programmes in schools Report 550 (2005/09)* may be offered after 2014.
- g. The approved subjects for the Senior Certificate, as amended, are listed in **Annexure C** of *A Résumé of subjects for the Senior Certificate, Report 550*.

12.1 Provisos

- 12.1.1 For the purposes of the awarding of the Senior Certificate, as amended, the same language may not be offered and/or presented twice regardless of level and/or qualification of origin (For example a candidate may not offer a language at First Language Level on HG selected from *A Résumé of instructional programmes in schools Report 550 (2005/09)* and the same language selected at First Additional Language level selected from the Senior Certificate, as amended, subjects listed in *A Résumé of subjects for the Senior Certificate, Report 550*;
- 12.1.2 Not more than one language shall be offered from the same group, namely:
 - a) IsiXhosa, IsiZulu, Siswati and IsiNdebele; and
 - b) Sepedi, Sesotho and Setswana.
- 12.1.3 The same Senior Certificate subject, selected from Senior Certificate subjects as stipulated in *A Résumé of instructional programmes in schools Report 550 (2005/09)* shall not be offered on both Higher Grade and Standard Grade;
- 12.1.4 A candidate may not present both Mathematics and Mathematical Literacy;
- 12.1.5 For the purposes of the awarding of the Senior Certificate, as amended, Mathematics and/or Mathematical Literacy shall not be offered and/or presented twice regardless of level and/or qualification of origin, subject to 15.1.4 above;
- 12.1.6 A candidate may not present the following Senior Certificate, as amended, subjects in combination with Senior Certificate subjects listed in *A Résumé of instructional programmes in schools Report 550 (2005/09)*:

SENIOR CERTIFICATE SUBJECTS OFFERED PRIOR TO 2015	SENIOR CERTIFICATE, AS AMENDED, SUBJECTS
Accounting HG/SG	Accounting

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SENIOR CERTIFICATE SUBJECTS OFFERED PRIOR TO 2015	SENIOR CERTIFICATE, AS AMENDED, SUBJECTS
Agricultural Science	Agricultural Sciences
Biology HG/SG	Life Sciences
Biblical Studies HG/SG	Religion Studies
Business Economics HG/SG	Business Studies
Commercial Mathematics	Mathematical Literacy/Mathematics
Computer Studies HG/SG	Information Technology
Computyping SG	Computer Applications Technology
Economics HG/SG	Economics
Functional Mathematics SG	Mathematical Literacy/Mathematics
Functional Physical Science SG	Physical Sciences
Geography HG/SG	Geography
History HG/SG	History
Mathematics HG/SG	Mathematical Literacy/Mathematics
Physical Science HG/SG	Physical Sciences
Physiology HG/SG	Life Sciences
Physiology and Hygiene SG	Life Sciences

- 12.1.7 The provisos in 15.1.6, above, will not apply to additional subjects that is the seventh and eighth subjects. Such additional subjects not in compliance with the provisos will not be printed on the Senior Certificate, as amended, but may be reflected on a separate subject statement.
- 12.1.8 The provisos stipulated in the previous policy document, *A Résumé of instructional programmes in schools, Report 550 (2005/09)* pertaining to the offering of Higher and Standard Grade subjects, the offering of Music from another assessment body, the offering of subjects such as Maritime Studies and the Technika subjects, and subjects with a significant overlap in content, as contemplated in paragraphs 23(1)(a)(v) to (xvi), are maintained and are applicable for credits obtained in the period prior to 2015;
- 12.1.9 No subject with the same naming-convention may be offered from both the NSC and the Senior Certificate, as amended ;

- 12.1.10 All subject exclusions and prohibited subject combinations listed in *the National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R-12*, as amended, apply;
- 12.1.11 The proviso in 15.1.10, above, will not apply to additional subjects that is the seventh and eighth subjects. Such additional subjects not in compliance with the provisos will not be printed on the Senior Certificate, as amended, but may be reflected on a separate subject statement.
- 12.1.12 Language compensation will be applied only to candidates offering a six-subject package selected from the Senior Certificate, as amended, subjects listed in *A Résumé of subjects for the Senior Certificate*, Report 550, but this will be phased out as agreed with Umalusi;
- 12.1.13 No immigrant status will be granted to candidates offering the Senior Certificate, as amended, whether as a first time candidate or in combination with previously obtained subject credits, and
- 12.1.14 No A-level subject credits obtained from the permissible qualifications shall be used in combination with subjects from the Senior Certificate, as amended, listed in Annexure C, toward the awarding of the Senior Certificate, as amended.
- 12.1.15 Music programmes developed by accredited assessment bodies as listed below which could be offered under the SC or the National Senior Certificate will not be recognised for the issuing of the Senior Certificate, as amended:
- (i) Associated Board of the Royal Schools of Music Practical Music Examination;
 - (ii) Trinity College of London Practical Music Examination; and
 - (iii) Unisa Practical Music Examination.

13. Minimum admission requirements to Higher Education

The Minister of Higher Education and Training published policy setting out minimum admissions requirements for entry into higher education for holders of the SC(a) under Government Notice 165 of 2 March 2018. The paragraphs below capture these admission requirements.

13.1 Minimum admission requirements to Higher Education: Higher Certificate studies

The minimum admission requirements to Higher Education: Higher Certificate studies is a Senior Certificate issued under the August 2014 regulations for the Senior Certificate published under Government Notices 612 and 613 of August 2014 for the SC(a), coupled with:

- (a) a minimum of 30% in the language of learning and teaching in the case of NSC/SC(a) and with a minimum of 33.3% in the case of SC (Report 550) of the higher education institution.

13.2 Minimum admission requirements to Higher Education: Diploma studies

The minimum admission requirements to Higher Education: Diploma studies is a Senior Certificate issued under the August 2014 regulations for the Senior Certificate published under Government Notices 612 and 613 of August 2014 for the SC(a), coupled with:

- (a) a minimum of 30% in the language of learning and teaching, in the case of NSC/SC(a) and with a minimum of 33.3% in the case of SC (Report 550) of the higher education institution;
- (b) If the candidate offered six NSC/SC(a) 20-credit subjects, an achievement rating of 3 (40%) or better in four NSC/SC(a) subjects; or
- (c) If the candidate offered a mix of SC (Report 550), NSC and SC(a) 20-credit subjects, and passes with an achievement rating of 3 (40%) or better in at least four subjects, which must be Higher Grade SC and/or NSC and/or SC(a) subjects. Provided that a candidate may complete one Standard Grade SC subject at 50% or better in place of one Higher Grade SC subject at 40% or better.

13.3 Minimum admission requirements to Higher Education: Bachelor's Degree studies

The minimum admission requirements to Higher Education: Bachelor's Degree studies is a Senior Certificate issued under the August 2014 regulations for the Senior Certificate published under Government notice 612 and 613 of August 2014 for the SC(a), coupled with:

- (a) a minimum of 30% in the language of learning and teaching in the case of NSC/SC(a) and a minimum of 33.3% in the case of SC (Report 550) of the higher education institution
- (b) If the candidate offered six NSC/SC(a) 20-creditsubjects, an achievement rating of 4(50%) or better in four NSC/SC(a) subjects; or
- (c) If the candidate offered a mix of SC (Report 550), NSC and SC(a) 20-credite subjects, and passes an achievement rating of 4 (50%) or better in at least four subjects, which must be Higher Grade SC and/or NSC and/or SC(a) subjects,

14. Certification requirements for the Senior Certificate, as amended

NOTE: THIS SECTION LAYS OUT THE BASIC CERTIFICATION REQUIREMENT FOR THE SENIOR CERTIFICATE, AS AMENDED FOR CANDIDATES ENROLLING FOR THE QUALIFICATION FOR THE FIRST TIME AFTER JUNE 2014.

THE CERTIFICATION REQUIREMENTS FOR CANDIDATES WITH CREDITS FROM THE NATIONAL SENIOR CERTIFICATE, THE SENIOR CERTIFICATE AND/OR THE N3 BUSINESS LANGUAGES ARE DEALT WITH SEPARATELY IN PARAGRAPH 16 BELOW.

- a. The Senior Certificate, as amended will only be awarded to a candidate who has offered at least the combination of subjects, as detailed under 14(a)(i-iii) above:
- b. A candidate must fulfil the minimum promotion requirements, viz:
 - i. Pass at least five of the six Senior Certificate, as amended subjects entered for and examined;
 - ii. Pass three of the required six subjects at 40%
 - iii. Pass two of the remaining subjects at 30%;
 - iv. Pass two official languages, one language on at least Home language level at 40% and the other on either First Additional Language or Home Language level at 30%;
 - v. One of the required languages must be a LoLT;
 - vi. Obtained a sub-minimum of 20% in the failed sixth subject;
 - vii. There is no aggregate requirement.
- c. Where a candidate does not meet the minimum requirements for the issuing of a Senior Certificate, as amended, but has passed one or more subjects, Umalusi will issue a subject certificate.

14.1 Combination of results for the Senior Certificate, as amended with credit transfer from other qualifications

- a. A *Résumé of subjects for the Senior Certificate, Report 550 (2017/*) stipulates the minimum entry requirements for candidates entering the Senior Certificate, as amended who already have Senior Certificate HG and/or SG subject credits and/or N3 Business Languages. It does the same for candidates with National Senior Certificate subject credits.
- b. On the basis of credit transfer from other qualifications, the rules of combination for the Senior Certificate, as amended allow for a number of possible subject combinations for the awarding of a Senior Certificate, as amended. The award of the Senior Certificate, as amended with a combination of passed subject credits from the various qualifications identified in paragraph a above is subject to a candidate's meeting the certification requirements as stipulated in Paragraph 17.
- c. Any number of examination sittings can be considered in the combination of results where subject credits from other qualifications are considered in the issuing of the Senior Certificate, as amended.
- d. It is therefore necessary to stipulate the minimum requirements in cases where more than one examination sitting is taken into account for awarding the Senior Certificate, as amended, where subject credits obtained from other qualifications are combined, through a credit recognition process, with credits from other qualifications.

14.2 Recognised credits

Credit combination will be restricted to credits previously obtained from the following qualifications-

- a) A *Résumé of instructional programmes in schools Report 550 (2005/09)* (Senior Certificate) offered prior to 2015;
- b) Senior Certificate, as amended ;
- c) National Senior Certificate; and
- d) Report 190/191 - N3 Business Languages only.

14.3 Principles underpinning credit combination

DIRECTIVES FOR CERTIFICATION: SENIOR CERTIFICATE, AS AMENDED (2017)

- a. Any number of previously obtained credits selected from the categories contemplated in sub-paragraph 8B(1)¹, may be combined;
- b. a minimum of one Senior Certificate, as amended, subject must be offered and passed at 30% or 40% if it is a Home Language;
- c. at least one of the subjects contemplated in sub-paragraph (b) must be used in the combination;
- d. only passed N3 Business languages offered before 2001 and passed/condonable N3 Business languages from 2001 and thereafter will be recognized for combinations;
- e. similar subjects from different qualifications cannot be used for combination purposes as stipulated in paragraph 7¹;
- f. only one of the named subjects as contemplated in sub-paragraph (e) may be used for combination purposes;
- g. in the combining of results, the pass requirement as stipulated for that subject in the specific qualification as contemplated in paragraph 8A(2) and 8A(3)¹, must be satisfied;
- h. only subjects that have been passed will be utilised for combination purposes, except in the case of the failed sixth subject, as long as it meets the sub-minimum requirement of 20%;
- i. only Higher Grade subjects converted from a F to and E will be recognised;
- j. Higher Grade subjects converted from a FF or G, will only be accepted if needed for the sixth failed subject with a sub-minimum of 20%;
- k. in the case of converted subjects from Higher Grade to Standard Grade, the certified mark will be used;
- l. Standard Grade subjects converted to Lower Grade shall only be accepted if needed for the failed sixth subject with a sub-minimum of 20%;
- m. the six subjects with the highest marks will be used in combination;
- n. In the case where two similar subjects have the same marks, or where a decision has to be made on the selection of subjects for the six-subject package, where two or more subjects have the same marks, the following protocol should be used in the selection of the subject:
 - i) Senior Certificate, as amended ;
 - ii) National Senior Certificate;

¹ Reference to Gazette no 41024 of 4 August 2017

- iii) Senior Certificate; and
- iv) N3 Business Languages.
- o. in circumstances where Mathematics and Mathematical Literacy have the same mark, Mathematics takes preference;
- p. the subminimum requirement of one subject obtained at 20% will apply to all candidates including those candidates requesting combinations;
- q. In the event that a candidate has a subject credit for a language taken at Second Additional Language level from the NSC or Third Language from the Senior Certificate as listed in *A Résumé of instructional programmes in schools Report 550 (2005/09)*, this may be used in combination with subjects from the Senior Certificate, as amended, to fulfil the requirements for the awarding of the qualification. The language will, however, not be recognised for the fulfilling of the language requirements of the Senior Certificate, as amended. The language forms part of the four (4) languages allowed for the awarding of the Senior Certificate, as amended;
- r. previously offered Senior Certificate subjects with no grade designation should be considered as subjects passed at Higher Grade;
- s. marks obtained in previously offered Senior Certificate subjects at Standard Grade and N3 Languages should be converted from 300 to 400 for aggregate purposes only;
- t. Mathematics Paper 3, which has been certified as an examination paper mark for the National Senior Certificate, will not be considered in combination for certification in the Senior Certificate, as amended, and will not be printed on the certificate issued by Umalusi; and
- u. subjects passed in a previous examination to be used for combination purposes should be indicated as it was certified, namely, identified with the same name, level/grade and marks obtained.

14.4 Candidates with Senior Certificate subject credits obtained prior to 2015

- a. Candidates who have completed, prior to 2015, approved Senior Certificate subjects listed in *A Résumé of instructional programmes in schools Report 550 (2005/09)*, as contemplated in paragraph 5(1)(b), will

retain credit recognition for these subjects, provided they have met the following promotion requirements-

- i) subject to sub-paragraph (b), obtained at least 40% (maximum 400 marks) in Senior Certificate Higher Grade subjects passed prior to 2015 to qualify for a Higher Grade pass in that subject;
 - ii) obtained at least 33,3% in the Second Language Higher Grade;
 - iii) obtained at least 33,3% (maximum 300 marks) in Senior Certificate Standard Grade subjects passed prior to 2015 to qualify for a Standard Grade pass in that subject; and
 - iv) obtained at least 40% in Sake Afrikaans and/or Business English at First or Second Language Level
- b. Exclusions
- i) No Lower Grade credits will be recognized;
 - ii) No A-level subjects will be recognised;
- c. To obtain a Senior Certificate, as amended, qualification, candidates with an incomplete Senior Certificate qualification comprising subjects selected from *A Résumé of instructional programmes in schools* Report 550 (2005/09) obtained prior 2015, must-
- i) meet the requirements of a six-subject package of the Senior Certificate, as amended, by selecting the remaining required subjects from **Annexure C** of this policy document; and
 - ii) meet the promotion requirements for approved credits obtained in the different qualification combinations as contemplated in paragraph 8A(1).
- d. Meet the aggregate requirement of 800 marks
- i) The aggregate is obtained by converting all marks to a mark out of 400 and then adding the resultant marks.

14.5 Candidates with National Senior Certificate subject credits

- a. Candidates who have completed NSC subjects listed the *National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R-12*, as contemplated in paragraph 5(1)(d)

and 5(1)(e) will retain credit recognition for these subjects provided they have met the following promotion requirements-

- i) previously offered National Senior Certificate subjects must be passed at 30% or 40% (maximum 400 marks);
- b. Exclusions
- i) No A-level subjects will be recognised;
 - ii) Life Orientation may not be offered and will be excluded from any combinations and calculations.
- c. To obtain a Senior Certificate, as amended, qualification, candidates with an incomplete NSC comprising subjected selected from the *National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R-12*, must
- i) Meet the requirements of a six-subject package of the Senior Certificate, as amended, by selecting the remaining required subjects from **Annexure C** of this policy document; and
 - ii) Meet the promotion requirements for approved credits obtained in the different qualification combinations as contemplated in paragraph 8A(1)
- d. There is no aggregate requirement if the candidate offers only NSC subject credits in combination with Senior Certificate, as amended, subjects.
- e. Prior to Senior Certificate, as amended certification, Umalusi will verify subject information from 1992 onwards in the certification process against the subject certificate number, which is a compulsory field in the submission of data, as stipulated in Paragraph 19 of the directives.

15. Condonation

- a. At the point of certification, only one condonation can be applied as follows:

A condonation of a maximum of 2% can be applied to only one subject listed in Annexure C of *A Résumé of subjects for the Senior Certificate, Report 550 (2017/)* to enable the learner to obtain 20%, 30%, 33.3% or 40% for a subject, only in the event that such a condonation enables the

candidate to meet the promotion requirements for the awarding of the Senior Certificate, as amended;

- b. The order of condonation is applied as follows:
 - i. Home Language
 - ii. First Additional Language
 - iii. Mathematics/Mathematical Literacy
 - iv. Physical Science
 - v. Any other subject, applied in alphabetical sequence, using the full subject name

16. Concessions

The following concessions may apply to candidates who experience barriers to learning:

- a. A learner who is Deaf may offer one (1) official language on least a Second Language level at Higher or Standard Grade, listed in *A Résumé of instructional programmes in schools Report 550 (2005/09)*, or on, at least First Additional Language level, provided that another subject from the Senior Certificate, as amended, subjects is offered in lieu of the one official language that is not offered, provided further that such Deaf candidate complies with the promotion requirements as contemplated in paragraph 8(1) or 8A(2) or 8A(3).
- b. A learner who is Blind may offer one (1) official language on least a Second Language level at Higher or Standard Grade, listed in *A Résumé of instructional programmes in schools Report 550 (2005/09)*, or on, at least First Additional Language level, provided that another subject from the Senior Certificate, as amended, subjects is offered in lieu of the one official language that is not offered, provided further that such blind candidate complies with the promotion requirements as contemplated in paragraph 8(1) or 8A(2) or 8A(3).
- c. A learner with communication and language impairments, eg. Aphasia and dyslexia, may offer one (1) official language on least a Second Language level at Higher or Standard Grade, listed in *A Résumé of instructional programmes in schools Report 550 (2005/09)*, or on, at least First Additional Language level, provided that another subject from the Senior Certificate, as amended, subjects is offered in lieu of the one official language that is not offered, provided further that such aphasic or

dyslectic candidate complies with the promotion requirements as contemplated in paragraph 8(1) or 8A(2) or 8A(3).

17. Issuing of replacement certificates

- a. A replacement certificate (change of status) is issued to a candidate who did not qualify for the Senior Certificate, as amended in one examination sitting, and who, for example, has received a subject statement reflecting subject credits for more than one examination. If the candidate qualifies for the Senior Certificate, as amended when all the results are combined, a replacement (change of status) certificate is issued to the candidate.
- b. A replacement (change of status) certificate should be awarded to the candidate on the earliest date at which the candidate fulfills the requirements for the awarding of the qualification.
- c. Such a combination is done when the candidate complies with the minimum requirements for awarding the Senior Certificate, as amended qualification. If a candidate has only improved a mark in a subsequent examination sitting, a separate subject statement will be issued to reflect the improved mark.
- d. Only subject credits reflected on a subject statement or subject certificate issued by Umalusi will be considered for combination, except for a Senior Certificate, as amended subject which is failed with a sub-minimum of 20%.
- e. A replacement certificate (change of status) is issued to a candidate with one or more subject certificates for SC and/or N3, or National Senior Certificate subject statements, and one or more subject statements for the Senior Certificate, as amended which, in combination, result in a change of status in the certificates already issued.
- f. There is no restriction on the number of examination sittings considered in the combination of results, but the qualification should be awarded at the earliest possible date at which the candidate meets the requirements for the awarding of the qualification.
- g. The performance in the six (6) best subjects is considered in the combination to determine whether the minimum pass requirements for the award of the Senior Certificate, as amended have been met.
- h. The issuing of a replacement certificate is subject to the directives for certification as stated in paragraphs 9 and 10².

² Reference to Gazette no 41024 of 4 August 2017

18. Issuing of a replacement certificate and the combination of results for certification of the Senior Certificate, as amended

- a. At the point of issuing a replacement certificate, the different categories of candidates with regard to the submission of data, as indicated in Par 19¹, under the column "attendance type" of the directives should be noted:
- 1 = Not used
 - 2 = Over 21, first time applicant for Senior Certificate, as amended, Report 550 (2014); no Umalusi-recognised credits
 - 3 = Over 21, with existing subject credits
 - 4 = Not used
 - 5 = 18 – 21 years with no credits, HOD approval granted.
- b. Adult candidates registered for the Senior Certificate, as amended from July 2014 who had previously obtained Senior Certificate (HG and/or SG) and/or N3 language subjects, but who did not complete the SC (Attendance type 3), may request a combination of SC (HG and/or SG) and/or N3 Business Language obtained prior to July 2014 in combination with Senior Certificate, as amended subjects selected from Group C of A *Résumé of subjects for the Senior Certificate, Report 550* (2017/) from July 2015.
- c. Adult candidates registered for the Senior Certificate, as amended from July 2014 who had previously passed some National Senior Certificate subjects but who did not complete the National Senior Certificate, and who no longer have recognised SBA marks (also Attendance Type 3), may request a combination of National Senior Certificate subjects in combination with Senior Certificate, as amended subjects selected from Group C of A *Résumé of subjects for the Senior Certificate, Report 550* (2017/ Gazette 41024 of 4 August 2017) as from August 2017.
- d. Adult learners with no Umalusi-certified Level 4 credits (Attendance Types 2 and 5) who register for the Senior Certificate, as amended for the first time from July 2014 onwards will be required to comply with the certification requirements as stipulated in paragraph 94.

19. Other matters to note in the combination of results

A Senior Certificate, as amended will be issued to a candidate with a date effective from the date on which the minimum requirements for the award of the qualification were fulfilled (examination sitting).

¹ Reference to Gazette no 41024 of 4 August 2017

On the combined certificate, the different examination dates will be reflected next to the individual subjects as well as the origin of the subject.

The constituent subject credits that were passed will be reflected on the combined certificate, subject to the stipulations in paragraphs 9 and 10 above.

The issuing of a replacement certificate (change of status) does not cancel the previous certificate(s) issued, and the previous certificate(s) is/are not withdrawn; the different effective dates are retained.

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, assessment bodies must not submit the raw subject mark and standardisation information again.

20. Combinations and irregularities previously recorded

The following procedures are 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 is only considered when the sanction period has expired.
- b. Where a candidate, who has not achieved the Senior Certificate, as amended in the first examination sitting and has written a subsequent examination to complete the outstanding requirements, is found guilty of an irregularity in a subsequent examination sitting, the sanction period will be applied before the combination of results can be considered.
- c. The sanctions also apply in cases where a combination is requested and where credits are recognised for the Senior Certificate, as amended from subjects passed in the National Senior Certificate, or SC (HG and/or SG) and/or N3 Business Languages.
- d. Assessment bodies must not allow candidates to register for a subsequent examination while an active irregularity is still in effect, and must check for such restrictions prior to the registration of candidates for the Senior Certificate, as amended.

21. Failed subjects

- a. Umalusi does not print subjects as listed in Annexure C of *A Résumé of subjects for the Senior Certificate, Report 550 (2017/*) with a percentage below 30% on a certificate, but such information must nevertheless be submitted to Umalusi at certification for record purposes.

- b. Umalusi will validate results with less than 30% for subjects listed in Annexure C of *A Résumé of subjects for the Senior Certificate, Report 550 (2017/*) for future combinations which may require such a subject to be used as the 6th subject to meet the requirement of a minimum of 20% in the failed 6th subject.
- c. Certification information for candidates who enrolled for one or more subjects but who did not write the examination as a result of non-attendance in the examination, or who were absent with or without a valid reason, should be submitted to Umalusi for certification purposes. These results are for statistical purposes only. These candidates should be submitted as Withdrawn/Absent/Outstanding (Transaction Type 7 - see Paragraph 26, below).
- d. A candidate who wrote one or more subjects but who did not pass a single subject should be submitted to Umalusi as Failed all (Transaction Type 8 – see Paragraph 26, below). These results are required for statistical purposes.

22. Subjects and messages listed on the Senior Certificate, as amended

- a. A maximum of 12 subjects are printed on the certificate for the award of the Senior Certificate, as amended by Umalusi. The subject certificates or subject statements remain as records of a candidate's previous achievements.
- b. The subjects for the Senior Certificate, as amended are printed on the certificate in the following order:
 - (i) Language (Home language)
 - (ii) Language (First Additional Language)
 - (iii) The remaining four (or more) subjects in alphabetical order, taking into account the full subject name
- c. Subject information to be printed on the certificate
 - Subject name, including, where relevant, whether the subject is on HG or SG or a N3 subject;
 - Percentage or symbol obtained: The final percentage or symbol obtained by the candidate;
 - Exam date per subject in cases where the qualification was obtained over more than one year.
 - Origin of the subject if subjects from different qualifications are used in combination
- d. No ratings will be printed on the Senior Certificate, as amended.

- e. A line of asterisks is printed under the last subject considered for the purposes of awarding the qualification.
- f. The message listed on the Senior Certificate, as amended is, 'This candidate is awarded the Senior Certificate (as amended by Government Gazette No. 37902, dated 11 august 2014, as amended).'
- g. The message listed on the subject statement (where only subjects have been passed) is, 'This subject statement is not a Senior Certificate (as amended by Government Gazette No 37902, dated 11 August 2014, as amended), but reflects the subjects where the candidate has met the promotion requirements.'
- c. If a candidate has been awarded a Senior Certificate, as amended, and additional subject credits are obtained in a subsequent examination, the additional subject credits are issued as a separate subject statement. These additional subjects cannot be combined onto a single certificate.

23. Transaction status and transaction types

Transaction status and transaction types form part of the data structure format for requesting any certificate that Umalusi issues. As part of Record Type 3 of the data format (Candidate detail), below, both the transaction status and transaction type are reflected as a two-digit number.

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 below.

The transaction types identify the certificate as a subject statement or a full qualification. The status also indicates whether a candidate has failed all subjects or withdrew from the examination and/or was absent and/or has subjects outstanding.

Record type 3 – candidate detail

Transaction status and transaction type	Values
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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 Senior Certificate, as amended

2 Subject statement

3 = SC(a) : Bachelor's Degree

4 = SC(a) : Diploma

5 = SC(a) : Higher Certificate

6 Not used

7 Withdrawn/Absent/Outstanding

8 Failed all subjects

For example:

01 – First issue: Senior Certificate, as amended

11 – Replacement (Change of Status): Senior Certificate, as amended

33 – Re-issue: Subject statement

23.1 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- Combination

23.1.1 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 qualification, he/she receives a first issue certificate. For candidates not qualifying for the Senior Certificate, as amended, but who have obtained 30% or above in one or more subjects, a first issue subject statement is issued.
- b. 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.

23.1.2 Replacement: Change of status

- a. A replacement certificate (change of status) is issued to a candidate who has not qualified in one examination sitting, and who, for example, has received a subject statement reflecting subject credits for a number of examination sittings or subject credits recognised for the Senior Certificate, as amended as certified by Umalusi. If the candidate qualifies for the Senior Certificate, as amended 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. Replacement (change of status) certificates are printed with the examination date and origin next to each individual subject, and the effective date of the certificate is the month following the last examination date.
- d. 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 (change of status) is requested, Umalusi has indeed certified all subjects.
- e. If there are errors in terms of names, date of birth, gender, Identity number, subjects or marks, such errors must be corrected on the relevant subject statement or subject certificate before the replacement certificate (change of status) is requested.
- f. 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.

23.1.3 Replacement: Original certificate lost, damaged or destroyed

- a. Umalusi will issue a replacement certificate in the case of a certificate that has been lost, damaged or destroyed after its 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, damaged 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.

23.1.4 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 Senior Certificate, as amended 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 nullified, 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 certification record, but not on the subject statement. The information in respect of the irregular subject must be submitted to Umalusi.
- c. Where a candidate was found guilty of irregular behaviour, but has also met the minimum requirements for the issuing of the qualification, 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 the 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. Should one or more subjects have been written before the sanction period was over, such results will not be considered for certification purposes.
- 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 (Decision endorsed by the Head of the Assessment Body, Head

of Department or the Irregularities committee) must be submitted before the request for certification will be considered. This will be verified against the approval by the Umalusi Executive Committee of Council.

- 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.

23.1.5 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.

Within the six-month period after certification, but not later than twelve months after the examination, Umalusi will consider a request for a re-issue under the conditions provided below.

The Umalusi policy on re-issues should be consulted for further details.

23.1.6 Re-issue: Loss of certificate before receipt

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. The affidavit should also include all measures put in place to ensure that such a loss will not occur in future.

23.1.7 Re-issue: Replacement – change of status

- a. A re-issue cannot be requested in order 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 to ensure the correctness of personal details and of the subject information when requesting certificates in which results from different examination sittings are used in the request for a replacement certificate (change of status).
- b. 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.

- c. 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 paragraph vi above.
- d. 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.
- e. 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.

23.2 Transaction Types

The transaction types and the applicable transaction status:

- 1 Senior Certificate, as amended
- 2 Subject statement
- 3 = SC(a) : Bachelor's Degree
- 4 = SC(a) : Diploma
- 5 = SC(a) : Higher Certificate
- 6 Not used
- 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 25, which deals with the format required for information being submitted for certification.

23.3 Outstanding

Certification information for candidates who enrolled for one or more subjects but who did not write the examination due to withdrawal from the examination (raw mark 999) 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.

23.4 Failed all subjects

Certification information for candidates who failed all the subjects they enrolled for must be sent as a 'Failed all subjects' (transaction type 8).

These transactions are for statistical purposes only.

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

24 Processing of a certification dataset

- 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 has been registered on the Umalusi database by Umalusi.
- c. Umalusi will process the dataset. The following steps will be followed:
 - i. Uploading of information in the dataset onto the system, within three days of receipt of the dataset;
 - ii. Evaluation of candidate records in the dataset;
 - o Error reports are examined for accuracy
 - o Request is sent to the assessment body for the submission of supporting documentation, if applicable
 - iii. If required, receipt taken of supporting documentation for re-issues and replacements;
 - o Supporting documentation must be submitted to Umalusi within 7 working days of such request.
 - o After receipt of supporting documentation Umalusi evaluates the validity of the supporting documentation and updates the relevant candidate records, within 7 working days.
 - 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/institution;
 - ix. Payment by the private assessment body/institution.
-
- 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.

24.1 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 by courier, at the expense of the assessment body concerned.

- b. Umalusi also requires the following information regarding examination centres to be submitted annually – together with the candidate registration data - in a CSV file (a comma-separated value file with the separator character to be a semicolon [;]):
 - (i) Exam date (Format CCYYMM)
 - (ii) Examination centre number
 - (iii) Examination centre name

- (iv) Region
- (v) Circuit
- (vi) Postal address
- (vii) Street address
- (viii) Telephone number
- (ix) Fax number
- (x) E-mail address
- (xi) Language of learning and teaching (Afrikaans, English or both)
- (xii) Registration type (full time, part time)
- (xiii) Centre type (State (Public, Exam Centre only, Independent school))
- (xiv) EMIS number
- (xv) Umalusi Accreditation number

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

25 Format for requesting certificates

25.1 Introduction

This part of the directives provides the format for the transfer of information. The format is subject to review from time to time or when Umalusi considers this necessary. Paragraphs 19 to 20 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.

25.2 Electronic dataset naming conventions

25.2.2 Input dataset

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

Format: OZEKS.E99.lzzCAⁿⁿⁿ.DA^{yy}mm^{dd} where

99 = Province code (See paragraph 23.1, below)

l = Input dataset

zz = assessment body code (See paragraph , 23.2 below)

nnn = sequential run number

yy = the year created, for example, 15 if created in 2015

mm = month created

dd = day created.

Example: OZEKS.E09.l20CA123.DA150101

25.2.3 Output data set

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.E09.O20CA123.DA0150101

25.3 Submitting of datasets to Umalusi

- a. Department of Basic Education and PEDs

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

b. Other Assessment Bodies

Other assessment bodies must submit the input dataset electronically to Umalusi in the agreed format.

25.4 Returning datasets to assessment bodies

a. **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.

b. **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.

25.5 Composition of data records

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

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

25.6 Data structure

The total length of the data record is 1402 characters.

25.6.2 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 21.1 of the Certification Directives
Assessment body name	A(100)	Official name of the assessment body
Date dataset created	N(08)	Format CCYYMMDD

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Subsystem	A(03)	ASC = Senior Certificate, as amended
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(1287)	Value spaces

25.6.3 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 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)	
Centre Type	(A01)	P = Private centre offering tuition S = State E = Exam centre only I = Independent school
Accreditation Number	A(10)	
EMIS number	A(10)	
Filler	A(1166)	

25.6.4 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)

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		<p>2 = Replacement (Original certificate) 3 = Re-issue (Correction of errors) 4 = Replacement (post irregularity) 5 = Not used 6 = Combination certificate Y → Transaction type 1 = Senior Certificate, as amended 2 = Subject statement 3 = SC(a) : Bachelor's Degree 4 = SC(a) : Diploma 5 = SC(a) : Higher Certificate 6 = Not used 7 = Withdraw/Absent/Outstanding 8 = Failed all subjects 9 = Not used</p>
Instructional program code	N(10)	Senior Certificate, as amended: Program code: 6600000000
Candidate's examination number	N(13)	
Attendance type	N(01)	<p>1 = Not used 2 = Over 21, first time applicant for Senior Certificate, as amended, <u>Report 550</u>; no Umalusi-recognised credits 3 = Over 21, with National Senior Certificate subject credits, expired SBAs 4 = Over 21, with existing SC HG and/or SG and/or N3 Business Language credits 5 = 18 – 21 years with no credits, HOD approval granted</p>
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)	<p>1 = Male 2 = Female</p>
ID number	N(13)	
Immigrant	A(01)	<p>Y = Candidate is an immigrant N = Candidate is not an immigrant S = Study permit, not an immigrant and who do not have a SA ID number.</p> <p>Immigrant status YES is only used in combination of results with credits from other qualifications as certified by Umalusi and the</p>

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		previous qualification data certified indicated immigrant status
Special conditions	N(02)	00 = None 01 = Hearing impaired 02 = Visually impaired and Blind candidates that receive question papers in Braille 03 = Dyslexia 05 = Aphasia 06 = Other (attendance type 3 only)
Race	A(01)	A = Asian B = Black C = Coloured I = Indian W = White N = Not indicated
Higher Education Admission	A(01)	B = Bachelor's Degree D = Diploma H = Higher Certificate
Irregularity indicator	N(01)	0 = No irregularities 1 = Guilty of examination irregularity
Irregularity date	N(08)	Format CCYYMMDD The date when the sanction expires e.g. 20140701 In cases where there is no sanction period this field should be filled with zeros
Level obtained	N(02)	01 = Senior Certificate, as amended 02 = Too few subjects for qualification 03 = Failed all subjects 04 = Candidate withdrawn (a candidate who enrolled for the examination but who did not write any subject)
Aggregate	N(04)	The actual aggregate achieved. The aggregate is calculated by using the final marks for the six best subjects considered for the award.
Not used	A(03)	
Aggregate condoned	N(01)	0 = No 1 = Yes
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

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		<p>4 = Certificate lost/damaged 5 = Incorrect date of birth/ID number 6 = Not used 7 = Not used 8 = Combination of different errors 9 = Change in results status 10 = Certificate lost before receipt 11 = Post irregularity</p>
Cancellation date	N(08)	Format CCYYMMDD
Number of subjects	N(02)	The number of subjects the candidate offered
Certificate language preference	N(02)	02 = English
Filler	A(01)	
Subject information (occurs fifteen times)		N(78) * 15 = 1170 characters
Subject code	N(10)	<p>Subject codes as in the policy for the : Senior Certificate, as amended (ASC) Senior Certificate (G12) – subject <i>passed</i> and/or N3 Business languages (NSC); or National Senior Certificate (SSC)</p>
Percentage obtained	N(3.2)	<p>The percentage the candidate has obtained</p> <p>999 = Candidate absent for subject 777 = Outstanding mark 333 = Candidate was irregular for Subject</p>
Final mark	N(3.2)	<p>The final mark the candidate obtained. This mark must be the final mark out of the maximum as indicated on the program structure. (For example: for subjects from the National Senior Certificate (SSC) it will be out of 300; for N3 Business languages , it will be out of 100.) (Refer tables in paragraphs 10.2.g and 10.4.e)</p>
Conversion indicator	N(01)	<p>0 = None 1 = Subject converted</p>
Subject indicator	N(02)	<p>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</p>

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		8 = Withdrawn 9 = Absent in any subject component
Origin of subject	A(03)	ASC – Senior Certificate, as amended G12 – Senior Certificate SSC – National Senior Certificate NSC – N3 Business languages
Date subject offered	N(06)	Format CCYYMM
Subject irregularity indicator	N(01)	Indicator if a candidate was guilty of an irregularity for a specific subject 0 = Not guilty of irregularity 1 = Guilty of irregularity
Subject statement/certificate number	A(12)	A subject statement/certificate number has to be provided for all replacement documents (change of status) For example: If a candidate wrote two subjects in 201511 and five in 201611, and the issue date is December 2016. Subject statements or certificates are required for the all the subjects prior to the issue of a replacement certificate.
Paper 1 – raw mark	N(03)	Raw mark for paper 1 999 = Absent 777 = Outstanding
Paper 2 – raw mark	N(03)	Raw mark for paper 2 999 = Absent 777 = Outstanding
Paper 3 – raw mark	N(03)	Raw mark for paper 3 999 = Absent 777 = Outstanding
Paper 4 – raw mark	N(03)	Raw mark for paper 4 999 = Absent 777 = Outstanding
Paper 5 – raw mark	N(03)	Raw mark for paper 5 999 = Absent 777 = Outstanding
External standardisation mark (not required for certification)	N(03)	This is the external standardisation mark calculated for the standardisation process 999 = Absent 777 = Outstanding
Sign (positive/negative adjustment)	A(01)	+ or – sign; space for zero adjustment
Adjustment: External assessment	N(3.7)	
Language compensation	(A01)	Y=Yes/N=No
End of subject information		

25.6.5 Record type 4 – Control record detail

Field description	Type and length	Field descriptions and values
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 sum of the last three characters of all 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(1371)	

25.7 Format for the output dataset to assessment bodies

25.7.2 Data structure

The total length of the data record is 1905 characters.

25.7.3 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 21.1 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)	ASC
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(1790)	Value spaces

25.7.4 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)	
Centre Type	(A01)	P = Private centre offering tuition S = State E = Exam centre only I = Independent school
Accreditation number	A(10)	
EMIS number	A(10)	
Filler	A(1669)	

25.7.5 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)	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

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		<p>6 = Combination certificate</p> <p>Y → Transaction type</p> <p>1 = Senior Certificate</p> <p>2 = Subject statement</p> <p>3 = SC(a) Bachelor's Degree</p> <p>4 = SC(a) Diploma</p> <p>5 = SC(a) Higher Certificate</p> <p>6 = Not used</p> <p>7 = Withdrawn/Absent/Outstanding</p> <p>8 = Failed all subjects</p>
Transaction status and transaction type as determined by Umalusi	N(02)	<p>Values</p> <p>XY</p> <p>Field descriptions and values as directly above</p>
Instructional programme code	N(10)	ASC: Program code: 6600000000
Candidate examination no.	N(13)	
Attendance type	N(01)	<p>1 = Not used</p> <p>2 = Over 21, first time applicant for Senior Certificate, as amended, <u>Report 550</u>; no Umalusi-recognised credits</p> <p>3 = with NSC subject credits, expired SBAs</p> <p>4 = Over 21, with existing SC HG and/or SG and/or N3 Business Language credits</p> <p>4 = Not used</p> <p>5 = 18 – 21 years with no credits, HOD approval granted</p>
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)	<p>1 = Male</p> <p>2 = Female</p>
ID number	N(13)	
Immigrant	A(01)	<p>Y = Candidate is an immigrant</p> <p>N = Candidate is not an immigrant</p> <p>S = Study permit, not an immigrant and who does not have a SA ID number</p> <p>Immigrant status YES is only used in combination of results with credits from other qualifications as certified by Umalusi and the previous qualification certified indicted immigrant status</p>
Special conditions	N(02)	<p>00 = None</p> <p>01 = Hearing impaired</p>

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		02 = Visually impaired and Blind candidates that receive question papers in Braille 03 = Dyslexia 05 = Aphasia 06 = Other (attendance type 3 only)
Race	A(01)	A = Asian B = Black C = Coloured; I = Indian W = White N = Not indicated
Higher Education Admission – assessment body	A(01)	B = Bachelor's Degree D = Diploma H = Higher Certificate
Irregularity indicator	N(01)	0 = No irregularities 1 = Guilty of examination irregularity
Irregularity date	N(08)	Format CCYYMMDD The date when the sanction expires e.g. 20140701 In cases where there is no irregularity sanction period, this field should be filled with zeroes
Level obtained – assessment body	N(02)	01 = Senior Certificate, as amended 02 = Too few subjects for ASC qualification 03 = Failed all subjects 04 = Candidate withdrawn (a candidate who enrolled for the examination but who did not write any subject)
Level obtained – Umalusi	N(02)	Field descriptions and values as immediately above
Aggregate Assessment body	N(04)	
Aggregate Umalusi	N(04)	
Higher Education Admission – Umalusi	A(03)	B = Bachelor's Degree D = Diploma H = Higher Certificate
Not used	A(03)	
Aggregate condoned Assessment Body	N(01)	0 = No 1 = Yes
Aggregate condoned Umalusi	N(01)	0 = No 1 = Yes
Date with effect from	N(06)	Format CCYYMM

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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 = Not used 8 = Combination of different errors 9 = Change in results status 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
Subject information (occurs fifteen times)		N(108) * 15 = 1620 characters
Subject code	N(10)	Subject codes as in the policy for the Senior Certificate, as amended (ASC) or SC Or in the case of a combination with credits from other qualifications as certified by Umalusi, the code for SC (HG/ SG), or N3 Business languages to be used. Subject code for SUBJECTS passed
Percentage obtained – assessment body	N(3.2)	The percentage the candidate has obtained as calculated by the assessment body 999 = Candidate absent for subject 777 = Outstanding mark 333 = Candidate was irregular for subject For SC, HG and SG subjects the percentage obtained must be determined from the subject total on the Grade on which the

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		subject was offered, using the subject intervals. For N3 Business Languages the actual subject percentage must be submitted
Percentage obtained – Umalusi	N(3.2)	Field descriptions and values as directly above
Final mark assessment body	N(3.2)	The final mark the candidate obtained. This mark must be the final mark out of the maximum as indicated on the program structure. (For example: For subjects from the National Senior Certificate (SSC) it will be out of 300, for N3 Business studies it will be out of 100)
Final mark – Umalusi	N(3.2)	The final mark the candidate obtained. This mark must be the final mark out of the maximum as indicated on the program structure. (For example: For subjects from the National Senior Certificate (SSC) the mark will be out of 300; for N3 Business studies it will be out of 100)
Conversion indicator – assessment body	N(01)	Subject conversion indicator as submitted by the assessment body 0 = None 1 = Subject converted (Only applicable for subjects with G12 origin)
Conversion indicator – Umalusi	N(01)	Subject conversion indicator as determined by Umalusi 0=None 1 = Subject converted (Only applicable for subjects with G12 origin)
Subject indicator – assessment body	N(02)	The subject indicator as calculated by the assessment body 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

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Subject indicator – Umalusi	N(02)	Field descriptions and values as directly above The subject indicator as calculated by Umalusi
Origin of subject – assessment body	A(03)	ASC – Senior Certificate, as amended G12 – Senior Certificate SSC – National Senior Certificate NSC – N3 Business languages
Date subject offered	N(06)	Format CCYYMM
Subject irregularity indicator	N(01)	Indicator if a candidate was guilty of an irregularity for a specific subject 0 = Not guilty of an irregularity 1 = Guilty of an 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

25.7.6 Record Type 4 – Control record

Field description	Type and length	Field descriptions and values
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

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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(1874)	

25.8 Further clarification for certification for the Senior Certificate, as amended

25.8.2 Provincial codes to be used for the Senior Certificate, as amended

- 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)
- 99 - Private assessment bodies

25.8.3 Assessment Body codes to be used for the Senior Certificate, as amended

- 11 - Independent Examination Board (IEB)
- 12 - Not used
- 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 - Not used
- 24 - Department of Basic Education (DBE)

31 -	South African Comprehensive Assessment Institute (SACAI)
32	BenchMark

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

- a. Assessment bodies must submit candidate data for certification to Umalusi in respect of the June 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.
- b. A numerical mark must be supplied where subject information has been submitted.
- c. 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.
- d. 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.
- e. 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.
- f. Special characters in names will only be printed if supplied in the correct format.
- g. The previous certificate number must be supplied in the case of an application for a re-issue and the replacement of an original certificate.
- h. All the subject statement/certificate numbers must be supplied in the case of an application for a replacement certificate (change of status).
- i. 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.
- j. 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 and learners with special education needs.)
- k. 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.
- l. Application for the issuing of the Senior Certificate, as amended for a candidate who has committed an irregularity in an examination cannot be made within the active sanction period. In cases where there is no sanction

- period, but the subject result is nullified, the irregularity date should be left blank in the irregularity date field (filled with zeroes).
- m. Certificates are automatically sorted according to centre numbers during the printing process.
 - n. The output dataset contains the error codes, as well as Umalusi's evaluation of the candidate, with special reference to transaction type, achievement level/grade obtained, as well as on a subject level, the percentage/symbol obtained, the rating/Grade obtained and the subject indicator. Assessment bodies must print their own error lists. Umalusi provides the assessment bodies with explanations of the error codes.
 - o. 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.