



education

Department: Education
GAUTENG PROVINCE

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**DEPARTMENT OF EDUCATION
DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

**EXAMINATION INSTRUCTION
No. 07 of 2011**

TOPIC : **REGISTRATION PROCEDURES FOR ENTRY TO THE NATIONAL SENIOR CERTIFICATE EXAMINATIONS (GRADE 10 – 12)**

TO : **ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES
PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS
SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND ABET CENTRES
MEMBERS OF SCHOOL GOVERNING BODIES
TEACHER ORGANISATIONS AND UNIONS
RELEVANT NON-GOVERNMENTAL ORGANISATIONS**

ENCLOSURE : **Annexure A: Subject List For Grade 10 - 12
Annexure B: Registration procedures
Annexure C: Entry Form – Dance Studies & Music
Annexure D: Application for Special Concession
Annexure E: Entry Form for the 2011 NSC Examination**

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MEMORANDUM

TO : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE
AND DISTRICT OFFICES
: **PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY
SCHOOLS**
: **SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATIONAL
NEEDS AND ABET CENTRES**
: **MEMBERS OF SCHOOL GOVERNING BODIES**
: **TEACHER ORGANISATIONS AND UNIONS**
: **RELEVANT NON-GOVERNMENTAL ORGANISATIONS**

FROM : PREM GOVENDER

DATE : 07 FEBRUARY 2011

SUBJECT : REGISTRATION PROCEDURES FOR ENTRY TO THE NATIONAL
SENIOR CERTIFICATE EXAMINATIONS (GRADE 10 – 12)

This Examination Instruction serves to inform heads of institutions and district offices of the registration procedures for entry to the 2011 National Certificate Examinations.

Kindly note that any deviation from the conditions and procedures that are set out in this Examination Instruction will be considered as non - compliance to the national policy.

Your co-operation in this matter is appreciated.

Regards

PREM GOVENDER
DIRECTOR: EXAMINATIONS AND ASSESSMENT

REGISTRATION PROCEDURES FOR ENTRY TO THE 2011 NATIONAL SENIOR CERTIFICATE EXAMINATIONS (GRADES 10-12)

1. PURPOSE

- 1.1 This exam instruction deals with the procedures to be followed by heads of institutions and/or chief invigilators in dealing with the registration of Grade 10 to Grade 12 candidates.
- 1.2 The procedures and processes described must be read in conjunction with the applicable regulations and policy governing the assessment process.

2. LEGISLATIVE FRAMEWORK

- 2.1 The National Senior Certificate, A Qualification at Level 4 of the National Qualifications Framework (NQF) and the Addendum regarding Learners with Special Needs, published as Government Gazette Vol. 1266 No. 29466 dated 11 December 2006.
- 2.2 National Policy on the Conduct, Administration and Management of Assessment of the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) as published in Government Gazette No. 30048, Volume 505, dated 6 July 2007.
- 2.3 Regulations pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate, Government Gazette No 31337 Vol. 518 dated 29 August 2008.
- 2.4 Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate, Government Gazette No. 31231 Vol. 751, dated 11 July 2008.
- 2.5 Amendments to the National Policy and Regulations published in Government Gazette No 32678, 3 November 2009.

3. ENTRANCE REQUIREMENTS

3.1 The minimum entrance requirements for Grade 10 are:

- (a) an official Grade 9 school report which indicates promotion to Grade 10; or
- (b) a General Education and Training Certificate (GETC) for Adult Basic Education and Training (ABET Level 4); or
- (c) a General Certificate in Education (GCE); or
- (d) an NQF Level 1 Certificate; or
- (e) a recognised equivalent qualification obtained at NQF Level 1.

3.2 The minimum entrance requirements for Grade 11 are:

- (a) an official Grade 10 school report which indicates promotion to Grade 11; or
- (b) an NQF Level 2 Certificate; or
- (c) a recognised equivalent qualification obtained at NQF Level 2.

3.3 The minimum entrance requirements for Grade 12 are:

- (a) an official Grade 11 school report which indicates promotion to Grade 12; or
- (b) an NQF Level 3 Certificate; or
- (c) a recognised equivalent qualification obtained at NQF Level 3.

4. GRADE 12 REGISTRATION

4.1 Full-time candidates

- 4.1.1 A full-time candidate is a candidate who attends school on a full time basis and must register for a minimum of seven (7) subjects in an examination.
- 4.1.2 A full-time candidate with special needs in terms of the addendum to policy regarding candidates with special needs, has the option to register for the NSC or an Endorsed NSC.

4.2 Part-time candidates

- 4.2.1 A part-time candidate is a candidate who does not receive full-time tuition. The candidate may register for a maximum of six (6) of the seven (7) required subjects for the NSC in a single examination sitting. A part-time candidate must comply with all the assessment requirements (see paragraph 4.1.4 and 4.1.5). A part-time candidate may register for less than the minimum subjects required during the first examination sitting but must fulfil the required minimum number of subjects in subsequent examination sittings.
- 4.2.2 A part-time candidate can either repeat a subject already completed or enter for a maximum of two new subjects as stipulated in the *Regulations pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate*.
- 4.2.3 All candidates must comply with programme requirements for Grades 10, 11 and 12 separately and obtain the distinct outcomes and associated assessment standards of all three years.
- 4.2.4 The candidates must comply with the internal School-based Assessment (SBA), Oral and Practical Assessment Task (PAT) requirements for Grades 10, 11 and 12 and the external assessment requirements for Grade 12 as contemplated in the National Subject Statements and the National Subject Assessment Guidelines of the various subjects.

4.3 Repeat Candidates

- 4.3.1 An unsuccessful full-time candidate who enters for a subsequent examination that is not a supplementary examination in order to fulfil the outstanding requirements will for all purposes be regarded as a repeat candidate.
- 4.3.2 A repeat candidate who returns to school as a full-time learner will be regarded as a full-time learner for all aspects of assessment and will register as a full-time candidate.
- 4.3.3 A repeat candidate may enter for any number of subjects that were resulted in a previous exam cycle (see 4.2.5). The candidate will have the option of re-doing internal assessment components of the subject(s), or have the previous internal assessment mark carried over. ***This choice must be clearly indicated on the entry form.***
- 4.3.4 A repeat candidate that has already obtained the NSC may enter for a maximum of two (2) subjects that were not previously offered. In this case ***the candidate must offer all internal assessment components for the new subjects.*** If one of the components, SBA, PAT or Orals is missing, the subject will be rendered absent. It is the responsibility of the candidate and the centre registering the candidate to ensure that all assessment requirements are met.

4.3.5 The School-based Assessment mark obtained by a repeat candidate in his or her last National Senior Certificate examinations will be valid for a period (3) years for the 2008-11 cohort and two (2) years for 2009-11 and subsequent examination sittings cohort after the completion of the first National Senior Certificate examinations written by the candidate.

4.3.6 Candidates who repeat one or more subjects will be allowed to combine their subjects based on the current *National Senior Certificate* requirements to obtain a *National Senior Certificate*, if the combined results change the status of the certificate, for example, Diploma to Bachelors, fail to Higher Certificate etc.

4.3 Examination Centres

4.3.1 Candidates/learners may only be registered if the centre is registered with the Gauteng Department of Education as an **Educational Institution**.

4.3.2 An institution wishing to register candidates for the National Senior Certificate external examinations must **also** be registered as an **Examination Centre**. Please refer to the applicable circular dealing with Registration of Examination Centres (Examination Instruction No. 05 of 2011).

4.3.3 **A registered centre may not register candidates from another institution that is not registered as an institution.** The centre of registration is considered to be responsible and accountable for all assessment issues of the candidates that they register.

4.4 Closing Date for Registration

4.4.1 The closing date to register for the 2011 National Senior Certificate Examinations in October/November is **15 March 2011**.

4.4.2 Part-time and repeater candidates must understand that **NO** extensions beyond the closing date of **15 March 2011** will be granted and that **NO LATE ENTRIES** will be accepted.

4.4.3 Repeat candidates who have entered and wrote the Supplementary Examinations February / March 2011 will be given an extension **until** 30 days after the release of results of the Supplementary Examinations of the year to alter their subject registration.

4.4.4 The Gauteng Department of Education does not accept responsibility for entries not submitted to the Department or in cases where schools/ examination centres do not submit entry forms on time.

4.4.5 The right to enter for the examinations may in no way be linked to any other obligation to the school on the part of the candidate.

5. REQUIREMENTS FOR THE NATIONAL SENIOR CERTIFICATE (NSC)

A National Senior Certificate as contemplated in the addendum to the policy document: ***The National Senior Certificate (NSC): A qualification at Level 4 on the National Qualifications Framework (NQF)***, shall be issued to a candidate who has complied with the following requirements:

(Tables referred to in 5.1 are in Annexure A of the Policy Document)

5.1 Offered and completed the internal and external assessment requirements in no fewer than seven (7) subjects selected as follows:

(a) **Four** subjects selected from **Group A** as follows:

(i) **Two (2) official languages** selected from Table A1, provided that one of the two official languages is offered on the **Home Language**, and another on either **Home or First Additional Language level** and provided further that one of

- the two languages is the Language of Learning and Teaching (LOLT).
 - (ii) **Mathematics or Mathematical Literacy** selected from Table A2.
 - (iii) **Life Orientation** in Table A3.
- (b) **A minimum of any three subjects selected from Group B**, Tables B1 to B8.
Of the minimum **three** required subjects, a maximum of two additional languages over and above the two official languages may be offered from both Tables A1 and B4.

6. REQUIREMENTS FOR THE ENDORSED NATIONAL SENIOR CERTIFICATE

A National Senior Certificate as contemplated in the addendum to the policy document: ***The National Senior Certificate (NSC): A qualification at Level 4 on the National Qualifications Framework (NQF) regarding learners with special needs***, shall be issued to a candidate who has complied with the following requirements: **(Tables referred to in 6.1 are in Annexure A of the Policy Document)**

- 6.1 Offered and completed the internal and external assessment requirements in no fewer than five (5) subjects selected as follows from Annexure A:
- (a) **Three** subjects selected from **Group A** as follows:
 - (i) **One official language** selected from Table A1, provided that it is offered on at least **First Additional Language Level** and provided that the language is a LOLT;
 - (ii) **Mathematics or Mathematical Literacy** selected from Table A2.
 - (iii) **Life Orientation** in Annexure A, Table A3.
 - (b) A minimum of any **two** subjects selected from Group B, Tables B1 - B8.

7. REQUIREMENTS FOR IMMIGRANT CANDIDATES

- 7.1 An immigrant candidate is:
- (a) A child or a dependant of a diplomatic representative of a Foreign Government accredited in South Africa or a person who first enrolled at and entered a South African school in Grade 7 or a more senior grade.
 - (b) A learner who began his or her schooling at a school in South Africa and has attended school outside South Africa for two or more consecutive years after Grade 6 or its equivalent.
- 7.2 An immigrant candidate as contemplated above may offer only one official language on at least First Additional Language Level and obtain a rating of 30% in that language, provided that:
- (a) Another subject from Group B is offered in lieu of the one official language that is not offered;
 - (b) The immigrant candidate complies with the promotion requirements as stipulated in paragraph 11(1)(e) of the policy document.
- 7.3 Instead of offering another subject from Group B in lieu of the one official Language that is not offered, an immigrant candidate may offer his or her Home Language in lieu of that official language, subject to the following:
- (a) If such a language is listed on Home Language level in Table B4 in Annexure A as promulgated in the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF), July 2005.

- (b) In the absence of the home language of the immigrant, such a candidate may offer his or her home language on the A level of the General Certificate of Education (GCE) of the United Kingdom, or an examination recognised by the Department of Education being equivalent to Home Language level for this purpose.
- 7.4 To be classified as an immigrant candidate, such a candidate must be in possession of:
- (a) The relevant official documents issued by the Department of Home Affairs.
 - (b) The relevant official documents issued by the school where the candidate entered the South African school system for the first time.

8. LANGUAGE CONCESSIONS IN RESPECT OF DEAFNESS, APHASIA, DYSLEXIA AND MATHEMATICAL DISORDER

- 8.1 Deaf, aphasic or dyslectic candidates may offer **only ONE official language** at First Additional Level provided that:
- (a) Another subject from Group B is offered in place of the official language that is not being offered;
 - (b) Such a candidate complies with the promotion requirements as contemplated in paragraph 11(1) of the policy document.
- 8.2 Candidates suffering from a mathematical disorder, such as dyscalculia may be exempted from offering Mathematical Literacy or Mathematics as a subject provided that:
- (a) Another subject from Group B is offered in place of Mathematical Literacy or Mathematics;
 - (b) Such a candidate complies with the promotion requirements as contemplated in paragraph 11(1) of the policy document.
- 8.3 Candidates who qualify for the concessions mentioned in 8.1 and 8.2 must apply for such concession (see Annexure D).

9. ADDITIONAL SUBJECTS

Learners in Grade 12 may register for an additional subject or subjects for the National Senior Certificate subject to the following conditions:

- 9.1 The candidate has obtained permission from the Director of Examinations and Assessment or his/her delegate.
- 9.2 The candidate has offered and passed the additional subject in Grades 10 and 11.
- 9.3 The candidate has to satisfy the requirements for internal School-based Assessment (SBA), Oral and Practical Assessment Tasks (PATs) with regard to the specific subject.
- 9.4 If the candidate is allowed to register for **an additional subject that is not offered at the school of registration, the Principal of the school will accept responsibility to ensure that all relevant assessment criteria are met** with and obtain all internal SBA, Oral and PAT marks of the learner, and the relevant forms on which these marks are captured must be signed by the principal to confirm the correctness thereof.

- 9.5 The candidate must sit for the final examination at the centre of registration or where this is not possible; obtain permission from the Director of Examinations and Assessment to sit for the examination of the subject at another venue.

10. SUBJECT CHANGES

According to the regulations, rules and provisos of the National Senior Certificate (NSC) at Level 4 on the National Qualifications Framework (NQF) and the Regulations pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate, Government Gazette No 31337:

- 10.1 A learner may change a maximum of two subjects in Grade 10 subject to the approval of the Principal of the school where the learner is registered; and
- 10.2 A learner may change one subject in Grade 11 subject to the approval of the Principal of the school where the learner is registered.
- 10.3 In *exceptional cases*, change **one subject in Grade 12** if the school deems it is in the best interests of the learner to change a subject and provided it is done **before 31 January** of the Grade 12 year. The school may take such a decision only after consultation with the Director of Examinations and Assessment or his/her delegate. The following documentation should be provided:
- a letter of motivation from a learner's parent or guardian;
 - a letter from the Principal, either supporting or providing reasons for not supporting the change; and
 - **a letter from the subject teacher** outlining the programme to be followed to assist the learner in covering those aspects of the curriculum statements for Grades 10 and 11 that were not covered.

11. DISALLOWED SUBJECT COMBINATIONS

The following provisos regarding subjects from Group B with a content overlap will apply to the learners enrolling for the National Senior Certificate, including immigrant learners, and will also be applicable to the learners enrolling for the National Senior Certificate with Endorsement for learners with special needs.

- 11.1 A candidate may not offer:
- 11.1.1 both Computer Applications Technology and Information Technology.
- 11.1.2 both Consumer Studies and Hospitality Studies.
- 11.1.3 both Mathematics and Mathematical Literacy.
- 11.1.4 two Music subjects, where the same instrument is assessed, for example, Trinity College (piano) and NSC (piano).
- 11.1.5 two languages from the following language groups:
- (a) isiXhosa, isiZulu. SiSwati and isiNdebele;
 - (b) Sepedi, Sesotho and Setswana; and
 - (c) the same language Home and First/Second Additional Language.

12. PROMOTION REQUIREMENTS

Higher Education has determined minimum entry requirements for admission to the Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate Government Gazette No. 31231 Vol. 751, dated 11 July 2008). Institutional and programme needs may require appropriate combinations of recognised NSC subjects and level of achievement for admission into Higher Certificate, Diploma and Bachelor's Degree studies. **Candidates must verify that they qualify for tertiary education in terms of subject choice when registering.**

To obtain a *National Senior Certificate*, a candidate must fulfill the minimum promotion requirements, viz:

- achieve **40%** in three subjects, one of which is an official language at Home Language level or 30% in the home language or first additional language in the case of an immigrant candidate
- achieve **30%** in three other subjects; and
- provide full evidence in the School-Based Assessment component, in the event of a subject failed.

A National Senior Certificate will be issued to a candidate who has complied with the following promotion requirements as contemplated in the Addendum to the ***policy document: the National Senior Certificate (NSC): A qualification at Level 4 on the National Qualifications Framework (NQF)***.

12.1 Admission requirements for Higher Certificate

The minimum admission requirement is an NSC with a minimum of 30% in the LOLT of the higher education institution as certified by Umalusi.

12.2 Admission requirements for Diploma

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

12.3 Admission requirements for Bachelor's Degree

The minimum admission requirement is an NSC with a minimum of 30% in the LOLT of the higher education institution as certified by Umalusi in addition to an achievement rating of 4 (adequate achievement, 50%-59%) or better in four recognised NSC 20-credit subjects chosen from the following designated subject list:

- Accounting
- Agricultural Science
- Business Studies
- Dramatic Arts
- Economics
- Engineering Graphics and Design

- Geography
- History
- Consumer Studies
- Information Technology
- Languages (one LOLT of the higher education institution up to two other recognised language subjects)
- Life Sciences
- Mathematics
- Mathematical Literacy
- Music, Physical Sciences
- Religion Studies
- Visual Arts



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SUBJECT LIST FOR THE NATIONAL SENIOR CERTIFICATE GR. 10 – 12

English Description	Afrikaans Description	Table	Subject Alpha Code
Afrikaans Home Language	Afrikaans Huistaal	A1	AFRHL
Afrikaans First Additional Language	Afrikaans Eerste Addisionele Taal	A1	AFRFA
English Home Language	Engels Huistaal	A1	ENGHL
English First Additional Language	Engels Eerste Addisionele Taal	A1	ENGFA
IsiNdebele Home Language	IsiNdebele Huistaal	A1	NDBHL
IsiNdebele First Additional Language	IsiNdebele Eerste Addisionele Taal	A1	NDBFA
IsiXhosa Home Language	IsiXhosa Huistaal	A1	XHOHL
IsiXhosa First Additional Language	IsiXhosa Eerste Addisionele Taal	A1	XHOFA
IsiZulu Home Language	IsiZulu Huistaal	A1	ZULHL
IsiZulu First Additional Language	IsiZulu Eerste Addisionele Taal	A1	ZULFA
Sepedi Home Language	Sepedi Huistaal	A1	SEPHL
Sepedi First Additional Language	Sepedi Eerste Addisionele Taal	A1	SEPFA
Sesotho Home Language	Sesotho Huistaal	A1	SESHL
Sesotho First Additional Language	Sesotho Eerste Addisionele Taal	A1	SESFA
Setswana Home Language	Setswana Huistaal	A1	SETHL
Setswana First Additional Language	Setswana Eerste Addisionele Taal	A1	SETFA
SiSwati Home Language	SiSwati Huistaal	A1	SWAHL
SiSwati First Additional Language	SiSwati Eerste Addisionele Taal	A1	SWAFA
Tshivenda Home Language	Tshivenda Huistaal	A1	TSVHL
Tshivenda First Additional Language	Tshivenda Eerste Addisionele Taal	A1	TSVFA
Xitsonga Home Language	Xitsonga Huistaal	A1	XITHL
Xitsonga First Additional Language	Xitsonga Eerste Addisionele Taal	A1	XITFA
Mathematical Literacy	Wiskundige Geletterdheid	A2	MLIT
Mathematics	Wiskunde	A2	MATH
Life Orientation	Lewensoriëntering	A3	LIFE
Agricultural Management Practices	Landboubestuurpraktyke	B1	AGRM
Agricultural Science	Landbouwetenskappe	B1	AGRS
Agricultural Technology	Landboutegnologie	B1	AGRT
Dance Studies	Dansstudies	B2	DNCE
Design	Ontwerp	B2	DSGN
Dramatic Arts	Dramatiese Kunste	B2	DRMA
Music	Musiek	B2	MUSC
Visual Arts	Visuele Kunste	B2	VSLA

Accounting	Rekeningkunde	B3	ACCN
Business Studies	Besigheidstudies	B3	BSTD
Economics	Ekonomie	B3	ECON
Afrikaans Second Additional Language	Afrikaans Tweede Addisionele Taal	B4	AFRSA
English Second Additional Language	Engels Tweede Addisionele Taal	B4	ENGSA
IsiNdebele Second Additional Language	IsiNdebele Tweede Addisionele Taal	B4	NDBSA
IsiXhosa Second Additional Language	IsiXhosa Tweede Addisionele Taal	B4	XHOSA
IsiZulu Second Additional Language	IsiZulu Tweede Addisionele Taal	B4	ZULSA
Sepedi Second Additional Language	Sepedi Tweede Addisionele Taal	B4	SEPSA
Sesotho Second Additional Language	Sesotho Tweede Addisionele Taal	B4	SESSA
Setswana Second Additional Language	Setswana Tweede Addisionele Taal	B4	SETSA
SiSwati Second Additional Language	SiSwati Tweede Addisionele Taal	B4	SWASA
Tshivenda Second Additional Language	Tshivenda Tweede Addisionele Taal	B4	TSVSA
Xitsonga Second Additional Language	Xitsonga Tweede Addisionele Taal	B4	XITSA
Arabic Second Additional Language	Arabies Tweede Addisionele Taal	B4	ARBSA
French Second Additional Language	Frans Tweede Addisionele Taal	B4	FRHSA
German Home Language	Duits Huistaal	B4	GRMHL
German Second Additional Language	Duits Tweede Addisionele Taal	B4	GRMSA
Gujarati Home Language	Gujarati Huistaal	B4	GUJHL
Gujarati First Additional Language	Gujarati Eerste Addisionele Taal	B4	GUJFA
Gujarati Second Additional Language	Gujarati Tweede Addisionele Taal	B4	GUJSA
Hebrew Second Additional Language	Hebreeus Tweede Addisionele Taal	B4	HBRSA
Hindi Home Language	Hindi Huistaal	B4	HNDHL
Hindi First Additional Language	Hindi Eerste Addisionele Taal	B4	HNDFA
Hindi Second Additional Language	Hindi Tweede Addisionele Taal	B4	HNDSA
Italian Second Additional Language	Italiaans Tweede Addisionele Taal	B4	ITLSA
Latin Second Additional Language	Latyn Tweede Addisionele Taal	B4	LTNSA
Portuguese Home Language	Portugees Huistaal	B4	PRGHL
Portuguese First Additional Language	Portugees Eerste Addisionele Taal	B4	PRGFA
Portuguese Second Additional Language	Portugees Tweede Addisionele Taal	B4	PRGSA
Spanish Second Additional Language	Spaans Tweede Addisionele Taal	B4	SPNSA
Tamil Home Language	Tamil Huistaal	B4	TMLHL
Tamil First Additional Language	Tamil Eerste Addisionele Taal	B4	TMLFA
Tamil Second Additional Language	Tamil Tweede Addisionele Taal	B4	TMLSA
Telegu Home Language	Telegu Huistaal	B4	TLGHL
Telegu First Additional Language	Telegu Eerste Addisionele Taal	B4	TLGFA
Telegu Second Additional Language	Telegu Tweede Addisionele Taal	B4	TLGSA
Urdu Home Language	Urdu Huistaal	B4	URDHL
Urdu First Additional Language	Urdu Eerste Addisionele Taal	B4	URDFA
Urdu Second Additional Language	Urdu Tweede Addisionele Taal	B4	URDSA
Civil Technology	Siviele Tegnologie	B5	CVLT
Electrical Technology	Elektriese Tegnologie	B5	ELTT
Mechanical Technology	Meganiese Tegnologie	B5	MCHT

Engineering Graphics and Design	Ingenieursgrafika en –ontwerp	B5	GRDS
Geography	Geografie	B6	GEOG
History	Geskiedenis	B6	HIST
Religion Studies	Religiestudies	B6	RLGS
Computer Applications Technology	Rekenaartoeëpassingstegnologie	B7	CATN
Information Technology	Inligtingstegnologie	B7	INFT
Life Sciences	Lewenswetenskappe	B7	LFSC
Physical Sciences	Fisiese Wetenskappe	B7	PHSC
Consumer Studies	Verbruikerstudies	B8	CNST
Hospitality Studies	Gasvryheidstudies	B8	HOSP
Tourism	Toerisme	B8	TRSM
Equine Studies	Perdestudies	C1	EQNS
Maritime Economics	Maritieme Ekonomie	C3	MRTE
Modern Greek Second Additional Language	Moderne Grieks Tweede Addisionele Taal	C4	MGRSA
Nautical Science	Seevaartkunde	C5	NTSC
Sports and Exercise Science	Sport en Oefenkunde	C6	SPES
Associated Board of Royal Schools of Music	Associated Board of Royal Schools of Music	B2	ASSLT
Associated Board of Royal Schools of Music	Associated Board of Royal Schools of Music	B2	ASSP4
Associated Board of Royal Schools of Music	Associated Board of Royal Schools of Music	B2	ASSP5
Associated Board of Royal Schools of Music	Associated Board of Royal Schools of Music	B2	ASSP6
Associated Board of Royal Schools of Music	Associated Board of Royal Schools of Music	B2	ASSP7
Associated Board of Royal Schools of Music	Associated Board of Royal Schools of Music	B2	ASSP8
Associated Board of the Royal Schools of Music	Associated Board of the Royal Schools of Music	B2	ASSPD
Trinity College of London Associate Performer's Licentiate in Music	Trinity College of London (TCL)	B2	TRNAL
Trinity College of London Performer's Certificate	Trinity College of London (TCL)	B2	TRNPD
Trinity College of London Performer's Licentiate in Music	Trinity College of London Voordraerslisensiaat in Musiek	B2	TRNPL
Trinity College of London Practical Music Examination	Trinity College of London Praktiese Musiek-eksamen	B2	TRNP4
Trinity College of London Practical Music Examination	Trinity College of London Praktiese Musiek	B2	TRNP5
Trinity College of London Practical Music Examination	Trinity College of London Praktiese Musiek	B2	TRNP6
Trinity College of London Practical Music Examination	Trinity College of London Praktiese Musiek	B2	TRNP7
Trinity College of London Practical Music Examination	Trinity College of London Praktiese Musiek	B2	TRNP8
UNISA Performer's Licentiate in Music	UNISA Voordraerslisensiaat in Musiek	B2	UNIPL
UNISA Practical Music Examination Grade 4	UNISA Praktiese Musiekeksamen Graad 4	B2	UNIP4
UNISA Practical Music Examination Grade 5	UNISA Praktiese Musiekeksamen Graad 5	B2	UNIP5
UNISA Practical Music Examination Grade 6	UNISA Praktiese Musiekeksamen Graad 6	B2	UNIP6
UNISA Practical Music Examination Grade 7	UNISA Praktiese Musiekeksamen Graad 7	B2	UNIP7

UNISA Practical Music Examination Grade 8	UNISA Praktiese Musiekeksamen Graad 8	B2	UNIP8
Chinese A-Level	Chinees A-vlak	B4	CHNSA
Czech A-Level	Tsjeggies A-vlak	B4	CZCHA
Dutch A-Level	Nederlands A-vlak	B4	DTCHA
French A-Level	Frans A-vlak	B4	FRNHA
Hindi A-Level	Hindi A-vlak	B4	HINDA
Japanese A-Level	Japannees A-vlak	B4	JPNSA
Modern Greek A-Level	Moderne Grieks A-vlak	B4	MGRKA
Portuguese A-Level	Portugees A-vlak	B4	PRTGA
Russian A-Level	Russies A-vlak	B4	RSSNA
Serbian A-Level	Serwies A-vlak	B4	SRBNA
Spanish A-Level	Spaans A-vlak	B4	SPNSA
Swahili A-Level	Swahili A-vlak	B4	SWAHA
Turkish A-Level	Turks A-vlak	B4	TRKSA
Urdu A-Level	Oerdoe A-vlak	B4	URDUA



REGISTRATION PROCEDURES FOR ENTRY TO THE NSC GRADE 10-12

1. PROCESSING OF INFORMATION BY EXAMINATION CENTRES

- 1.1 All candidates must complete a registration application form. The District will provide the entry forms. Centres must make photocopies of each candidate's entry form, including all documentation stapled to it, for their own records.
- 1.2 All registered examination centres with full-time candidates will be issued with an official computer diskette, which has an Examination Entry System (EES) onto which the data from the entry forms for **full-time candidates** must be captured. Details concerning this process will be delivered with the diskettes. Principals are requested **NOT** to use the previous years EES programme. **Part-time and Repeat Candidate** registration will be captured on-line by Head Office.
- 1.3 Institutions that do NOT have computer facilities must make arrangements with their district offices or neighbouring schools to capture the full-time candidates' data onto their EES diskettes. Use the diskettes provided to download the information.
- 1.4 Schools using a computer-based administrative system may download registration information directly to EES. It will be the responsibility of the principal/head of the institution to ensure that all the required data is downloaded.
- 1.5 The original entry form with the required attachments and the disk containing the data exported from EES must be submitted to the District Exam section.
- 1.6 **In the case of Part-time and Repeat Candidates, the data must NOT be captured on EES. Original registration forms must be submitted and will be captured on-line by the department.**

2. COMPLETION OF THE ENTRY FORM

- 2.1 Grade 12 National Senior Certificate candidates must be given assistance with the completion of the entry form. Candidates are required to complete the form in **black ink**. **ALL SECTIONS MUST BE COMPLETED.** Schools should endeavour to assemble all Grade 12 candidates together, or in class groups, and complete the forms simultaneously under the guidance of the principal/chief invigilator.
- 2.2 **All candidates** are required to submit a certified copy of the first page of their identity document (photograph and ID number). Candidates who do not have an ID document at that stage are required to submit a certified copy of a birth certificate with a photo attached.

Immigrant candidates are required to submit a certified copy of the first page of their passport, indicating the date of their arrival in South Africa and/or study permit and /or the relevant official documents issued by the Department of Home Affairs and/or the relevant official documents issued by the school where the candidate entered the South African school system for the first time.

- 2.3 Repeat Candidates must attach a copy of the previous NSC Statement of Results to the entry form.
- 2.4 All additional documents that have to be attached to the entry form must be stapled to the **back** of the entry form.
- 2.5 **The instructions should be read carefully before the entry form is completed.** Candidates should complete the form at the school/examination centre under the supervision of the principal/head of institution/chief invigilator.
- 2.6 Each candidate is to fill in the entry form with the **UTMOST CARE** and with the greatest attention to **ACCURACY** and **LEGIBILITY**. All sections of the form must be completed before it is signed by the candidate.
- 2.7 Principals, heads of institutions and candidates are warned against unauthorised altering of any information on the form and of making any false statement.
- 2.8 Schools will require candidates to check and sign printed entry forms to ensure data was captured correctly.

3. SUBJECTS OFFERED AND SUBJECT CODES

- 3.1 Candidates should identify their subjects and the applicable subject alpha codes from the subject list.
- 3.2 It is absolutely essential that the correct SUBJECT ALPHA CODE and SUBJECT DESCRIPTION be written down and be captured.
- 3.3 **Please note that MATHEMATICS P3 will not have a separate entry form as in previous years, but must be entered on the original entry form.**

4. SPECIAL CONCESSIONS

Candidates seeking special concessions for the writing of the National Senior Certificate Examination must fill in the concession application form (Annexure D). **This form must be submitted separately from the entry form.** The completed application form should be submitted to the **DECC** (District Examinations Concession Committee).

Candidates applying for concessions will be informed of the outcome of the application.

The due date to apply for concessions at the District Office is **15 March 2011**.

5. ADVANCED LEVEL SUBJECTS FOR IMMIGRANTS

- 5.1 Candidates who qualify for Immigrant Status (**see Circular 31 of 2008**) and who wish to write a language NOT offered by the Gauteng Department of Education, may write one language offered by the University of Cambridge/Bucharest. The following are the languages offered and must be entered 'ADVANCED LEVEL SUBJECTS' on the entry form with the appropriate Alpha code (see Annexure A): Chinese, Hindi, Japanese, Polish, Portuguese, Russian, Spanish, Turkish, Urdu, Modern Greek, Italian, Serbian.
- 5.2 These subjects (except Serbian) are written through the **British Council** in Johannesburg. Enquiries should be directed to **Mr Collen Naicker**, contact telephone number **(011) 718 4300** at 33 Hoofd Street, Forum 1, Braampark, Braamfontein.
- 5.3 Candidates must write the A-Level subject within 6 months of the GDE Senior Certificate Examinations of October / November, i.e. either 6 months before or 6 months after the GDE Examinations.

Please note: Candidates who do not qualify for Immigrant Status are not permitted to register for an Advanced Level Subject. Should such a candidate register, the subject will not be considered for certification purposes.

5.4 Candidates taking an A-Level subject must forward a certified copy of their results to the Systems Administrator at Head Office. Enquiries should be directed to: **Teddy Mokgojoa** at telephone number: (011) 403 1314 or fax (011) 403 6069.

6. **UNISA, ABRSM AND TRINITY COLLEGE OF LONDON (TCL) MUSIC** candidates who have enrolled for Music at UNISA/ABRSM/Trinity College of London and want the results to appear on their National Senior Certificate need to register for the subject with the Gauteng Department of Education. **Please note the requirements for offering such subjects as indicated in detail in the applicable policy documentation.** Candidates must complete the relevant statistical information form (**Annexure C**) as a separate document.

7. **DANCE STUDIES AND MUSIC**

Every candidate who is entered for Dance Studies and Music must complete the relevant form (**Annexure C**) and submit it separately but at the same time as the original entry form.

8. **DECLARATION**

The **parent/guardian** must also sign the forms after having checked all the details, as an acknowledgement of the accuracy of all the information. Finally, the **principal/head** of institution takes accountability by appending his/her signature and stamping the form with the school/centre stamp.

Please note: Principals, heads of institutions and candidates are warned against unauthorised altering of any information on the form and of making any false statement.

Admission letters to write the National Senior Certificate Examinations may **NOT** be withheld if learners have not paid school fees.

9. **PROOF OF REGISTRATION**

A preliminary schedule of entries will be distributed to all centres. The schedule will prove to the candidate that his/her entry was correctly captured. No changes other than Departmental errors with the uploading of information will be made to the entries.

Part-time and repeat candidates **MUST** obtain a receipt from the registering officer/chief invigilator/head of institution of the centre where candidates submit their entry forms. A receipt is necessary for a candidate as proof that he/she did submit the entry form.

10. SUBMISSION OF DATA

10.1 It is the responsibility of the principal/head of the institution to ensure that all data is submitted by the due date in the format required. Districts must submit data for Full-time Candidates to Head Office by **28th March 2011** and for Repeat candidates and Part-time candidates by **4th April 2011**.

10.2 The following must be submitted:

10.2.1 A completed entry form.

10.2.2 For all candidates entering for the National Senior Certificate Examinations, the following additional documentation must be attached (stapled) to the registration document:

- A certified copy of the first page of their ID document (photograph and ID number). Candidates that do not have an ID document at this stage must submit a certified copy of a temporary ID document/birth certificate, with a photo attached.
- In the case of candidates registering as **Immigrant Candidates**, a certified copy of the first page of their passport, indicating the date of their arrival in South Africa.

10.2.3 Where applicable, Application for Concessions and the Information Sheet for Music and Dance Studies must be handed in at the same time as separate batches.

11. CHECKING OF DATA

11.1 Once all the data of a centre has been successfully uploaded to the mainframe, a preliminary schedule of entries will be printed and distributed to centres. It is the responsibility of the principal/head of the institution to ensure that all the data uploaded corresponds exactly with the data provided. **This will not be an opportunity to make changes to entered data – only data that did not transfer correctly during uploading will be corrected.**

11.2 **NO CHANGES TO SUBJECT ENTRIES WILL BE ALLOWED AFTER THE CLOSING DATE.** It is therefore imperative that National Senior Certificate Examination candidates wishing to enrol at tertiary institutions carefully check their entries for compliance with university admission requirements for diplomas or bachelors' degrees and faculty or other requirements.

11.3 **Principals/heads of institutions will be required to sign a declaration that the data on the preliminary schedule of entries is correct.**

12. ENQUIRIES

All enquiries concerning the registration process of candidates should be directed to the Assistant Director: Examinations, at the District Offices.



ENTRY FORM – GRADE 12 DANCE STUDIES AND MUSIC

Surname and Initials <i>Van en Voorletters</i>		Grade <i>Graad</i>	12
Centre Number <i>Sentrumnommer</i>			
of Centre <i>Naam van Sentrum</i>			
Telephone Number <i>Telefoonnommer</i>			
SUBJECT / VAK			

1. MUSIC / MUSIEK		INSTRUMENT (SEE ATTACHED LIST)
A. NCS	Major:	
	Other:	

B. Outside Bodies				
		INSTRUMENT (SEE LIST AT BACK)	GRADE THEORY	GRADE PRACTICAL
	Unisa			
	Trinity			
	Royal Schools			

2. DANCE STUDIES DANSSTUDIES		DANCE FORM / DANSVORM (i.e. ballet, jazz, etc.)
	Major:	
	Other:	

Name of Dance / Music Educator <i>Naam van Dans- / Musiekopvoeder</i>	
Telephone number / Cell <i>Telefoonnommer / Sel</i>	
Signature of Candidate <i>Handtekening van Kandidaat</i>	
Date <i>Datum</i>	

PRACTICAL INSTRUMENTS: GRADE 12 NSC MUSIC

Please choose a specific item from the categories i.e. Voice/singing: Soprano or

Percussion: Timpani

1. **VOICE:** Soprano, Mezzo Soprano, Contralto, Tenor, Bariton, Bass

2. **ORCHESTRAL INSTRUMENTS:**
 - 2.1 **Woodwind:** Flute, Oboe, Clarinet, Bassoon
 - 2.2 **Brass:** Trumpet, French Horn, Trombone, Tuba
 - 2.3 **Percussion:** Timpani, Marimba, Snare Drum, Xylophone, Metalophone, Vibraphone, Bass Drum
 - 2.4 **String:** Violin, Viola, Cello, Double Bass

3. **CLASSICAL WESTERN INSTRUMENTS:** Piano, Guitar, Harp, Recorder, Saxophone, Bass Guitar, Euphonium, Harpsichord, Organ, Keyboard

4. **FOLK INSTRUMENTS/NATIONAL INSTRUMENTS:** Balalaika, Bouzouki, Mandolin, Pan Pipes, Zither, Accordion, Aeolean Harp, Banjo, Bagpipes

5. **AFRICAN INSTRUMENTS:** African drums, e.g. Djembe and Bongo Drum, Kora, Marimba (must be able to play a musical scale (chromatic bars), Kalimba (thumb piano), Mbira, Sekere, African xylophone (must be tuned to a musical scale, chromatic bars).

6. **INDIAN INSTRUMENTS:** Ektara, Nadaswaran, Rudra Vine, Sitar, Tabla, Taval, Vichitra Vina

7. **OTHER:** Sarrusophone, Tarolato



**APPLICATION ON BEHALF OF A LEARNER WITH BARRIERS TO LEARNING
 FOR A SPECIAL CONCESSION**

GENERAL INSTRUCTIONS

1. Sections/ A-D must be completed by the institution. Copies of relevant documents and /or Section A to D reports (e.g. medical reports, psychological report, school report, example of school work and support forms etc.) must be attached.
2. Submit the application form with relevant and recent documentation that provides evidence of the barriers indicated in this form to the District Examination Concession Committee.
3. The District Examination Concession Coordinator will forward the application and recommendation to the Provincial Examination Concession Committee for consideration.
4. The original documentation must be included in the learner's profile (GDE 461) as well as evidence of intervention by the ILST. Please note that no concession will be granted without the ILST (SBST) intervention.
5. Ad hoc arrangements for any other emergency concession must be made with the District Examination Concession Coordinator (DECC), e.g. accidents, pregnancy, injury, trauma and hospitalization.

SECTION A: PERSONAL PARTICULARS

Surname of Candidate								
First Names								
Date of birth	Y	Y	Y	Y	M	M	D	D
Identity Number								
Centre Number								
District								
Centre Name								
Grade of learner								
Tracking number								

Kindly indicate with a circle in the applicable block.

Is the learner following the NSC curriculum (7 subjects)	Y	N
Is the learner following the endorsed NSC Curriculum (5 subjects)	Y	N
LSEN number*		N

*Mention if applicable

SECTION B: BARRIERS TO LEARNING / DISABILITY

When applying for a special concession, it is important to clarify the candidate's barrier or challenge as accurately as possible. The following questionnaire may be useful in identifying the candidate's barrier. Please indicate with an **X** the appropriate box and, where a short explanation is given, how the challenge can be best addressed.

For school to indicate	Please indicate with an "X" the barrier and how the candidate can be supported best		
Barrier Code	BARRIER		
1	Visually impaired: How would this barrier best be addressed?		
	Allowing extra time to process the visual material	Large print (Font size)	Both
2	Partially sighted: How would limited vision best be addressed?		
	Allowing extra time to process the visual material	Large print	Both Font size
3	Blindness: How would this barrier best be addressed?		
	Braille	Amanuensis	Other
4	Deafness: How would this barrier best be addressed?		
5	Deaf /Blind / Barrier: How would this barrier best be addressed?		
6	Hard of hearing: How would this barrier best be addressed? Does the candidate wear a hearing aid? Yes / No (Indicate one or more of the following options.)		
	Amanuensis	Extra time	Interpreter
	Dictionary	Language concession	Other
7	Reading problem: How would this barrier best be addressed?		
	Learner cannot read: Read paper to candidate	Severe reading problem: Amanuensis to the candidate	Mild reading problem: Extra time
8	Writing problem: How would a problem with handwriting best be addressed?		
	Amanuensis (The candidate cannot write due to an accident or other physical disability or writing is eligible)	Extra time 15 minutes per hour (The candidate writes extremely slowly.)	
	Use of computer. The learner must be computer literate (adhere to requirements)		
	Use of computer with extra time. (Indicate time requested.)		

9	Attention deficit problem: Does the candidate have a history of attention deficit problems? (Yes / No). How would this barrier best be addressed?			
		Extra time (indicate time requested.)	Planning aid and extra time	
10	Problem with mathematics (dyscalcula): Only for Grades implementing NSC.			
	Dyscalcula is the inability to deal with simple mathematics concepts. Apply separately for exemption with relevant documentation at District prior to Gr 10 – (Gr 9)			
11	Aphasia: Aphasia is a language problem on receptive and expressive level. Evidence by means of professional reports required, for example, speech, therapy, neurologist reports.			
	The candidate cannot speak and would require alternative assessment	The candidate would require extra time in processing both oral and written examinations.	Amanuensis	
12	Speech disorder: Does the candidate have a speech disorder that would be a barrier in oral examinations for example disatria, stuttering etc ? How would this barrier be addressed?			
13	Cerebral palsy: Is the candidate cerebral palsied or physically unable to cope with the examinations? (Yes / No). <u>Give a short explanation of how this barrier affects the learner during examinations.</u> How would this barrier be addressed? (refer to Section C)			
14	Epilepsy: Give a short description of how this condition affects the candidate during examinations. How would this barrier best be addressed? Indicate one or more of the options.			
	Planning aid	Amanuensis + 15 minutes		
15	Multiple barriers: If a candidate has multiple disabilities, give a short explanation of the barriers that the candidate faces during examinations and how best to overcome them by means of (a) concession(s). Provide all medical reports.			
16	Psychological Condition: How would this barrier best be addressed? Indicate one or more options.			
	Planning aid	Amanuensis	Extra time Separate venue	
17	Mild behaviour disorder: Provide evidence and / or medical or psychological reports of oppositional defiance disorder or a conduct disorder. How would this barrier best be addressed? Indicate one or more options.			
	Writing in a separate venue (alone)	Planning aid	Other	

18	<p>Insufficient Attention Span: If the candidate finds it difficult to concentrate for extended periods of time and is distracted during examinations, how would this barrier best be addressed? Provide all medical reports</p>			
	Planning aid	Extra time:	Separate venue	
19	<p>Physical challenge: Give a short description of the challenge and indicate how the barrier would best be addressed. Indicate one or more options.</p>			
	Amanuensis	Extra time: minutes per hour	Special Aids	
	Other			
20	<p>Limitation in working tempo: If the candidate's work tempo is limited due to injury, illness of innate disability, indicate how the barrier would best be addressed. Give a short description of the barrier.</p>			
	Amanuensis	Extra time: minutes per hour	Special Aids	
	Other			
21	<p>Mild or moderate intellectual challenge: Indicate how a concession would assist the learner to reach his /her best performance in examinations.</p>			
22	<p>Severe behaviour disorder: Provide evidence and / or medical or psychological reports of oppositional defiance disorder or a conduct disorder. How would this barrier best be addressed? Indicate one or more options.</p>			
	Writing in a separate venue (alone)	Planning aid	Other	
23	<p>Specific learning challenge: Indicate whether the learner has attended / is attending a remedial or a special school. Give details of the learning challenge and how this currently affects the candidate's performance in the examinations. Indicate the suitable concession(s) for this candidate.</p>			
24	<p>Trauma: If the learner has recently been exposed to trauma, give a short description of the incident and how it affects the learner in examinations.</p>			
25	<p>Other challenges: (Extraordinary concessions) Please indicate challenge and how it will be best addressed, for example, diabetes.</p>			

SPECIAL CONCESSION RECOMMENDATIONS (Please tick and circle the appropriate code.)

Please refer to the attached guideline.

RECOMMENDATION / CONCESSION	CONCESSION CODE
Rest Break	A
Additional time - 05 minutes per hour	B
Additional time - 10 minutes per hour	C
Additional time - 15 minutes per hour	D
Alternative questions	E
Amanuensis	F
Braille	G
Computer	H
Interpreter	I
Large Print	J
Planning aid	K
Reading to candidate	L
Rephrasing	M
Separate venue	N
Special aids (specify)	O
*Dictionary	P
Other recommendations (Specify)	Q
QUERIES: CONTACT THE DISTRICT EXAM COORDINATOR AT THE DISTRICT OFFICE	

* Please note that no programmable dictionary will be allowed for immigrant candidates.

SECTION D: DECLARATION BY CENTRE

I declare that the above information, in my professional opinion, is correct and that the selected concession requested is justified.

**GUIDANCE TEACHER / COORDINATOR
OF THE SUPPORT TEAM (ILST)**

DATE

PRINCIPAL

DATE

SCHOOL STAMP

E1: DISTRICT EXAMINATION CONCESSION COMMITTEE

RECOMMENDATION

Do you support this application?

YES	NO
-----	----

If **NO**: Please state the reason for not recommending the request:

Barrier/s: _____ Barrier Code/s

--

Special concession recommended	Concession Code

NAME OF THE COORDINATOR (DECC) _____ SIGNATURE _____ DATE _____

E2: PROVINCIAL EXAMINATION CONCESSION COMMITTEE (PECC)

Concession approved:

YES	NO
-----	----

If not approved, state reasons:

Special Concession(s) Approved:

Code(s)

NAME OF CHAIRPERSON (PECC) _____ SIGNATURE _____ DATE _____

GUIDELINE

CONCESSION	
Max rest of 45 minutes	Diabetes, Spastic, Physical Condition, Chronic Fatigue Syndrome. Time link to duration of paper
Add time 5 minutes per hour	Slow reader/writer standardized test condition confirming
Add time 10 minutes per hour	Coding, language processing problem confirmed by psychological test
Add time 15 minutes per hour	Physical condition, medical evidence
Alternative questions	Blind candidates
Amanuensis 15 minutes per hour	Visual impaired, deaf, hard of hearing, blind, physical impairment, severe reading problem, dyslexia, dysgraphia, severe spelling problems, severe planning problems, physical disabilities
Braille 15 minutes per hour	Blind candidates
Computer (max 15 minutes)	Severe hand writing problem, physical disability (e.g. cerebral palsy)
Interpreter 15 minutes per hour	Deaf candidates
Large print 15 minutes	Visual impaired
Planning aid + 15 minutes	Poor attention and concentration span, (epilepsy, attention deficit disorder and psychiatric disorder, anxiety disorder)
Reading to candidate + 15 minutes per hour	Visual impaired, severe barrier to hearing, physical barrier
Rephrasing	Deaf candidates
Separate venue	Amanuensis, scribe, reader
Special aids	Visual impaired, hard of hearing, physical impairment
Dictionary	Immigrant and Deaf learners
Other	To be specified

