

EXAMINATION ENTRY FORM

SEE REVERSE SIDE FOR INSTRUCTIONS

SEQUENCE NO.

A 503040062 NSC:BUSINESS STUDIES:SECRETARIAL

2019/11

1. EXAMINATION CENTRE NO.

EXAMINATION CENTRE

2. EXAMINATION DATE

3. FIELD OF STUDY

B. PERSONAL INFORMATION

1. SURNAME

2. FULL NAMES

(a)

(b)

(c)

3. POSTAL ADDRESS

4. POSTAL CODE

5. MOTHER TONGUE

6. ID NO.

7. DATE OF BIRTH

8. PREVIOUS EXAM. NO.

9. GENDER

10. RACE

11. PREVIOUS LEVEL PASSED

12. VERIFIED BY EXAM CENTRE

C. INSTRUCTIONAL OFFERING REGISTRATION

1. ATTENDANCE (Refer to the instructions:Section C) See back page for details

2. LANGUAGE

A = Afrikaans E = English

Table with columns for candidate ID, subject name, and registration status. Includes subjects like SAKEAFRIKAANS: EERSTE TAAL N3 and BUSINESS ENGLISH: FIRST LANGUAGE N3.

D. CERTIFIED CORRECT (ALL ADMISSION REQUIREMENTS CHECKED)

C G Y Y M M D D

C G Y Y M M D D

SIGNATURE OF CANDIDATE

SIGNATURE OF RECTOR/PRINCIPAL

O29P0945\_7

## INSTRUCTIONS FOR COMPLETION EXAMINATION ENTRY FORM

- Print using one capital letter per block.
- Use the applicable pre-printed entry form for the required instructional programme.

### **SECTION A: Must be completed by the TVET COLLEGE**

1. Must be completed in accordance with the current examination centre list.
2. Examination date: Use the format YYYYMM

### **SECTION B: Must be completed by the CANDIDATE**

1. Surname: Must be printed one capital letter per block.
2. Full names: Must be printed, one name per line with a maximum of three lines.
3. If there is no postal address available, the postal address must be left blank and correspondence will be directed to the examination centre.
4. Postal code: Use the official postal code.
5. NB: Enter "Y" if you are an apprentice or "N" if you are not an apprentice.
6. Mother tongue: A=Afrikaans; I=Siswati; E=English; N=IsiNdebele; P=Sepedi; S=Sesotho; T=Xitsonga; V=Tshivenda; W=Setswana; X=IsiXhosa; Z=IsiZulu.
7. Candidates must ensure that they are in possession of a valid identity document when registering, because the identity number will be used as examination number.
8. The date of birth must be entered as year, month and day: Format YYYYMMDD.
9. Any previous, preferably the most recent examination number must be entered.
10. Enter "M" for male or "F" for female.
11. Enter a 4 for a 4 subject certificate
12. Race: A=Asian; B=African; C=Coloured; I=Indian; W=White.
13. Candidate must supply the previous level that has been passed (eg. N1;N4)
14. Verified by the examination centre's examination official that the candidate has passed the previous level as required. (Y/N)

### **SECTION C: Must be completed by the CANDIDATE and the TVET COLLEGE**

1. The subjects to be entered for, must be marked with one of the following:  
1=Full time 2=Part time 4=Technisa 7=INTEC 8=Technical SA 9=Damelin Correspondence College  
10=Oxbridge Academy 11=IDC Technologies (Pty) (Ltd) 12=SA College of Home Studies (Pty) (Ltd)
2. The language medium of the examination question paper to be provided to the candidate: A=Afrikaans; E=English.  
The college must check that the chosen subjects have been marked correctly.

### **SECTION D: Must be signed by the CANDIDATE and the EXAMINATION OFFICER**

Before completing SECTION D of the form, it should be checked that all particulars are correct, especially the programme and the selected subject/s.

**Certify that all admission requirements are complied with by signing the form.**

The candidate and not the DHET be held responsible for mistakes made on the entry form.

**Note:** If a candidate wishes to register for subject/s from another programme, a separate entry form must be completed.