



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

Tel: +264 61 -2933 205
Fax: +264 61- 2933 278
Enquiries: Ms A. Wentworth
Email: ayeshawentworth@yahoo.com
File No: 12/P

Private Bag 13186
Windhoek

22 FEBRUARY 2022

FORMAL EDUCATION CIRCULAR: NO 3 of 2022

**TO: HONOURABLE MINISTER
HONOURABLE DEPUTY MINISTER
CHIEF REGIONAL OFFICERS: REGIONAL COUNCILS
DEPUTY EXECUTIVE DIRECTORS
ALL DIRECTORS OF EDUCATION, ARTS AND CULTURE
DIRECTOR OF NAMCOL
NANTU, TUN, NANSO
PUBLIC RELATIONS OFFICER**

**SUBJECT: ADMISSION REQUIREMENTS OF THE NAMIBIA SENIOR
SECONDARY CERTIFICATE ORDINARY (NSSCO) AND ADVANCED
SUBSIDIARY (NSSCAS) CANDIDATES AT FULL-TIME CENTRES AND
PART-TIME TUITION EXAMINATION CENTRES FOR 2022**

1. INTRODUCTION

This Circular revokes the Formal Education Circular 2 of 2022 with immediate effect.

2. PURPOSE

This circular replaces Formal Education Circular 3 of 2021 on the Amended NSSCAS admission requirements. The circular should be read in conjunction with Formal Education Circular 13 of 2020 on the 2021 progression opportunities for candidates graduating from the Senior Secondary Phase: The Legacy, Revised NSSCO, NSSCH and the NSSCAS and Formal Education Circular 9 of 2021 on the Admission of the revised Senior Secondary Certificate (NSSC) candidates to local training Institutions of Higher Learning in Namibia and South Africa from 2022.

This Circular provides information on the admission requirements of full-time and part-time candidates who pursued the Namibia Senior Secondary Certificates old curriculum (Legacy) and the revised new curriculum at Ordinary (NSSCO), Higher (NSSCH) and Advanced Subsidiary (NSSCAS) levels respectively in 2021.

The Ministry of Education, Arts and Culture crafted this circular to assist prospective full-time and part-time candidates with entry requirements at full-time centres and part-time tuition and examination centres

3. LEGAL PROVISIONS

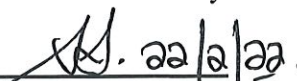
This Circular is guided by the National Curriculum for Basic Education (2016), which is the official policy for teaching, learning and assessment, and gives direction for planning, organizing and implementation of the teaching and learning curriculum. It is therefore the responsibility of all schools as well as educational institutions that are registered with the Ministry of Education, Arts and Culture catering for full-time and part-time candidates, to adhere to the requirements of the National Curriculum and to those prescriptions specified in the syllabuses and other curriculum related documents for each phase and subject.

4. NSSCO FULL-TIME CANDIDATES' ENTRY REQUIREMENTS

- 4.1. Candidates who passed Grade 10 Revised Curriculum will progress to Grade 11 on full-time basis and are not allowed to register again with part time institutions.
- 4.2. Candidates are not allowed to register on full-time as well as part-time basis in the same year at any level.
- 4.3. Depending on the availability of space at schools, NSSCO learners of the revised curriculum who are 17 years and younger by 31 December 2022, should be allowed to repeat NSSCO on a full-time basis.

5. NSSCO PART-TIME CANDIDATES' ENTRY REQUIREMENTS

- 5.1. Grade 9 learners who did not meet the promotion requirements and have not repeated Grade 8 should repeat Grade 9 and then progress to Gr.10 (Senior Secondary Phase) on a full-time basis. These learners should not be allowed to register part-time for Grade 11.
- 5.2. Grade 9 learners who did not meet the promotion requirements and have already repeated in the phase should progress to Gr.10 (Senior Secondary Phase) and not be allowed to register part-time for Grade 11. Learning support sessions should be provided to these learners by respective subject teachers and school management must facilitate these sessions.
- 5.3. Candidates who did not complete the Junior Secondary Phase, but gained extensive work experience over a number of years, may be considered for admission to NSSC Ordinary Level through the Recognition of Prior Learning (RPL). The selection of these candidates is subjected to the thorough screening process from Namibia College for Open Learning (NAMCOL) and Directorate of National Examination and Assessment (DNEA).
- 5.4. Candidates who progressed to Grade 10 in the old curriculum and obtained a Junior Secondary Certificate, can enrol with part-time institutions for the new NSSC Ordinary

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Level. These candidates will be regarded as first-time takers and are allowed to take a maximum of three (3) subjects only.

- 5.5. The Namibia Senior Secondary Certificate Ordinary (Grade 12: Legacy Curriculum) candidates who wish to improve their previous grades, may register for the new NSSCO curriculum on part-time basis up to a maximum of four (4) subjects provided they have previously attempted the same subject in the old curriculum.
- 5.6. NSSCO (Grade 11 Revised Curriculum) candidates who did not meet the requirements to progress to NSSCAS on full-time basis and who wish to improve their previous grades on part-time basis are allowed to take a maximum of 4 subjects.
- 5.7. If a candidate enters for NSSCO (Grade 11 Revised Curriculum) for the first time on part-time basis and never attended full-time, he/she is only allowed to take 3 subjects
- 5.8. Candidates are allowed to register for a combination of NSSCO/AS subjects in the same year, on a part-time basis, to a maximum of 4 subjects provided they meet the requirements as stipulated in this Circular.
- 5.9. Learners should take note that obtaining three C grades, plus very weak grades in the remaining two or three (e.g. D, E, F and G) will not assist the learner to build the required points for general admission to Universities. It is therefore encouraged that such learners improve the other grades on NSSCO level.

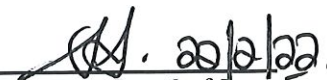
6. ADMISSION REQUIREMENT FOR NSSCAS FULL-TIME (2022)

The curriculum states that candidates need at least 3 subjects that are offered at NSSCAS level with a C-grade or better in NSSCO to continue with those subjects on NSSCAS on a full-time basis. Learners **must** take a minimum of 3 subjects and **may** take a maximum of 5 subjects on NSSCAS level.

NSSCAS is an exit grade and no repetition will be allowed on a full-time basis.

7. ADVANCED SUBSIDIARY (NSSCAS) PART-TIME CANDIDATES' ENTRY REQUIREMENTS

- 7.1. Candidates with a C-symbol or better at NSSCO or at least a 4 on NSSCH may continue with a subject on NSSCAS. Candidates who wish to improve their previous grades at NSSCAS level must have attempted the same subjects before at the same level. Candidates should not be permitted to register for a subject (s) he/she has never attempted at this level before. No Recognition of Prior Learning (RPL) is accepted for this level.
- 7.2. All candidates are allowed to register for a combination of NSSCO/AS subjects in the same year to a maximum of 4 subjects provided they meet the requirements as stipulated in this circular.
- 7.3. A maximum of 3 NSSCAS subjects in a year may be taken on part-time basis for re-sit

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candidates. Candidates who wish to improve their previous grades at NSSCAS level must have attempted the same subjects before at the same level.

- 7.4. Similarly, the candidates from the old curriculum who wish to register for subjects at NSSCAS level may take a maximum of 3 NSSCAS subjects in a year, provided they have attempted these specific subjects at Higher level in the Legacy Curriculum before.
- 7.5. Candidates are allowed to register for a combination of NSSCO/AS subjects in the same year to a maximum of 4 subjects provided they meet the requirements as stipulated in this Circular.
- 7.6. Candidates should not be permitted to register on full-time as well as part-time basis in the same year.
- 7.7. Candidates who have improved through part-time tuition and obtained C's have to continue on a part-time basis and will not be allowed to re-join full-time classes at AS level.

8. CERTIFICATION

Consolidation of many certificates is not possible. Every certificate was issued for a specific year. Candidates get a different examination number every year. Institutions of Higher Learning like UNAM, NUST etc. **accept a maximum of three certificates therefore, candidates must be encouraged to complete the upgrading of their previous results on part-time basis within 3 years.**

9. CONCLUSION

Regional Directors are directed to ensure that all exam centres and part-time tuition centres are made aware of the content of this circular.

Yours sincerely,


Sanet L. Steenkamp
EXECUTIVE DIRECTOR



PREVIOUS CIRCULAR: REVOKED FORM. ED 2/2022

SUBJECT: ADMISSION REQUIREMENTS OF THE NAMIBIA SENIOR SECONDARY CERTIFICATE ORDINARY (NSSCO) AND ADVANCED SUBSIDIARY (NSSCAS) CANDIDATES AT PART-TIME TUITION EXAMINATION CENTRES FOR 2022

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