



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

Telephone: (061) 293 3408
Fax: (061) 293 3431
Enquiries: Dr Elizabeth Ndjendja
E-mail: Elizabeth.Ndjendja@moe.gov.na
File Number: 22/2/3

Luther Street, Govt. Office Park
P/Bag 13186
WINDHOEK

CIRCULAR: DNEA 04/2023

TO: PRINCIPALS OF NSSC ORDINARY LEVEL (GRADE 11) SCHOOLS
REGIONAL EXAMINATION OFFICIALS (REXOS)
DIRECTORS OF EDUCATION, ARTS AND CULTURE
INSPECTORATE AND ADVISORY SERVICES
DIRECTORATES: PQA, NIED, PAD, NLIS, DNEA
ALL NAMCOL CENTRES
NAMCOL AREA MANAGERS
ALL PRIVATE TUITION CENTRES

OCT/NOV 2023 NSSC ORDINARY LEVEL (GRADE 11) EXAMINATIONS: REGISTRATION PROCEDURES FOR FULL-TIME CANDIDATES

1. INTRODUCTION

Submission of candidate entries for the 2023 NSSC Ordinary Level (Grade 11) examination is to be done through two different modes as follows:

- (a) Online submission of entries (online registration)
- (b) Submission of entries using a Manual Registration Template (manual registration).
This method is limited to selected schools only.

Please Note:

A candidate should only be registered using **ONE** of the methods. Using both methods for registration of one candidate will result in double registration.

Both the Online Registration Form and the Manual Registration Template should be completed either at school, circuit or regional level. They must not be completed by candidates themselves. Candidates are only required to complete **Form A**, attached, to be able to provide and certify the information to be captured during the registration process. **Form A should NOT be sent to the DNEA; it should be kept at school for future reference.**

2. SUBMISSION OF ENTRIES

2.1. ONLINE SUBMISSION OF ENTRIES

Online submission of entries or online registration is to be conducted using Online Google forms, which is to be accessed through the following link:

<https://forms.gle/22yvoX9iT4UF4XDN7>

The following steps should be followed:

- Enter the email address, this should be an email created specifically for registration purposes at either the school, circuit or regional level.
- Enter the password, example 23OKdnea, where O stands for full-time ordinary level, K stands for the regional code and 23 is the current year.
- Select your region
- Click NEXT to select your examination centre.
- Click NEXT and enter the candidate's general information.
- Click NEXT and select the candidate's subjects.
- Click SUBMIT to complete the candidate's registration.

2.2. SUBMISSION OF ENTRIES MICROSOFT EXCEL REGISTRATION TEMPLATE

A Microsoft Excel Registration Template should only be used by centres where online registration has proven to be impossible. The Template should be requested from your Regional Examination Official.

2.2.1. It is absolutely essential that the "Handbook for Centres" booklets for NSSC Oct/Nov 2022 Examinations are studied carefully in conjunction with this circular before the registration of candidates is done.

2.2.2. The template is pre-formatted to capture the required candidates' information.

2.2.3. The template should be completed using the candidate information in Form A.

- **Special needs status:** special needs of candidates should be clearly indicated. An application for Special Arrangements for candidates with special educational needs (disabilities) should still be completed to ensure that the required special arrangement is approved. **Candidates who do not require special arrangements should leave this section blank.**

2.2.4. A minimum of 6 (six) subjects should be selected amongst all available subjects for Grade 11 (NSSCO).

2.2.5. A 7th (seventh) subject is only allowed under special circumstances which require recommendation from Regional Directors (a request letter should be forwarded with the registration forms, under the Director's signature to the Director of DNEA).

2.2.6. Special care should be taken when entering for languages at different levels. Please note that **Afrikaans, English**, are available both at **First** and **Second** language level and a correct level should be selected.

2.2.7. It is of utmost importance that the entries are done correctly from the start because question papers and other documentation are printed based on the numbers of the preliminary entries.

- Heads of Examination Centres who administer the entering of candidates for the examination must thoroughly check all entry details, especially subject entry details, together with the candidates or make sufficient arrangements that such checking is done by other competent staff members as well.
- The information on the online registration form for each candidate registered online should be checked thoroughly before it is submitted.

2.2.8. Heads of Examination Centres are requested to draw up the following checklist to check, control and indicate if all the procedures have been followed correctly and correct information have been entered for each registered candidate:

- Has each candidate registered for the correct number of subjects?
- Has the correct subject been marked before submitting the online form for each candidate, the correct level for languages; first, second.
- Have all candidates been registered, also those in hospital, prisons, absent for the day etc.
- Has each candidate registered **only once**?

2.3. REGISTRATION PERIOD

Registration period for NSSCO Grade 11 full-time candidates is from **16 January 2023 to 16 February 2023. NO LATE REGISTRATION WILL BE ALLOWED AFTER THE CLOSING DATE OF 16 February 2023.** No full-time candidate must be registered for any NSSCO subjects if he/she is in Grade 10.

2.4. VERIFICATION OF ENTRIES

Verification period for all full-time candidates is from **11 April 2023** to the **27 April 2023** for full-time candidates. No change to subject entries will be allowed after the **27 April 2023**. All candidates must check and verify their entries very carefully on their verification reports in order to ensure the correctness of their general information (surnames, names, date of birth, identity number and gender) and subject entry details.

Please Note:

Candidates' certificates which are issued on the basis of incorrect personal details provided by candidates at the time of entering for the examination and who did not correct it when the preliminary lists were at the schools/centers **may not be replaced**.

2.5. GENERAL INFORMATION

2.5.1. If private schools (private institutions registered with the Ministry) wish to offer School-Based/Course Work in subjects where it is not compulsory, their teachers/tutors should be trained by MoEAC and the names of the subjects in which they are trained by MoEAC should also be submitted to the DNEA by the end of March 2023 at the latest.

2.5.2. Applications for Special Arrangements for candidates with special needs must already be made and enclosed with supporting evidence and forwarded together with the

registration forms to reach the REXO on **Tuesday, 21 February 2023**. An application form is hereby enclosed as well as in the Handbook for Centres which is already in your possession.

3. EXAMINATION REGISTRATION FEES.

3.1. CIRCULAR FOR FORMAL EDUCATION: FORM.ED. 07/2015 PARAGRAPH 3.2 indicates that full-time candidates from public schools are exempted from paying examination fees; whereas full-time candidates at private schools are obliged to pay examination fees. Public schools' candidates taking more than six subjects are also obliged to pay examination fees for any approved extra subject.

3.2. All private school candidates for Oct/Nov 2023 NSSC Ordinary Level (Grade 11) examination will have to pay their examination registration fees at the time of registration. Please consult the Responsibilities and Duties of a Cashier information in circular: DNEA 51/2019 and study intensively for adherence to all procedures. The examination registration fees are as follows:

TABLE OF TARIFFS NSSC ORDINARY	
TYPE OF CANDIDATE AND ENTRY	FEE
Full-time (16 January – 16 February 2023) candidates entering for subjects included in the curriculum for Government schools to a maximum of 6 subjects.	N\$ 90-00 per subject (N\$540-00 for six subjects) NB Applicable to candidates of Private Institutions only
Full-time candidates approved and entering for subjects in excess of six.	N\$180-00 per subject NB Applicable to all Institutions

3.3. All examination registration fees are to be paid to the Head of the Examination Centre/Cashier. **Candidates will not be entitled to claim back their examination registration fees if they do not turn up for the examination or when their results are declared null and void because of their involvement in irregularities.** Entry fees are also not refundable (even in cases of serious illness) or transferable to the next examination. Candidates can only claim back their examination registration fees if they **have not yet completed a registration form.** In such cases the candidate can claim back the fee at a Sub-Receiver of Revenue Office by submitting the original receipt as proof of payment together with the claim form and a letter for refund from DNEA. Claim forms for a refund can only be obtained at a Sub-Receiver of Revenue Office in your area.

3.4. You are requested to inform candidates that if they make themselves guilty of unacceptable conduct during the Oct/Nov 2023 examination period (as described in Circular DNEA 64/2001) they will be held responsible for paying the total unsubsidised fee before the 2023 results are released.

ADDITIONAL FEES TO BE PAID BY CANDIDATES GUILTY OF UNACCEPTABLE CONDUCT DURING EXAMINATION IN 2023	
TYPE OF CANDIDATE	ORDINARY LEVEL EXAMINATIONS
Full-time candidates	N\$180-00 per subject

3.5 All abovementioned fees must be paid in at the nearest sub-receiver of revenue under the **Revenue Heading: Payment of Oct/Nov 2023 NSSC Examination Entry Fees 31 10 22 724.**

3.6 The following must be forwarded to the DNEA via the REXO, to reach the DNEA not later than **Friday, 24 February 2023.**

- (a) A completed **Summary of Candidate Entry Fee Form (see an example in Annexure A)**
- (b) Copies of the **official receipt(s)** as proof of payment, issued by the Sub-Receiver of Revenue;
- (c) **Stamped Bank Deposit Slip(s)** (where possible) as proof that the fee has been paid in at a commercial bank in the state account;

Please Note: for the NSSCO Grade 11 Full-time, points (a) to (c) is only applicable to Private Schools.

- (d) A completed **Summary of Candidates' subject entries Form (see an example as Annexure B)** showing a list of all candidates registered. This should be submitted in hard copy with the school stamp and signed by the School Principal.
- (e) Completed application forms for Access Arrangements and supporting evidence. The application form is attached as **Annexure D.**

The above documents should still be forwarded to the DNEA via the REXO even if the registration of candidates was done online.

3.7 **The receipt issued by the Sub-Receiver of Revenue and the certified stamped Bank Deposit Slip (where possible) as proof of payment must not be stapled to the entry form but packed separately.**

3.8 Principals/Heads of Examination Centres are also requested to list the names and entry fee amounts paid by each full-time (private school) or candidates who are approved to register for a 7th subject (**Annexure A**).

3.9 Candidates entering for more than six (6) subjects will have to pay the (unsubsidised) fee for the subject(s) exceeding six. In this regard, candidates are only allowed to register for the maximum of seven (7) subjects, with given conditions met and approval granted for the 7th subject. The full unsubsidised fee is N\$180-00 per subject

4. DISPATCHING DATES

4.1. Heads of Examination Centres must ensure that completed entry forms and Application Forms for Candidates with special educational needs (disabilities) and other accompanying documentation reach the REXO by **Tuesday, 21 February 2023.**

- 4.2. The late submission of the entry forms by examination centres to the regional offices must at all costs be avoided. If for special reasons a late submission cannot be prevented, such a centre must **contact the REXO and give reasons for the delay before or on the due date.**
- 4.3. REXOs must use the information in 3.6 as provided by the schools to keep a record of all the centres not having submitted their entries (using entry forms or online) by the due date and **follow-up even by visiting the centre if necessary. If a centre had no entries, the DNEA must be informed of such centre(s).**
- 4.4. The following documents are also attached to this circular.
- The **Syllabus Synopsis**, showing the assessment structure for all subjects.
 - Special Consideration Application Form, **Annexure C**, to be used during examination when needed.

Please note:

Centres are welcome to reproduce all attached forms.

PREVIOUS CIRCULAR:

NUMBER: DNEA 03/2023

HEADING: RECRUITMENT OF MARKERS/MODERATORS/TEAM LEADERS FOR THE OCT/NOV 2023 NSSCO EXAMINATIONS

ADDRESSEES: PRINCIPALS (HEAD OF CENTRES) OF GRADE 11 (NSSCO) SCHOOLS
 DIRECTORS OF EDUCATION, ARTS AND CULTURE
 DEPUTY DIRECTORS OF EDUCATION, ARTS AND CULTURE (PQA)
 INSPECTORS OF EDUCATION AND ADVISORY TEACHERS
 REGIONAL EXAMINATION OFFICIALS (REXOs)
 ALL NAMCOL CENTRES
 NAMCOL AREA MANAGERS
 ALL PRIVATE TUITION CENTRES
 DIRECTORATES: NIED, PQA, DNEA

MINISTRY OF EDUCATION, ARTS AND CULTURE
<i>Clemmentine Tsumis-Garises</i>
Mrs Clemmentine Tsumis-Garises Director: National Examinations and Assessment
EXAMINATIONS
PRIVATE BAG 12026 WINDHOEK