



REPUBLIC OF NAMIBIA

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CIRCULAR: DNEA 06/2023

TO: HEAD OF PART-TIME EXAMINATION CENTRES FOR NSSC ORDINARY (GRADE 11) AND NSSC ADVANCED SUBSIDIARY LEVEL (GRADE 12) EXAMINATIONS
REGIONAL DIRECTORS OF EDUCATION, ARTS AND CULTURE
REGIONAL EXAMINATION OFFICIALS
INSPECTORATE AND ADVISORY SERVICES
DIRECTORATES: PQA, NIED, PAD, NLIS, DNEA
ALL NAMCOL CENTRES
ALL PRIVATE TUITION CENTRES

OCT/NOV 2023 NSSC ORDINARY LEVEL (GRADE 11) AND NSSC ADVANCED SUBSIDIARY LEVEL (GRADE 12) EXAMINATIONS: REGISTRATION PROCEDURES FOR PART-TIME CANDIDATES

1. INTRODUCTION

Submission of candidate entries for the 2023 NSSCO Level (Grade 11) and NSSCAS Level (Grade 12) examinations 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, which might cause cancellation of candidate 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 provide the information needed during the candidate registration process. Form A should be filed at school / centre for future reference. **Form A should NOT be sent to the DNEA; it should be kept at school / examination centre for future reference.**

2. SUBMISSION OF ENTRIES

2.1. ONLINE SUBMMISION 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 links:

NSSCO Level (Grade 11) Part-Time: <https://forms.gle/Nb9ikJf4yDPxGpYL6>

NSSCAS Level (Grade 12) Part-Time: <https://forms.gle/XjdJcSREU5mAW5Mq6>

The forms should be completed either at school, circuit or regional level. They must not be completed by candidates themselves. The following steps should be followed on both NSSCO and NSSCAS Part-Time online registration forms:

- Enter the email address, this should be an email created specifically for registration purposes at either the school circuit or regional level.
- Enter a password as follows:
 - Example for NSSCO (Grade 11) Part-Time password is; 23DKdnea, where D stands for NSSCO Part-Time, K stands for the regional code and 23 is the current year.
 - Example for NSSCAS (Grade 12) Part-Time password is; 23BKdnea, where B stands for NSSCAS Part-Time, K stands for the regional code and 23 is the current year.
- Select your region and click NEXT to select the candidate's examination centre.
- Select the correct centre and click NEXT to enter the candidate's general information.
- Click NEXT and enter the candidate's examination number for the Previous Year's Grade Entry.
- Click NEXT and select the candidate's subjects.
- Click NEXT and enter the candidate's receipt number.
- 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 current "Handbook for Centres" booklets for NSSC 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 data sheet of the template** should be completed as guided by the reference sheet and using the candidate information in Form A.
- 2.2.4. 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.**

3. SUBJECT CHOICES

There are two types of part-time candidates.

- (a) **Resit:** candidates who intend to write a subject for the second or third time after a poorer performance in the previous examinations
- (b) **First-time takers:** candidates who intend to write a subject for the first time on part-time basis (which they have not attempted on full-time basis before).

3.1. NSSCO (GRADE 11) RE-SIT CANDIDATES

These includes the following candidates:

- (a) NSSCO (Grade 11) candidates who wish to improve their previous performance. They may repeat the same subjects with **the maximum of 4 subjects only**.
- (b) NSSCO (Grade 12: legacy) candidates who wish to improve their previous performance. They may register with the maximum of 4 subjects provided they attempted the same subject in the old curriculum before.

3.2. NSSCO (GRADE 11) FIRST-TIME TAKER CANDIDATES

These includes the following candidates:

- (a) A candidate who has written NSSCO before (legacy or revised curriculum), but wishes to take a subject on part-time which he/she has not written before, he/she is allowed to take maximum of 3 subjects only.
- (b) A candidate who obtained the old Junior Secondary Certificate (JSC) and met the requirement to proceed to the old Senior Secondary phase, he/she is allowed to take a maximum of 3 subjects only.

3.3. NSSCAS (GRADE 12) RE-SIT CANDIDATES

These includes the following candidates:

- (a) NSSCAS (Grade 12) candidates who wish to improve their previous performance, may repeat the same subjects with the maximum of 3 subjects only.
- (b) NSSCH (Grade 12: legacy) candidates who wish to improve their previous performance, may register with the maximum of 3 subjects only, provided they attempted the same subject in the old curriculum at higher level before and obtained at least a Grade 4.

3.4. NSSCAS (GRADE 12) FIRST-TIME TAKER CANDIDATES

These includes the following candidates:

- (a) A candidate who has written NSSCO before (legacy or revised curriculum), and wishes to take a subject on part-time which he/she has not written before at NSSCAS level, he/she is allowed to take a maximum of 2 subjects only, provided they obtained at least a Grade C in those subjects.
- (b) A candidate who has written NSSCAS before, and wishes to take a subject on part-time which he/she has not written before, he/she is allowed to take a maximum of 2 subjects only, provided their NSSCO results show at least a Grade C in the relevant subjects.

All candidates who intend to register for the NSSCO or NSSCAS Level on part-time bases should be in possession of the following documents:

- (a) **their relevant statement(s) of results** as a proof that a candidate has attempted the subjects during previous year(s).
- (b) **their identity documents** (birth certificate and or their national ID or valid passport, valid driver's licence or valid voter's card)
- (c) **a receipt of payment for tuition**, as a proof that they will have to receive tuition for at least one year (8 - 9 months) at a tuition centre registered with the MoEAC in the subject(s) they intend to register for the examination. Proof of registration with NAMCOL for NAMCOL candidates only. Other registered tuition centres must develop a similar document that could be used as proof of enrolment by candidates at their tuition centres which must be submitted to the Head of Examination Centre/Cashier on registration for 2023 examination.

4. TUITION

It is compulsory for all the candidates who intend to register for the NSSCO or NSSCAS Level exams on part-time basis to be registered for tuition at registered part-time centres including NAMCOL.

4.1. SCHOOL-BASED ASSESSMENT COMPONENT

Candidates should be provided with the opportunity to do their School-Based Assessment Work (Course Work and Oral) when taking subjects that involved such components.

- (a) **Carry Forward (CF)** of a Coursework component mark.
A re-sit candidate registered for a subject with a compulsory coursework component which takes a longer period of time to develop and assess, may choose to carry their coursework component over. (Examples of these subjects are Agricultural Science and Entrepreneurship). The carry forward of coursework component marks will **only be allowed once** within a maximum period of twelve (12) months. This means that marks can be carried forward from one year to the following only.
- (b) All re-sit candidates who intend to register for language subjects which have a compulsory Oral component, **must retake their Oral and will not be permitted to carry their Oral marks from previous examinations.**

5. REGISTRATION PERIOD

- 5.1. Registration period for Full-time and Part-time candidates is from **30 January 2023 to 03 March 2023. NO LATE REGISTRATION WILL BE ALLOWED AFTER THE CLOSING DATE OF 03 March 2023.**
- 5.2. Please note as soon as a candidate is registered for tuition, they should immediately be registered for examination either through online or by filling in an entry form. Tuition centers should bring this information to the attention of part-time (first-time takers and re-sit) candidates.

6. VERIFICATION OF ENTRIES

Verification period for all part-time candidates is from **11 April 2023** to the **05 May 2023**. No change to subject entries will be done after the **05 May 2023**. All candidates must check and verify their entries very carefully on the verification lists 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 the candidates at the time of registration for the examination and who did not correct it when the preliminary lists were at the schools/centers for checking, **will not be replaced**.

7. GENERAL INFORMATION

- 7.1. Applications for Special Arrangements for candidates with special educational needs must already be made and enclosed with supporting evidence and forwarded together with the registration forms to reach the REXO on **Tuesday, 07 March 2023**. An application form is hereby enclosed as well as in the Handbook for Centres already in your possession.
- 7.2. No candidate is allowed to register on full-time and part-time in the same year at any centre.
- 7.3. No candidate is allowed to register for part-time at two different centres.
- 7.4. 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 themselves together with the candidates thoroughly check all entry details, especially subject entry details, make sufficient arrangements that such checking is done by other competent staff.

8. EXAMINATION REGISTRATION FEES.

- 8.1. All part-time candidates for Oct/Nov 2023 NSSCO and NSSCAS examination will have to pay their examination registration fees at the time of entering for the examination. Please consult the Responsibilities and Duties of a Cashier which is enclosed in circular: DNEA 51/2019 and must be studied intensively for adherence to all procedures. The examination registration fees are as follows:

TABLE OF TARIFFS NSSCO AND NSSCAS FOR 2023 EXAMINATIONS	
TYPE OF CANDIDATE AND ENTRY	FEE
First-time takers candidates entering for subjects included in curriculum for Government schools to a maximum of 3 subjects.	N\$ 90-00 per subject (N\$270-00 for three subjects)
Re-sit candidates (for subjects included in curriculum for Government schools)	N\$ 108-00 per subject

8.2. 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 or malpractice.** 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 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.

8.3. 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 and Part-time candidates	N\$180-00 per subject

8.4. 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.**

8.5. The following must be forwarded to the DNEA via the REXO, to reach the DNEA not later than **Friday, 10 March 2023.**

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

9. DISPATCHING DATES

9.1. Heads of Examination Centres must ensure that completed entry forms and Application Forms for Candidates with special needs and other accompanying documentation reach the REXO by **Tuesday, 07 March 2023.**

- 9.2. The late submission by examination centres to regional offices of entry forms must at all costs be avoided. If for special reasons a late submission cannot be prevented, such a centre must **contact their REXOs and give reasons for the delay before or on the due date.**
- 9.3. 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).**
- 9.4. 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 welcomed to reproduce all attached forms.

PREVIOUS CIRCULAR:

NUMBER: DNEA 05/2023

HEADING: OCT/NOV 2023 NSSC ADVANCED SUBSIDIARY LEVEL (GRADE 12)
EXAMINATIONS: ENTRY PROCEDURES FOR FULL-TIME
CANDIDATES

ADDRESSEES: PRINCIPALS OF NSSC ADVANCED SUBSIDIARY LEVEL (GRADE 12) 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
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