



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

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Namibia

08 March 2022

CIRCULAR: DNEA 11/2022

TO: HEAD OF EXAMINATION CENTRES FOR NSSC ORDINARY AND HIGHER LEVEL,
PART-TIME (GRADE 12)
REGIONAL DIRECTORS OF EDUCATION, ARTS AND CULTURE
INSPECTORS OF EDUCATION AND ADVISORY SERVICES
REGIONAL EXAMINATION OFFICIALS
DIRECTORATE NIED
DIRECTORATE PQA
DNEA

ISSUING OF STATEMENTS OF PROVISIONAL RESULTS FOR PART-TIME CANDIDATES FOR OCT/NOV 2021 NSSC ORDINARY AND HIGHER LEVEL (GRADE 12) EXAMINATIONS

1. Please find enclosed copies of:

- A letter addressed to the candidate which must be handed to the candidate together with his/her Statement of Results.
- FORM E, which should be completed in cases of any examination related enquiries which gives an explanation of the manner in which enquiries about results should be done, for NSSC Ordinary and Higher Level.
- An application form (FORM F) where personal details are to be completed (i.e. names, date of birth, etc.).

Please Note: Enquiries and applications must be done by the school/centre on behalf of the candidates. Enquiries must be channelled via Regional Offices to the DNEA.

2. For NSSCO each subject which appears on the statement of results will be graded from **A(a) to G(g)**.
For NSSCH each subject which appears on the statement of results will be graded from **1(ONE) to 4(FOUR)**.

An explanation for symbols other than **A(a) to G(g)** or **1(ONE) to 4(FOUR)**. is given below.

U(u)	UNGRADED	which means the candidate failed to obtain the minimum mark to be graded in that subject.
X(x)	NO RESULT	which means the candidate did not write at least one or all the components of that subject or the coursework component was not done.
Q(q)	PENDING	which means the results are still under investigation before they can be released

All official correspondence must be addressed through the Executive Director.

3. APPLICATION FOR CORRECTING PERSONAL INFORMATION

- (a) Incorrect personal information i.e. incorrect spelling of names, surnames and date of birth can be corrected by the candidate by completing FORM F in duplicate and submitting to the Head of the Centre/Principal together with proof of identity (a certified copy of ID card or birth certificate) showing the correct information.
- (b) The documents submitted to the Head of Centre/Principal as proof must be attached on the application form, "FORM F" and forwarded to the DNEA. The last day for making corrections at the centres is **29 March 2022**.

4. APPLICATION FOR CHECKING AND RE-MARKING

- (a) Candidates who are not satisfied with their results are allowed to appeal by applying for their results to either be re-checked or remarked at a fee per subject as shown on the attached letter. However, it should be noted that the borderline cases have been attended to already during the grade review process.
- (b) Head of Centres/School Principals must collect the above mentioned fees where applicable from candidates and pay it in at the cashier at the centre under the Heading "NSSC Examination Enquiries". Copies of receipts, together with the two copies of "FORM E" and the original of "FORM F" (if any) must be forwarded to the DNEA via the Regional Office to reach the DNEA by **01 April 2022**.
- (c) Some candidates may want to have their results re-checked **urgently for University admission purposes**. The urgent requests must be forwarded to the DNEA as soon as possible via the Regional Office. It should be indicated on the form that it is an **emergency case**. A letter explaining why it is an emergency case as well as a letter from the institution indicating the closing date for registration should accompany the application.

PREVIOUS CIRCULAR:

NUMBER: DNEA 10/2022

HEADING: LISTS OF EQUIPMENT AND MATERIALS NEEDED FOR THE NSSCO TECHNICAL SUBJECTS PAPER 2 PRACTICAL EXAMINATIONS FOR THE OCT/NOV 2022 EXAMINATIONS.

ADDRESSEES: DIRECTORS OF EDUCATION, ARTS AND CULTURE
PRINCIPALS OF GRADE 11 SCHOOLS OFFERING
NSSCO BUILDING STUDIES (6186/02)
NSSCO METALWORK AND WELDING (6188/02)
NSSCO MOTOR MECHANICS (6189/02)
NSSCO WOODWORK (6190/02)
INSPECTORS OF EDUCATION AND ADVISORY TEACHERS
REGIONAL EXAMINATION OFFICIALS
PQA DIRECTORATE
DNEA DIRECTORATE


Ms C. Tsumis-Garises
Director: National Examinations and Assessment

2022 -03- 08

EXAMINATIONS

PRIVATE BAG 12026

WINDHOEK

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REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

Enquiries: The Principal/Head of Centre
Number: 21/9/1


Government Office Park
Private Bag 12026
WINDHOEK

08 March 2022

TO: THE CANDIDATE

ENQUIRIES REGARDING THE STATEMENTS OF RESULTS FOR THE OCT/NOV 2021 NSSC ORDINARY AND HIGHER LEVEL (GRADE 12) EXAMINATION.

1. Enquiries must be made at the school/centre where the examination was written.
2. Some enquiries must be paid for. The enquiry fees are as follows:
 - A full clerical re-check **N\$60.00** for **NSSC** per subject per candidate **FORM E (NSSCO/H) 2021 EXAMINATION.**
 - A re-mark including a full clerical re-check: **N\$220.00** for **NSSCO** per subject per candidate: **FORM E (NSSCO/H) 2021 EXAMINATION.**
 - Application for correcting of personal information (**FORM F**): it is not charged.
 - An explanation of "**No Result**" is not charged.
3. Incorrect personal information i.e. incorrect spelling of names, surnames and date of birth can be corrected by completing FORM F which is available at the Principal/Head of Centre where the examination was written.
4. Principals/Heads of Centres must collect application fees from candidates and pay it in at the cashier at the revenue office under the Heading "2021 NSSCO/H Examination" under **Vote no. 3110 22724.**
5. The closing date for enquiries and correction of personal information at the centre is **29 March 2022.**


Ms C. Tsumis-Garises
Director: National Examinations and Assessment
2022 -03- 08
**MINISTRY OF EDUCATION,
ARTS AND CULTURE**
EXAMINATIONS
PRIVATE BAG 12026
WINDHOEK

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