



REPUBLIC OF NAMIBIA

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**MINISTRY OF EDUCATION, ARTS AND CULTURE**

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**CIRCULAR: DNEA 18/2023**

TO: HEADS OF NSSCAS (GRADE 12) EXAMINATION CENTRES FOR PART-TIME CANDIDATES  
HEADS OF NSSC ORDINARY LEVEL (GRADE 11) EXAMINATION CENTRES FOR PART-TIME CANDIDATES  
REGIONAL EXAMINATION OFFICIALS  
INSPECTORS OF EDUCATION AND SENIOR EDUCATION OFFICERS  
DIRECTORS OF EDUCATION, ARTS AND CULTURE  
DIRECTORATE: NIED, NLIS, PAD AND PQA  
NAMCOL HEAD OFFICE AND NAMCOL AREA MANAGERS

**CHECKING OF PART-TIME CANDIDATE ENTRIES: OCT/NOV 2023 NSSCAS LEVEL (GRADE 12) AND NSSCO LEVEL (GRADE 11) EXAMINATIONS**

1. Verification period for Part-time candidates is 11 April 2023 to 05 May 2023.
2. Please find enclosed the following:
  - Centre entry list of the preliminary entries containing the list of candidates with the subjects they are registered for.

**Please note that candidates are not allowed to register at more than one examination Centre.**

3. All Centres should make copies of **ALL** the candidates' entry lists after all changes have been made and **send the original** (in hard copy only) back to the DNEA to reach the Regional Examination Offices on or before **Tuesday, 09 May 2023**. Regional Examination Offices should ensure that the original, checked entry lists reach the DNEA offices by **Friday, 12 May 2023**.
4. **The entries must be thoroughly checked for accuracy and correctness by every candidate, assisted by the School Principal/Head of Centre/Subject Teacher.**

Checking of entries should be done to ensure that the information appearing on the preliminary lists is correct. **This will be the last opportunity to correct errors regarding personal details and subjects entered for. The same information will be used for the printing of the admission permits, statements of results, certificates and other related documents.**

**Therefore, if not corrected now the same errors will appear on the admission permits, certificates and related documents. Note that no changes will be made once a certificate has been printed and issued.**

If an error is identified during the checking process, the candidate with the assistance of the School Principal/Head of Centre should make the necessary changes to make sure that the information on the candidate's entry lists is accurate.

5. All alterations on the candidates' entry lists must be made in **red ink** as follow:

- Put a cross (x) in red ink next to the place where a change is made on the candidates' entry lists when an error is corrected by the Head of Centre/Principal/subject teacher/candidate.
- Delete any incorrect information on the candidates' entry lists by drawing a line through and write the correct information next to the deleted error. This should be done by the candidate by writing legibly in block letters.

**Please note** that **all** the information on the candidates' entry lists must be checked by the **teacher and the candidate** for accuracy and correctness, if necessary. Specific attention should be given to the following:

- **Spelling of names and surnames (nicknames should not be used),**
- **Initials of other names,**
- **Date of birth.**

All personal details should correspond with the information on official documents such as birth certificates and identity documents.

- **Subjects entered for, ensure that languages entered for are at the level intended** (either First or Second Language level).

## 6. **TRANSFER OF CANDIDATES**

The transfer of candidates from one Centre to another Centre should be requested under special circumstances only and should be recommended by the Regional Director.

If a candidate needs to be **transferred** to another Centre after his/her initial entry, "**transferred to.....(name of new Centre)**" should be entered in red ink on his/her entry lists by the subject teacher/Head of Centre.

Examples of special circumstances:

- Medical reasons (doctor certificate required).
- Parents moving from one region to another (relevant proof required).

Please note that a candidate intending to be transferred to another Centre must complete a **'FORM TRANSFER'** attached. **This should be at the examination Centre where he/she wants to write the examination. The completed form must be forwarded to the DNEA together with the rest of the checked candidates' entry list.**

**Please note that no transfers will be allowed after 05 May 2023.**

## 7. **OMMITED CANDIDATES**

A candidate is only omitted if he/she is appearing in the original summary list of candidates submitted by the Centre to the DNEA during registration and for some reason is not appearing in the preliminary entry list of candidates.

If the name of a candidate who has entered for the examination was omitted from the candidates' entry lists, the **'FORM OMITTED ENTRY'** attached should be completed. This form should be completed and signed by the Head of Centre for such a candidate. The completed form must be forwarded to the DNEA together with the rest of the checked candidates' entry lists of preliminary entries.

8. **Every candidate must sign in full** in the column "candidate signature" his/her entry on the candidates' entry lists after he/she has thoroughly checked the information to confirm that it is correct. If the candidate could not be traced, to check their information, the School Principal /Head of Centre/Subject Teacher must sign that he/she has compared the information on the candidates' entry lists with that of the entry **FORM A**.
9. If a candidate has been entered more than once, please indicate this on the candidates' entry lists to be deleted by entering "DUPLICATE ENTRY" on his/her entry lists.
10. **The School Principal/Head of Centre must sign in full** in the space provided at the bottom of the candidates' entry lists to confirm that all information has been thoroughly checked.
11. **Corrections made will be final.** Candidates attempting to sit for an examination in a subject not registered for, **will not receive any result in that subject.**
12. The corrected and checked original candidates' entry lists must be delivered by hand, air or road, but **NOT** posted or emailed to the REXO to **reach the Regional Office on or before 09 May 2023.** A copy of the checked candidates' entry lists should be made and left at the Centre for record purposes.

**PLEASE NOTE:**

- Candidates are not permitted to register at more than one Centre for examination. If candidates find themselves attending tuition at more than one Centre, they should ensure that they have all their subjects registered for examination at only one Examination Centre.
- Candidates are not allowed to register for both PART-TIME and FULL-TIME examinations in one year. All candidates who find themselves having registered for both PART-TIME and FULL-TIME examinations, have a chance now to cancel one of their registrations to avoid their results from being nullified.

**PREVIOUS CIRCULAR:**

**NUMBER:** DNEA 17/2022

**HEADING:** CHECKING OF FULL-TIME CANDIDATE ENTRIES: OCT/NOV 2023  
NSSCAS LEVEL (GRADE 12) AND NSSCO LEVEL (GRADE 11)  
EXAMINATIONS

**ADDRESSEE:** HEADS OF NSSCAS (GRADE 12) EXAMINATION CENTRES FOR  
FULL-TIME CANDIDATES  
HEADS OF NSSC ORDINARY LEVEL (GRADE 11) EXAMINATION  
CENTRES FULL-TIME CANDIDATES  
REGIONAL EXAMINATION OFFICIALS  
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