



REPUBLIC OF NAMIBIA

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## MINISTRY OF EDUCATION, ARTS AND CULTURE

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### CIRCULAR: DNEA 22/2023

TO: PRINCIPALS OF NSSC SCHOOLS  
HEADS OF PART-TIME EXAMINATION CENTRES  
DIRECTORS OF EDUCATION, ARTS AND CULTURE  
DEPUTY DIRECTORS PQA (REGIONAL LEVEL)  
REGIONAL EXAMINATION OFFICIALS (REXOS)  
REGIONAL INSPECTORATE AND ADVISORY SERVICES  
NAMCOL HEAD OFFICE AND NAMCOL AREA MANAGERS  
CAMBRIDGE INTERNATIONAL  
DNEA

### ISSUING OF THE OCTOBER/NOVEMBER 2022 NSSC CERTIFICATES

1. Enclosed please find the following:
  - (a) Namibia Senior Secondary Certificates (NSSC) for distribution to the candidates.
  - (b) A packing list which contains the list of names of the candidates whose certificates are dispatched.
    - The School Principal/Head of Centre should make a copy of the list to be kept at the school or the centre for record purposes.
    - The original list should be returned to the respective Regional Office together with the unclaimed certificate(s), after a period of six months have elapsed.
2. The School/Centre Acknowledgement of Receipt form attached as **Annexure A** should be completed by the school Principal/Head of Centre and returned to the respective Regional Office not later than 29 September 2023.
3. Schools/Centres should report shortages, faded and miss printed certificates to the DNEA through the REXO by 29 September 2023.
4. Certificates should be distributed to the candidates as soon as they are received at the school or the part-time centre.
5. Before receiving the certificates, the candidates must identify themselves by submitting an identity document or other valid means of identification. The Issuing of Certificate form attached as **Annexure B** must be completed in duplicate for each candidate.
  - The original form must be handed to the candidate accompanied by the certificate.
  - The copy of the form must be kept at the school/centre for record purposes.




6. If a certificate is not collected by the candidate personally it must be sent by registered mail to the correct address of the candidate, or can be collected by a parent/next of kin with proper identification.
7. On the packing list mentioned in 1 (b) above, insert a tick (✓) next to the names of those candidates who received their certificates. Next to the names of the candidates who have not received their certificates the word "unclaimed" must be entered. Each entry must be co-signed by the school principal or head of centre.
8. Unclaimed certificates must be returned to the respective Regional Offices for attention of the Regional Examination Official. A Return of NSSC Unclaimed Certificates form attached as **Annexure C** must be completed in triplicate.
  - The first two copies must be returned together with the unclaimed certificates to the respective Regional Office after six months.
  - The third copy must be kept at the school/centre for record purposes.
  - On receipt of the certificates at the Regional Office, the first two copies must be signed and the one copy must then be returned to the school to confirm that all certificates listed were received at the Regional Office.
9. Schools/centres are not allowed to withhold the certificates of the candidates for any reason other than the cases which were approved by the Executive Director.
10. These certificates have special security features which make it impossible to falsify. Candidates are therefore advised to store the certificates away from water, preferably in a plastic cover and **not to laminate** the certificates as it may damage some security features.

PREVIOUS CIRCULAR:

NUMBER: DNEA 21/2023

HEADING: NSSCO, NSSCAS AND ICGSE EXAMINATION: USE OF THE HANDBOOK FOR CENTRES

ADDRESSES: HEADS OF NSSCO AND NSSCAS EXAMINATION CENTRES  
 REGIONAL DIRECTORS OF EDUCATION, ARTS AND CULTURE  
 DEPUTY DIRECTORS OF EDUCATION, ARTS AND CULTURE (PQA)  
 INSPECTORS OF EDUCATION AND ADVISORY SERVICES  
 REGIONAL EXAMINATION OFFICIALS (REXOS)  
 ALL NAMCOL CENTRES  
 NAMCOL AREA MANAGERS  
 ALL PRIVATE PART-TIME CENTRES  
 DIRECTORATE NIED, PQA, DNEA

  
 Ms C. Tsumis-Garises  
 Director: DNEA

