



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

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CIRCULAR: DNEA 25/2023

TO:

DIRECTORS OF EDUCATION, ARTS AND CULTURE
DEPUTY DIRECTORS – PQA (REGIONAL LEVEL)
REGIONAL EXAMINATION OFFICIALS
INSPECTORS OF EDUCATION
PRINCIPALS OF NSSCO (GRADE 11) AND NSSCAS (GRADE 12) AS LEVEL SCHOOLS
(GOVERNMENT AND PRIVATE SCHOOLS)
HEADS OF NSSCO (GRADE 11) AND NSSCAS (GRADE 12) AS LEVEL EXAMINATION
CENTRES FOR PART-TIME CANDIDATES
DIRECTORATE PQA
NAMCOL, HQ AND REGIONAL MANAGERS
DNEA

VERIFICATION OF IDENTITY: CANDIDATES WRITING THE NSSCO GRADE 11 AND ADVANCED SUBSIDIARY (GRADE 12) LEVEL NOV/DEC 2023 EXAMINATIONS

1. **It is compulsory for all full-time and part-time candidates** who are participating in any national examination **to show proof of their identity before being allowed to enter examination halls or rooms.** The examinations concerned are the following:

The NSSCO (Grade 11) and NSSCAS LEVEL (Grade 12) national examinations.

2. Full-time and part-time candidates must be in possession of their Admission Permits that were issued by the Directorate of National Examinations and Assessment (DNEA) **and** they must show proof of their identity. Identification documents that will be accepted are:

- Original National Identity Card (ID)
- Valid Original Passport
- Valid Original Driving Licence
- Original Election Voter Card
- **Learner Cards issued by full-time schools to full-time candidates** (Cards will be accepted only if it shows the name, date of birth or identity number and a recent photograph of the candidate).

3. Due to an increase in the number of cases of impersonation by candidates in the past; it is **compulsory for all part-time candidates to have one of the above-mentioned identification documents in paragraph 2 to be allowed for entry in the examination hall/room.** Private Part-time tuition and examination centres should ensure that all their candidates have these identification documents.

4. Please note, the **VERIFICATION OF IDENTITY form (See Annexure A of 25/2023)** will be accepted as an alternative form of **identification for full-time candidates, only** if none of the above-mentioned documents are available. The following are examples of special circumstances:

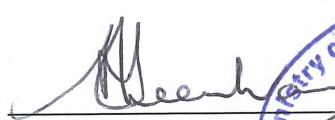
- Full-time candidates who are not in possession of one of the above-mentioned documents or candidates who have recently qualified and can show proof that they have applied for an Identity Card but who have as yet not received the document. (Candidates who claim that they are not 16 years yet must be checked against their date of birth on their Admission Permit).
 - Full-time candidates whose Identity Cards had been lost or destroyed and who can show proof that they have recently applied for a new identity card (ID).
5. Only under the circumstances mentioned in paragraph 4 above, the full-time candidate concerned will be allowed to use the VERIFICATION OF IDENTITY form for identification purposes, all other candidates must be in possession of one of the acceptable identification documents listed in paragraph 2. Candidates that are qualifying to use the VERIFICATION OF IDENTITY form must follow the following procedures **before the examination starts**:
- obtain one **recent** passport photo of him/herself and has it certified at the back as valid by the principal of the school for full-time candidates,
 - complete the VERIFICATION OF IDENTITY form (**Annexure A of 25/2023**) in the presence of the principal (full-time candidates), and attach the photo in the space provided on the form.
- Please note, this form must be stamped at two places. One stamp must be partly on the photo and partly on the form and the other stamp must be at the left bottom of the form.**
6. **School Principals and tuition centres**, must convey this information in good time to the respective full-time and part-time candidates to enable them to obtain their Identity documents before the commencement of the Nov/Dec 2023 national examinations. **Candidates, to whom the special circumstances mentioned in paragraph 4 apply, must be provided with the VERIFICATION OF IDENTITY form. (Please make copies)**
7. **Heads of Centres and Heads of Examination Centres must ensure that candidates for the Nov/Dec 2023 national examinations are not allowed to enter the examination hall/room without their Admission Permits and one of the acceptable documents for the verification of the identity of each candidate.**

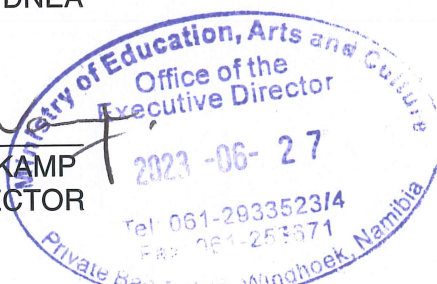
PREVIOUS CIRCULAR:

NUMBER: 24/2023

HEADING: GUIDELINES FOR CONDUCTING NSSC ORDINARY LEVEL AND ADVANCED SUBSIDIARY LEVEL LANGUAGES' SCHOOL-BASED COMPONENTS FOR WRITING AND SPEAKING

ADDRESSEES: 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)
INSPECTORS OF EDUCATION
NAMCOL HEAD OFFICE AND NAMCOL AREA MANAGERS
DNEA


SANET L. STEENKAMP
EXECUTIVE DIRECTOR



All official correspondences must be addressed to the Executive Director