



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

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CIRCULAR: DNEA 19/2023

TO: PRINCIPALS OF NSSCO AND NSSCAS SCHOOLS
DIRECTORS OF EDUCATION, ARTS AND CULTURE
DEPUTY DIRECTORS OF EDUCATION, ARTS AND CULTURE (PQA)
INSPECTORS OF EDUCATION AND SENIOR EDUCATION OFFICERS
REGIONAL EXAMINATION OFFICIALS (REXOS)
ALL NAMCOL CENTRES
NAMCOL AREA MANAGERS
ALL PRIVATE PART-TIME CENTRES
DIRECTORATES: NIED, PQA, DNEA

NAMIBIA SENIOR SECONDARY CERTIFICATE (NSSC): FINAL TIMETABLE FOR THE OCTOBER/NOVEMBER 2023 EXAMINATIONS FOR NSSC ADVANCED SUBSIDIARY (AS) LEVEL AND NSSC ORDINARY LEVEL

1. Please find attached the **FINAL** timetables for October/November 2023 NSSCAS and NSSCO Level examinations. Please note that, the time for candidates to read through question papers and to study maps etc. is already included in the total time shown in the timetable and on the cover page of the question paper.
2. The examination dates for the borrowed syllabuses, such as 0520 French Foreign Language is determined by Cambridge International Examinations and Namibia must adhere to the set dates.
3. A detailed timetable that shows the exact starting time of each paper will be made available when the Admission Permits are dispatched to the schools. The timetable of individual candidates will also show the same information.
4. Schools/Part-time centres should take note that the examinations for all levels, i.e. NSSCO and NSSCAS, start at the same time, except minor deviations made for borrowed syllabus, i.e. **0520 French Foreign Language**, to accommodate key time requirements. As a result, please take note of the starting times of the following syllabuses:

Subject code	Syllabus/paper	Date	Starting time	Ending time
0520/22	French 22	Wednesday; 25 October	11:00	12:00
0520/42	French 42	Friday; 27 October	10:00	11:00
0520/12	French 12	Thursday; 16 November	11:00	11:50

Language Examination Paper 3 (Speaking test) for Namibian candidates has been shortened to end on **06 October 2023**. This is done to ensure that marks and samples are despatched to Cambridge on time to reach them by 31 October 2023.

6. Arrangements should therefore be made to accommodate all the candidates, especially during the morning sessions. Schools that may have organisational problems in accommodating part-time candidates should inform their Regional Examination Officials (REXOs) well in advance. It should, however, be pointed out that the issue of adhering to the recommended seating space for any specific examination session can be worked out accurately by comparing the total numbers of full-time and part-time candidates with the number of seats/chairs available in the school. The requirement of 1,25cm distance between the desks of the candidates must also be strictly adhered to.
7. Schools/centres offering **0520 French Foreign Language** are requested to study the relevant circulars and ensure that the following information is implemented and addressed:
 - (a) Cambridge International Examinations has introduced Key Times and Administrative Zones system as part of increasing the security measures and ensuring the validity and integrity of their examinations around the globe.
 - (b) As a result of the above, Cambridge International Examinations has identified a Key Time for each morning and afternoon examination session when all candidates must be **under full supervision** at their centres. **In Namibia, the Key Time for the morning session is 11:00 am; therefore, schools/centres are requested to keep candidates taking 0520 French Foreign Language examinations under full supervision until 11:15 am.** During that time, candidates can be in the examination room, writing their examination, under the supervision of invigilators.

Or
 - (c) If the Key Time is before the start of the examination, candidates must be supervised by teachers or invigilators from the Key Time until the start of the examination. Candidates can have access to their books and notes, and they can talk to each other. However, they must not have any access to telephones, mobile phones, the internet, or any means of external communication; and they must not be allowed to communicate with anyone who is not under full centre supervision.

Or
 - (d) If they have finished their examination, they may be permitted to leave the examination room provided that they are supervised by teachers or invigilators continuously from the time they leave until the Key Time is over. Once outside the examination room, they can have access to their books and notes, and they can talk to each other (provided that they do not cause any disturbance to other candidates who are still writing their examinations). However, **they must not have any access to telephones, mobile phones, the internet, or any means of external communication**; and they must not be allowed to be in contact with anyone who is not under full centre supervision.
 - (e) Centres that disregard such regulations may cause the examination of their own centre or the examination of the whole country to be discredited. It is, therefore, of critical importance that these regulations are adhered to by all the centres.
8. Schools/centres must adhere to the timetables for the national examinations.
9. Requests are normally received from schools/centres for candidates to be allowed to deviate from the national examination timetables after the timetable has been finalised. These requests are made as examination dates interfere with events those candidates are involved in. Unfortunately, it should be noted that timetable deviation compromises the security and integrity of the national

examination because question papers content may become known before the examination is written.

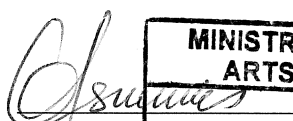
10. Schools/centres should ensure that parents and candidates are made aware of the consequences of deviating from the national examination timetable.

PREVIOUS CIRCULAR:

NUMBER: DNEA 18/2023

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

ADDRESSEES: HEADS OF NSSCAS (GRADE 12) EXAMINATION CENTRES FOR PART-TIME CANDIDATES
HEADS OF NSSCO (GRADE 11) EXAMINATION CENTRES FOR PART-TIME CANDIDATES
DIRECTORS OF EDUCATION, ARTS AND CULTURE
REGIONAL EXAMINATION OFFICIALS (REXOs)
NAMCOL REGIONAL MANAGERS
INSPECTORS OF EDUCATION AND SENIOR EDUCATION OFFICERS
DIRECTORATE: PQA, NLIS, NIED AND PAD


Mrs. C. Tsumis-Garises

Director: Directorate of National Examinations and Assessment

