

INTERIM DIRECTIVES FOR CERTIFICATION BY UMALUSI

September 2005

UMALUSI
Post Net Suite X1
Queenswood, 0121, Pretoria
37 General van Ryneveld Street
Persequor Technopark Pretoria
Tel: (012) 349 1510 Fax: (012) 349 1511
www.umalusi.org.za

TABLE OF CONTENTS

Introduction

SECTION A

1. Compliance by an assessment body
2. Assessment body codes

SECTION B

1. Notes on the determination of the results of a candidate
2. Format for transfer of information from examining bodies
3. Format for the output of data to examining bodies
4. Further clarification of the format (Senior Certificate, National Senior Certificate and N3)
5. Matters to be given special attention
6. Format for statistical reports

SECTION C

Introduction

1. Clarification of the format
2. Matters to be given special attention
3. Rules of combination – GETC (ABET)
4. Assessment and competency requirements
5. Format for transfer of information from examining bodies
6. GETC (ABET) learning area codes
7. Format for statistical reports

DIRECTIVES FOR CERTIFICATION BY UMALUSI

UMALUSI, the Council for Quality Assurance in General and Further Education and Training, issue certificates to candidates as stipulated in the regulations for the issuing of certificates by the General and Further Education and Training Quality Assurance Council as published in Government Notice No 1754 of 2 December 2003 (Government Gazette No. 25794 of 2 December 2003), as amended in Government Notice No 158 of 2005 (Government Gazette No 27249 of 4 February 2005), published by the Minister of Education.

UMALUSI is mandated to issue certificates in terms of paragraph 16 of the General and Further Education and Training Quality Assurance Act, No 58, 2001.

INTRODUCTION

This document is divided into three sections. Section A deals with compliance by examining bodies, Section B deals with Senior Certificate, National Senior Certificate and the National N3 Certificate. Section C deals with the General Education and Training Certificate (ABET Level 4).

Section A

1. COMPLIANCE BY AN ASSESSMENT BODY

1.1 An assessment body shall

submit to the Council on a date to be determined, the full details of its assessment system and practices, and any amendments thereto, so that the Council may satisfy itself of the integrity of the assessment. The submission should include inter alia

- 1.1.1 the various components which contribute to a final mark for a candidate, i.e. the examination component, CASS, practical work, etc, the manner in which each is assessed and moderated, and the weight attached to each of them,
- 1.1.2 the number of examination papers for each subject/instructional offering/learning area and the duration of each external paper,
- 1.1.3 the manner in which examination papers are handled and the measures taken to ensure confidentiality,
- 1.1.4 the measures taken to ensure order in the examination venue, for external assessment,
- 1.1.5 the manner in which the marking of scripts is controlled, in particular in respect of maintaining standards and ensuring the scripts are marked in full and marks are added correctly,
- 1.1.6 the method used to process examination results and to exercise control over such processing,

- 1.1.7 the requirements for a candidate to be allowed to write a supplementary examination,
 - 1.1.8 the way in which the supplementary examination is conducted,
 - 1.1.9 the circumstances under which a candidate may apply for the remark of an examination script,
 - 1.1.10 the manner in which learner appeals are dealt with,
 - 1.1.11 the manner in which the CASS for each subject/instructional offering/learning area is constituted,
 - 1.1.12 the manner in which monitoring and moderation of site based assessment (CASS) for each subject/instructional offering/ learning area is administered;
- 1.2 if ordered by the Council, supply proof to the Council that the control measures mentioned in the submission are being executed;
 - 1.3 ensure that the moderation referred to in regulation 10(e) of the regulations for the issuing of certificates, as promulgated by the Minister includes control of the standard of marking of answer scripts/portfolios and internal moderators are required to certify that the answer scripts/portfolios have been marked according to the standards approved by moderators in the memoranda;
 - 1.4 submit to the Council annually before a stipulated date the details which the Council may determine in respect of each candidate enrolled for the assessment, either
 - 1.4.1 in the format attached, or
 - 1.4.2 by granting read access to a computer data base containing the information, as required by the Council;
 - 1.5 adjust raw assessment marks to conform to the parameters for mark distributions as determined by the Council;
 - 1.6 take decisions on such adjustments at a meeting where at least two members of the Council are present and with the concurrence of these representatives;
 - 1.7 supply final marks to the Council in terms of regulation 10(d) of the regulations for the issuing of certificates as promulgated by the Minister in the format attached;
 - 1.8 determine the result of a candidate in accordance with the notes attached;
 - 1.9 supply the Council on a stipulated date with the statistical reports as outlined in par 6 of section B and par 7 of section C;
 - 1.10 pay to the Council the fees due in respect of the issue of certificates pertaining to assessment as stipulated in the service level agreement;

1.11 accept responsibility for refunding to the Council the payment of the remuneration of external moderators/verifiers according to conditions determined by the Council.

1.12 the money payable to the council in respect of the issuing of certificates are –

For the Senior Certificate and General Education and Training Certificate (ABET):

1.12.1 R 18,00 for 2005 and R 20,00 for 2006 in respect of the issuing of a certificate that a candidate has complied with the minimum requirements to pass at a point of withdrawal;

1.12.2 R 6, 00 for 2005 and R 8, 00 for 2006 per subject with a maximum of R 18, 00 for 2005 and R 20, 00 for 2006 per candidate per assessment occasion, in respect of the issuing of a certificate that a candidate has complied with the minimum requirements to pass in a subject/instructional offering/learning area;

1.12.3 R 15, 00 for 2005 and R 18, 00 for 2006 in respect of the issuing of a certificate that a candidate has complied with the minimum requirements to pass at a point of withdrawal, where the certificate is issued to replace certificates of subject/learning areas passed;

1.12.4 R 15, 00 for 2005 and R 18, 00 for 2006 in respect of the issuing of a re-issue or a duplicate certificate.

For the National Senior Certificate and National N3 Certificate:

1.12.5 R 30, 00 for 2005 and R 40, 00 for 2006 in respect of the issuing of a certificate that a candidate has complied with the minimum requirements to pass at a point of withdrawal;

1.12.6 R 6, 00 for 2005 and R10, 00 for 2006 per subject with a maximum of R 30, 00 for 2005 and R 40, 00 for 2006 per candidate per assessment occasion, in respect of the issuing of a certificate that a candidate has complied with the minimum requirements to pass in a subject/instructional offering/learning area;

1.12.7 R 20, 00 for 2005 and R 30, 00 for 2006 in respect of the issuing of a certificate that a candidate has complied with the minimum requirements to pass at a point of withdrawal, where the certificate is issued to replace certificates of subject/instructional offerings/learning areas passed;

1.12.8 R 20, 00 for 2005 and R 30, 00 for 2006 in respect of the issuing of a re-issue or a duplicate certificate.

1.13 The Council reserves the right to amend fees.

2. ASSESSMENT BODY CODES

"01"	Transvaal Education Department
"02"	Orange Free State Education Department
"03"	Natal Education Department
"04"	Cape Education Department
"05"	Administration House of Assembly
"06"	House of Representatives
"07"	House of Delegates
"08"	Department of Education and Training
"09"	Transkei Education Department
"10"	Joint Matriculation Board
"11"	Independent Examination Board
"12"	Namibian Ministry of Education and Culture
"13"	Eastern Cape Education Department
"14"	Free State Education Department
"15"	Gauteng Education Department (Johannesburg)
"16"	KwaZulu-Natal Education Department
"17"	Mpumalanga Education Department
"18"	Northern Cape Education Department
"19"	Limpopo Education Department
"20"	Northwest Education Department
"21"	Western Cape Education Department
"22"	School of Tomorrow
"23"	Beweging vir Christelike Volkseie Onderwys
"24"	Gauteng Education Department (Pretoria)

SECTION B

SENIOR CERTIFICATE, NATIONAL SENIOR CERTIFICATE AND NATIONAL N3 CERTIFICATE

1. NOTES FOR THE DETERMINATION OF THE RESULT OF A CANDIDATE

Condonation

- 1.1 Condonation is allowed when the candidate lacks at most 2% to meet the requirement for an individual subject/instructional offering and 10 marks for the aggregate.
- 1.2 Condonation of a failure to a pass allows a candidate to pass the subject at the grade at which it was offered, and should be considered before any possible conversions.
- 1.3 A candidate may not get more than one condonation.
- 1.4 Where a candidate only qualifies for a certificate of subject passed, condonation is not allowed. Condonation, if possible, can be considered when a replacement certificate is eventually issued.
- 1.5 Condonation to an A symbol is allowed on one result only for candidates who need no other condonation.
- 1.6 Condonation with a view to conversion is not allowed, except in the case of an Official First Language SG for an immigrant.
- 1.7 The condonation of a subject or the aggregate by the assessment body must be to the advantage of the candidate.
- 1.8 Condonation for Senior Certificate is allowed as follows:

Aggregate	710	to	720
Second Language HG	31 1/3	to	33 1/3
Any other subject HG	38	to	40
Any subject SG or LG	31 1/3	to	33 1/3
Official First Language SG (immigrant)	28	to	30

- 1.9 For university admission the condonation of aggregate is 940 to 950, and the following subject condonations may be considered in addition to those mentioned in 1.8:

Any subject HG or SG	18	to	20	with a view to sub-minimum
Second Language HG	38	to	40	with a view to recognition in Group D

1.10 Condonation for N3 is allowed as follows:

One instructional offering per certificate may be condoned on the following conditions:

- the promotion mark obtained for the instructional offering may not be more than 2 per cent below the pass mark required for the particular instructional offering unless otherwise indicated in Reports 190 and 191; and
- any instructional offering may be condoned to a pass if not more than two per cent is required.

One instructional offering per certificate can be condoned to a distinction for the issuing of a National Certificate if the candidate obtained at least 78% for the instructional offering and no other instructional offering was condoned to a pass for the particular National Certificate.

Conversion

1.11 Conversions for Senior Certificate may be done as follows, where E is 40% to 49,9%, F 33 1/3% to 39,9%, FF 30% to 33,9% and G 25% to 29,9%:

Official First Language HG				
F	to	Official First Language	SG	E
	or	Official Second Language	HG	E
FF & G	to	Official First Language	SG	F
	or	Official Second Language	HG	F

German First Language HG				
F	to	German First Language	SG	E
	or	German Third Language	HG	E
FF & G	to	German First Language	SG	F
	or	German Third Language	SG	F

Official Second Language HG				
FF & G	to	Official Second Language	SG	F

Other Subject offering HG				
F	to	Other Subject	SG	E
FF & G	to	Other Subject	SG	F

Subject SG			
FF & G	to	Subject LG	F

- 1.12 Conversions for university admission may be done as follows, where E is 40% to 49,9%, F 33 1/3% to 39,9%, and FF 30% to 33,9%:

Official First Language HG			
F	to	Official Second Language HG	E
FF	to	Official Second Language HG	F

German First Language HG			
F	to	German Third Language HG	E
FF	to	German Third Language SG	F

Other Subject HG			
F	to	Other Subject SG	E
FF	to	Other Subject SG	F

- 1.13 The language requirements for Senior Certificate and for university admission are somewhat different in the case of an immigrant. It will be necessary to ascertain on each occasion whether the candidate is an immigrant or not. For an immigrant the following conversion may be considered for Senior Certificate:

Official First Language SG			
FF	to	Official Second Language SG	F

- 1.14 Where a candidate qualifies for an endorsement for university admission all conversions in terms of the requirements for Senior Certificate will be reflected on the certificate, even those that do not meet with the requirements for university admission.

- 1.15 The aggregate is indicated by the symbol M if the candidate has met with all the requirements for an endorsement for university admission, and the symbol S in all other cases. It is further indicated that the aggregate is in one of the following intervals:

M5	S5	720 – 949
M4	S4	950 – 1199
M3	S3	1200 – 1439
M2	S2	1440 – 1679
M1	S1	1680 and higher.

The addition of the digit 1, 2, 3, 4 or 5 is for internal use only, and the digit will not appear on the certificate.

- 1.15.1 For a Senior Certificate passed with merit, a candidate would have to obtain an aggregate between 1260 and 1679;
 - 1.15.2 For a Senior Certificate passed with distinction, a candidate would have to obtain an aggregate of 1680 or more; and
 - 1.15.3 The criteria should apply irrespective of the number or higher or standard grade subjects/instructional offerings and whether the certificate was achieved with endorsement or not. (30 November 2001).
- 1.16 If a candidate offered more than six subjects or obtained credits at more than one assessment occasion, the aggregate is determined by adding the marks of the best six subjects, provided that the compulsory languages must be included and any subject may only be counted once. If a subject was passed on more than one grade, the highest grade is certified and that mark is used for the aggregate, except if a better mark obtained on a lower grade is needed to meet with the required minimum aggregate. If subjects from the same origin/content overlap are offered in addition to the 6 subjects, only the subject with the highest total will be included in the aggregate. Subjects offered that do not comply with the pre-requisites will not be considered for the calculation of the aggregate.
- 1.17 Where the aggregate for the purposes of university admission differs from the aggregate for the purposes of Senior Certificate (higher because a language was not included or lower because grouping requirements were considered), the aggregate determined according to 1.16 above is indicated on the certificate.
- 1.18 In the case of a candidate who obtains a Senior Certificate with N3-instructional offerings, the aggregate, which must meet with the minimum requirements is obtained by adding the N3 instructional offerings which are converted to marks out of 300 to the actual marks obtained in the other subjects.

1.19 Value of symbols

Symbol	Percentage	HG subjects interval	SG subjects interval
A	80%-100%	320 – 400	240 - 300
B	70%-79%	280 – 319	210 - 239
C	60%-69%	240 – 279	180 – 209
D	50%-59%	200 - 239	150 – 179
E	40%-49% A pass for a subject on higher grade/N3 subject unless otherwise specified under a specific programme	160 - 199	120 - 149

F	33? %-39% A pass for an official second language higher grade subject, any other standard grade subject or lower grade subject	134 - 159	100 – 119
FF	30%-33%	120 - 133	90 – 99
G	25-29%	100 - 119	75 – 89
GG	20%-24%	80 - 99	60 – 74
H	0%-19%	0 - 79	0 - 59

2. FORMAT FOR TRANSFER OF INFORMATION FROM EXAMINING BODIES

2.1 Electronic data capture media:

Stiffy, CD or e-mail

Type : 1.44 Mb,
Format : ASCII code

2.2 Composition of data records

2.2.1 Insertion of blanks

2.2.2 All complete data elements must be filled with spaces or zeros, as follows

- (a) Alpha-numeric data elements, eg. A(10) must be left justified with trailing spaces.
- (b) Numeric data elements, eg. N(15) must be right justified with leading zeros.

2.2.3 All incomplete data elements must be filled with spaces (alpha-numeric elements) or zeros (numeric elements).

2.3 Data structure

2.3.1 Data record A(1075)

2.3.2 Assessment body control record – record type “1” redefines Data record.

2.3.3 Layout:

Record type-1 N(01) Value = “1”

Assessment body code	N(02)	* see codes
Assessment body name	A(100)	Official name

Candidate examination no	A(13)	submit only 8 characters when using format center number-serial number
Full-time or private	N(01)	1 = Full-time 2 = Private 3 = Full-time changing to part-time, retaining 40% credits (MSC)
Surname	A(55)	
Given name(s)	A(55)	
Date of birth	N(08)	Format CCYYMMDD
Gender	N(01)	1 = Male 2 = Female
ID-number	A(13)	
Language preference (plus English)	N(02)	01 = Afrikaans 02 = English only 03 = Ndebele 04 = Northern Sotho 05 = Southern Sotho 06 = Swazi 07 = Tsonga 08 = Tswana 09 = Venda 10 = Xhosa 11 = Zulu
Special conditions	N(02)	00 = None 01 = Immigrant 02 = Hearing impaired 03 = Blind person 04 = Spare 05 = Irregular
Special conditions N3	N(02)	00 = None 01 = Apprentice 04 = N3/NSC OBE 10 = Subject cert only 14 = Immigrant + OBE
Level offered	N(02)	00 = Too few subjects/ instructional offerings 01 = M/SC 02 = SC 03 = Extra N3 subj. (MSC) 04 = SC with N3 instructional offering 05 = N3 certificate 06 = NSC
Level passed	N(02)	Same as for level offered
Aggregate	N(04)	Total of subject/ instructional offering set marks
Aggregate symbol	A(03)	Letter and digit

Aggregate condoned	N(01)	0 = No 1 = Yes																		
Date with effect from	N(06)	Format CCYYMM																		
Previous certificate number	A(12)	Certificate to be cancelled or replaced																		
Cancellation code Field to occur 15 times	N(02)	01 = Mark adjustment 02 = Name corrections 03 = Subject/instructional offering change 04 = Certificate lost /damaged 05 = Incorrect date of birth																		
Cancellation date	N(08)	Format CCYYMMDD																		
Number. of subjects/ instructional offerings offered	N(02)	Subject/instructional offering(occurs 15 times)																		
Subject/instructional offering code offered	N(10)	SANEP row codes for SC NATED codes for N3																		
Level offered	N(02)	01 = HG Higher Grade 02 = SG Standard Grade 03 = LG Lower Grade 04 = GG Ordinary Grade 05 = N3 level 06 = N3 OBE 07 = Historical SC																		
Subject/instructional offering code passed	N(10)	SANEP row codes for SC NATED codes for N3																		
Level passed	N(02)	01 = HG Higher Grade 02 = SG Standard Grade 03 = LG Lower Grade 04 = GG Ordinary Grade 05 = N3 level 06 = N3 OBE 07 = Historical SC																		
Final mark	N(03)	Mark for SC/M % for N3																		
Symbol obtained	A(03)	Symbol for SC/M % for N3																		
Symbol adjusted	A(03)	Symbol for SC/M % for N3 if applicable																		
Subject/instructional offering fail indicator	N(02)	<table style="border: none;"> <tr> <td style="border: none;"></td> <td style="border: none;">Values</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">X X</td> </tr> <tr> <td style="border: none;">→</td> <td style="border: none;">0 Spare</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">1 Pass</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">2 Pass condoned</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">3 Pass converted</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">4 Pass with year mark</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">5 Fail</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">6 Fail (no longer in use)</td> </tr> </table>		Values		X X	→	0 Spare		1 Pass		2 Pass condoned		3 Pass converted		4 Pass with year mark		5 Fail		6 Fail (no longer in use)
	Values																			
	X X																			
→	0 Spare																			
	1 Pass																			
	2 Pass condoned																			
	3 Pass converted																			
	4 Pass with year mark																			
	5 Fail																			
	6 Fail (no longer in use)																			

		7 Fail (no longer in use) 8. - Fail – apprentice 19 - Irregular (not in use) 9 - Subject/instructional offering cancelled (not in use) → 0 Mark complete 1 Mark incomplete
Date subject/instructional offering offered	N(06)	Format CCYYMM
Wpm	N(03)	values 20, 25, 30, 35,40 45, 50, 55, 60, 65, 70, 75, 80, 75, 80 (computyping only) and 35, 40, 45, 50, 55, 60, 65 (typing only)
Subject cert. No	A(12)	Certificate no. subject certificate issued must be supplied for replacement
Sort order	N(12)	Order in which certificates must be printed Value XXXX YYYY ZZZZ Where XXXX = Control break 1 Where YYYY = Control break 2 Where ZZZZ = Control break 3

2.6 Data set control record – record type “4” redefines Data record.

2.6.1 Layout:

Record type-4

N(01)

Value = “4”

Number of type 2 records	N(06)	
Hash total type 2 records	N(06)	Last 6 characters of the total of the last three characters of the center no. eg. 5418832 thus 418832
Number of type 3 records	N(06)	
Hash total type 3 records	N(06)	Last 6 characters of the total of the last three characters of the center no. eg. 765419632 thus 419632
Filler	A(1050)	Value spaces

3. FORMAT FOR THE OUTPUT DATA TO EXAMINING BODIES

3.1 Layout

Record type-3

N(01)

Value = "3"

Centre number	N(10)	
Examination date	N(06)	Format CCYYMM
Transaction type	N(02)	Transaction code Values X X → 0 Subject cert. 1 M/SC 2 SC 3 Extra N3 subj. (MSC) 4 SC with N3 subj. 5 N3 cert. 6 NSC 7 – 8 Spare 9 Grade 11 and Grade 12 combination → 0 Firsts issue 1 Replacement certificate (change of status) 2 Replacement certificate (original certificate) 3 Re-issue 4 Combination
Instructional program code	N(10)	Value eg. 6100000000 NATED 02-550 Code right padded with zeroes
Candidate examination no	A(13)	
Full-time or private	N(01)	1 = Full-time 2 = Private 3 = Full-time changing to part-time, retaining 40% credits (MSC)
Surname	A(55)	
Given name(s)	A(55)	
Date of birth	N(08)	Format CCYYMMDD
Gender	N(01)	1 = Male 2 = Female
ID-number	A(13)	
Language preference (plus English)	N(02)	01 = Afrikaans 02 = English only 03 = Ndebele 04 = Northern Sotho 05 = Southern Sotho 06 = Swazi 07 = Tsonga 08 = Tswana

		09 = Venda 10 = Xhosa 11 = Zulu
Special conditions	N(02)	00 = None 01 = Immigrant 02 = Hearing impaired 03 = Blind person 04 = Spare 05 = Irregular
Special conditions N3	N(02)	00 = None 01 = Apprentice 04 = N3/NSC OBE 10 = Subject cert only 14 = Immigrant + OBE
Level offered	N(02)	00 = Too few subjects/ instructional offerings 01 = M/SC 02 = SC 03 = Extra N3 subj. (MSC) 04 = SC with N3 instructional offering 05 = N3 certificate 06 = NSC 07 – 8 = Spare 09 = Grade 11 and Grade 12 combination
Level passed	N(02)	Same as for level offered
Aggregate	N(04)	Total of subject/ instructional offering set marks
Aggregate symbol	A(03)	Letter and digit
Aggregate condoned	N(01)	0 = No 1 = Yes
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	
Cancellation code Field to occur 15 times	N(02)	01 = Mark adjustment 02 = Name corrections 03 = Subject/instructional offering change 04 = Certificate lost /damaged 05 = Incorrect date of birth
Cancellation date	N(08)	Format CCYYMMDD
Number. of subjects/ instructional offerings offered	N(02)	Subject/instructional offering (occurs 15 times)
Subject/instructional offering code offered	N(10)	SANEP row codes for SC NATED codes for N3
Level offered	N(02)	01 = HG Higher Grade 02 = SG Standard Grade 03 = LG Lower Grade

		04 = GG Ordinary Grade 05 = N3 level 06 = N3 OBE 07 = Historical SC
Subject/instructional offering code passed	N(10)	SANEP row codes for SC NATED codes for N3
Level passed	N(02)	01 = HG Higher Grade 02 = SG Standard Grade 03 = LG Lower Grade 04 = GG Ordinary Grade 05 = N3 level 06 = N3 OBE 07 = Historical SC
Final mark	N(03)	Mark for SC/M % for N3
Symbol obtained	A(03)	Symbol for SC/M % for N3
Symbol adjusted	A(03)	Symbol for SC/M % for N3 if applicable
Subject/instructional offering fail indicator	N(02)	<p>Values</p> <p>X X</p> <p>→ 0 Spare</p> <p>1 Pass</p> <p>2 Pass condoned</p> <p>3 Pass converted</p> <p>4 Pass with year mark</p> <p>5 Fail</p> <p>6 Fail (No in use)</p> <p>7 Fail (Not in use)</p> <p>8. - Fail – apprentice</p> <p>19 - Irregular – not in use</p> <p>9 - Subject/instructional offering cancelled – not in use</p> <p>→ 0 Mark complete</p> <p>1 Mark incomplete</p>
Date subj. offered	N(06)	Format CCYYMM
Wpm	N(03)	values 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 75, 80 (computyping only) and 35, 40, 45, 50, 55, 60, 65 (typing only)
Subject cert. No	A(12)	Certificate no. of subject certificate issued
Sort order	N(12)	Order in which certificates must be printed Value XXXX YYYY ZZZZ Where XXXX = Control break 1 Where YYYY = Control break 2 Where ZZZZ = Control break 3

Certificate number	A(12)	Certificate number for certificate issued
Type of issue	N(02)	Transaction code Values X X → 0 Subject cert. 1 M/SC 2 SC 3 Extra N3 subj. (MSC) 4 SC with N3 subj. 5 N3 cert. 6 NSC 7 – 8 Spare 9 Grade 11 and Grade 12 combination 0 Firsts issue 1 Replacement certificate 2 Duplicate cert. 3 Re-issue 4 Combination
Error indications	N(02)	If the candidate is rejected, the error code will appear in this field

4. FURTHER CLARIFICATION OF THE FORMAT (SENIOR CERTIFICATE, NATIONAL SENIOR CERTIFICATE AND N3)

4.1 SENIOR CERTIFICATE

- 4.1.1 UMALUSI issues Senior Certificates in accordance with the requirements as they appear in the national education policy (Reports 550, 191 and 190) of the Minister of Education.
- 4.1.2 All Senior Certificate subjects passed by the candidate are listed on the certificate. If a candidate has credit for the same subject on more than one grade, it is deemed to be in the best interest of the candidate to list the higher grade, provided that the requirement of a minimum aggregate is not jeopardised in the process. A similar consideration applies in respect of the same language on more than one level.
- 4.1.3 If it is necessary to include N3 instructional offerings to meet with the requirements for Senior Certificate, all the candidate's N3 instructional offerings may be listed on the certificate, provided that no subject is considered on more than one level, or that a N3 instructional offering is not similar to a Senior Certificate subject.

- 4.1.4 The National Education Policy (Report 550) stipulates that A-level subjects can be offered by immigrants, but non-immigrant candidates are not allowed to offer A-level subjects,

4.2 MATRICULATION ENDORSEMENT

- 4.2.1 The requirements for a matriculation endorsement appear in the regulations published by SAUVCA (Matriculation Board), and the Senior Certificate of a candidate who meets with these requirements, is endorsed accordingly. The results in a subject offered on higher grade and failed with a mark of less than 30% is still shown as a pass on standard grade, but with an indication that it does not meet with the pass requirements for university admission. The result in a subject offered on standard grade and failed with a mark of 25% or more is still shown as a pass on lower grade.

4.3 EFFECTIVE DATE AND TYPES OF CERTIFICATE

4.3.1 First issues

If a candidate meets with all the requirements for a Senior Certificate (and an endorsement, where applicable) in a single assessment session in November, no examination dates are printed next to individual subject, and the effective date of the certificate is December of that year. If a candidate meets with all the requirements in the assessment session in November and the following supplementary examination (keeping in mind how the requirements for the endorsement are applied to such a situation), no examination dates are printed next to individual subjects. The effective date of the certificate is April or June of the next year, depending on whether the supplementary examination was written in February/March or May. In all these cases UMALUSI considers the certificate as a “first issue”.

4.3.2 Combination: Endorsement and N3

Where a candidate has complied with the requirements for an endorsement, but also passed an instructional offering on the N3 level, this offering can be printed on the certificate, but will not be used in the calculation of the final result. The candidate must have obtained credits in the N3 instructional offering/s not more than 12 months before the final assessment.

4.3.3 Subjects from the same origin

Where a candidate has offered subjects that are from the same origin and is stipulated as subjects that cannot be offered together in accordance with the National Education Policy,

reports 550, 190 and 191 and in the matriculation endorsement regulations, this subject will not be used in the calculation of the result of the candidate but will be printed on the certificate.

4.3.4 Grade 11 and Grade 12

A candidate who passed a Grade 12 subject while in Grade 11 will not be allowed to use the subject credits gained in Grade 11 in the determination of the final result, however these credits will be reflected on the certificate. This practice is only allowed until the November 2004 senior certificate examination.

4.3.5 Replacements (Change of Status)

In all other cases where a candidate meets with the requirements for a Senior Certificate or an endorsement in more than one assessment session the examination dates are printed next to individual subjects, and the effective date is the month following the month of the last assessment involved. In such a case UMALUSI considers the certificate as a “replacement certificate”. Other forms of replacement certificates occur when there is a change in the status of a certificate previously issued, such as the replacement of subject certificates by a Senior Certificate or an N3 Certificate, the replacement of an N3 Certificate and credits for the official language by a Senior Certificate, or the addition of a matriculation endorsement to a previously issued Senior Certificate as a result of an additional credit obtained. Certificates issued previously are not withdrawn, so that the different effective dates can be retained.

4.3.6 A special type of replacement certificate occurs when a candidate wants to combine certificates of subject/instructional offering passed issued for credits obtained with more than one assessment body but during the same assessment session. In such a case UMALUSI considers the certificate as a “combination”, and the considerations mentioned in respect of both “first issues” and “replacement certificates” apply mutatis mutandis, but no examination dates are printed next to individual subjects. Two subject certificates should be requested by the respective assessment bodies, where after one of the assessment bodies should request a special type replacement “combination” certificate. This should also be applied where a candidate offered senior certificate and N3 subjects in the same assessment session. The certificate numbers should be reflected in certificate number fields following the subject information.

4.3.7 The request for a replacement certificate should reflect the previous certificate/subject certificate numbers in the certificate number field following the subject information. The dates of the

different examinations will be printed next to the individual subjects.

- 4.3.8 In cases where a full-time candidate qualified for a senior certificate and requests a combination of the N3 subjects passed in a previous examination session as seventh or an eight subject, a replacement certificate should be requested. It should be noted that the N3 subjects should have been passed not more than 12 months prior to the senior certificate subjects, i.e. November 2003 and November 2004. The certificate number for the N3 subject certificate that was issued should be reflected in the certificate number field following the subject information.
- 4.3.9 In cases where a full-time candidate qualified for a senior certificate and obtained the N3 subject credit after the senior certificate was issued, such combinations would not be allowed, but the N3 subject credit will be reflected on a subject certificate.
- 4.3.10 Combination of a senior certificate and an N3 certificate/subject certificate: If a candidate does not qualify for the senior certificate, but has N3 subject credits, these results can be combined for a senior certificate by requesting a replacement certificate, provided that the N3 subject has already been certified, and provided further that subjects with the same origin will not be certified. The programme code 5033333300 should be used in these cases. The different examination date will be reflected on the certificate.
- 4.3.11 Where a candidate obtained credits in different assessment sessions, a first issue would not be allowed. Therefore, no applications for first issues for a senior certificate with N3 subject under programme code 5033333300 will be allowed.
- 4.3.12 In cases where a senior certificate with endorsement and N3 subjects passed as a seventh subject is requested the following will apply:
- If a candidate obtained a senior certificate with matriculation endorsement and also passed an N3 subject as a seventh subject, the N3 subject information could be printed on the certificate but will not be taken into account for mark calculation purposes. The N3 subject will, however, only be printed if it was passed not more than 12 months prior to the senior certificate examination, and has been certified on a subject certificate prior to the application for combination.
- 4.3.13 In cases where a replacement of a senior certificate with a senior certificate with endorsement (full-time / part-time) is requested the following will apply:

A full-time candidate that retains credits from the first examination session, and fulfils the matriculation endorsement requirements as a part-time candidate in a second examination session, may combine the results according to paragraph 5 of the matriculation endorsement and exemption regulations.

- 4.3.14 In cases where a replacement of a senior certificate with a senior certificate with endorsement (full-time candidates) is requested the following will apply:

Candidates that obtained a conditional exemption may improve their results to obtain a senior certificate with endorsement in the supplementary examination or any subsequent examination sitting. Should a candidate submit an improvement in more than two subjects at the supplementary examination session or subsequent examination sitting, the results of the second and additional subjects will not be included on the senior certificate but will be issued as a separate subject certificate.

4.3.15 Replacement certificates (Original Certificate)

UMALUSI issues a “replacement certificate” to replace a certificate that was lost, destroyed or damaged **after** delivery to the candidate. The original certificate must be returned, or an affidavit to the effect that the certificate was lost or destroyed, must accompany the application.

4.3.16 Re-issues

A “re-issue” is made to replace a certificate which was lost, destroyed or damaged **before** delivery to the candidate, or to correct an error such as a name which was misspelled, a wrong date of birth or ID number or an incorrect subject/instructional offering. The original certificate and a short explanation of the circumstances must accompany the application. The Council does not re-issue certificates when a candidate’s surname or first name has changed. The view of the Council is that in these cases the certificate must be regarded as valid by employers and institutions of higher learning, provided the candidate can prove, by way of original documentation, that the surname or first name has changed.

- 4.3.17 Where a candidate was guilty of an irregularity in an examination and the period for which s/he was excluded from the examination has expired, a re-issue should be requested, should the candidate satisfy the requirements for a Senior Certificate. The effective date will be printed as the date on which the exclusion had expired, i.e. if the candidate wrote the examination in November 2002 and was excluded for a period of 2 years, the effective date will be November 2004.

4.4 DUE DATE FOR SUBMISSION OF DATA REQUIRED FOR CERTIFICATION

4.4.1 In respect of the November assessment the due date for the submission of the data is the last day of February of the following year. This excludes candidates who have applied to write a supplementary examination or applied to have scripts remarked as well as appeals and irregularities. The certification data for these remaining candidates must be submitted by the end of June of the following year.

4.4.2 In the case of a candidate that is absent for the whole or part of the assessment in a subject/instructional offering and a final mark for that subject/instructional offering is to be determined at a later stage, the certification data for that candidate should be held back until the completed result is available. If that subject/instructional offering is to be disregarded completely, it should be omitted from the candidate's record. However, if such a subject/instructional offering is included in the record for some reason or other, the computer system requires that a numerical mark be supplied.

5. MATTERS TO BE GIVEN SPECIAL ATTENTION

5.1 SENIOR CERTIFICATE, NATIONAL SENIOR CERTIFICATE AND N3

5.1.1 Any empty numeric field must be filled with zeros.

5.1.2 When a replacement certificate (change of status) is requested, the examination date is the date of the assessment in which the final subject/instructional offering was presented.

5.1.3 When the entire subject set from which the result is determined, consists of Senior Certificate subjects, the instructional program code is 6100000000. For a type 4 transaction with a mixture of Senior Certificate subject and N3 instructional offering where all the N3 instructional offerings are contained in a single instructional program, the instructional program code is the code of that program. For a type 4 transaction with a mixture of Senior Certificate subjects and N3 instructional offerings where all the N3 instructional offerings are not contained in a single instructional program the instructional program code is 5033333300.

- 5.1.4 When a replacement (MSC) Senior Certificate without endorsement is requested for a candidate who participated in the first assessment as a full-time candidate, the code for full-time or private is “1”, regardless of the fact that the candidate was considered to be a private candidate for the last assessment.
- 5.1.5 Given names are supplied in full. Although provision is made for 55 characters for given names and 55 characters for surname only 70 characters (including spaces) can be accommodated on the certificate. If a candidate has so many given names that this provision will be exceeded, some of the given names should be supplied in full while the others may be replaced by initials. Particular care should be taken with the hexadecimal codes for special characters in the name, as the wrong code simply means that the name will be printed incorrectly. Special characters in names will only be printed if supplied in the correct format. Umalusi will not change names of candidates that have special characters once information is submitted.
- 5.1.6 The aggregate is the total of the marks obtained for the compulsory language(s) and the best four (or five) of the remaining subjects, using the level certified in the case of a subject for which the candidate has credit on more than one level. The actual aggregate obtained is indicated, even in the case of condonation.
- 5.1.7 With regard to regulation 5 of the matriculation endorsement regulations a full time candidate that becomes a part time candidate issued with an endorsement certificate will be indicates in the “full-time or private” field in the layout with the code “3”.
- 5.1.8 The previous certificate number as stated on page 12 must be supplied in the case of an application for a re-issue or a duplicate or in the case where the code for full-time or private is a “3”. The subject certificate number as stated in on page 13 must be supplied in the case of an application for a replacement or a combination.
- 5.1.9 Cancellation code and cancellation date are supplied when and only when application is made for a re-issue or a duplicate.
- 5.1.10 For Senior Certificate, subject final mark is the actual mark obtained on the grade offered, even when the result is condoned or converted. For N3 instructional offering final mark is the percentage obtained.

- 5.1.11 Symbol obtained is the symbol based on the original marks for the subject/instructional offering while symbol adjusted is the new symbol after condonation or conversion.
- 5.1.12 When a Senior Certificate is to be issued symbol obtained is a letter A to H for all subjects. When an N3 Certificate is to be issued symbol obtained is the percentage obtained.
- 5.1.13 When a candidate failed a subject/instructional offering, the subject/instructional offering fail indicator should normally be a "5". In special cases, e.g. where an overall pass mark was obtained but the candidate failed a sub minimum, the subject/instructional offering fail indicator may be given as an "8", but then the result will be accepted as a fail without any further tests being done.
- 5.1.14 When a candidate committed an irregularity in an assessment session, but a subject certificate is requested, it will be indicated by a "5" in the special condition field.
- 5.1.15 When a Senior Certificate without matriculation endorsement is to be issued the aggregate is based on the two official languages and four subjects with the highest marks, taking into account the rules for determining an aggregate. In the case of a Senior Certificate with endorsement the first six subjects are the subjects on which all the other requirements are based but need not be the six subjects on which the aggregate is based. Where a candidate offered two second languages and one of these languages is determined as a Group D subject to fulfill the grouping requirements, the language should not be calculated as one of the official language (Group A) to determine the aggregate.
- 5.1.16 Certificates are automatically sorted according to centre numbers. If any other sorting is required, the assessment body must contact UMALUSI for a special arrangement as to the details to be entered under sort order. If no other sorting is required sort order should be 000000000000.

5.2 VERIFICATION OF CERTIFICATES

- 5.2.1 According to section 16 (4) (e) of Act No 58 of 2001 Umalusi is the only body that can issue certificates; it is also the Council's responsibility to verify the authenticity of these certificates.
- 5.2.2 Certificates issued by the South African Certification Council and the General and Further Education and Training Quality Assurance Council (Umalusi) should be verified by

UMALUSI. The assessment bodies verify certificates issued prior to September 1992.

5.2.3 The Council has the responsibility for the issuing of the following certificates:

- Senior Certificate
- National Senior Certificate
- National N3 Certificate
- Subject certificate
- General Education and Training Certificate
- Learning area certificate
- Unit standard certificate

The verification of certificates is done at a nominal fee.

6. FORMAT FOR STATISTICAL REPORTS

STATISTICAL REPORT 1

Due Date: One day before the standardisation meeting

6.1 This report will provide data required for the standardisation of the examination marks.

6.2 This will include:

6.2.1 In tabular form:

- The distribution of raw marks and adjusted marks per subject over the last five years (or the number of years it may be available for) and the number of candidates who wrote the subject and median for each year's data;
- The supplied norm as determined by Umalusi on an annual basis;
- The distribution of raw marks of the current examination; and
- The computer adjusted marks.

6.2.3 In graph form:

- The raw marks of the current examination;
- The norm; and
- The computer adjusted marks.

6.2.4 Pairs analysis report on raw marks using each of the subjects as an anchor.

6.2.5 Quantile Report.

6.2.6 Raw mark distribution (per subject).

- 6.3 The above information should be presented in five booklets as follows:
- 1.13.1 National booklet (includes subjects to be standardised nationally);
 - 1.13.2 Provincial/Assessment body booklet I (includes subjects for which norms have been formulated);
 - 1.13.3 Provincial/Assessment body booklet II (includes subjects with small numbers for which norms have not been formulated);
 - 1.13.4 Provincial/Assessment body booklet III (Quantile report)
 - 1.13.5 Provincial/Assessment body booklet IV (Raw mark distribution per subject)
- 6.4 In the case of the private assessment bodies, the national booklet is not required. In all of the above booklets the subjects must be arranged in alphabetical order.
- 6.5 **NB: Any other specific requirements with regard to the above data and the national subjects will be made available to Examining Bodies, prior to the examination.**

STATISTICAL REPORT 2

6.6 Due Date: End of March

- 6.7 This report excludes supplementary examination results and pending irregularities.
- 6.8 This report should provide the final overall results of the candidates, i.e. both examination and CASS included. The data for full-time and part-time candidates should be presented separately.
- 6.9 The data must include:
- (a) The number of candidates who enrolled for the assessment;
 - (b) The number of candidates who sat for the assessment;
 - (c) The number of candidates from (b) who obtained a Senior Certificate;
 - (d) The percentage of candidates from (b) who obtained a Senior Certificate;
 - (e) The number of candidates who offered a subject set which could lead to matriculation endorsement;
 - (f) The percentage of candidates from (b) who offered a subject set which could lead to matriculation endorsement;

- (g) The number of candidates from (e) who obtained a matriculation endorsement;
- (h) The percentage of candidates from (e) who obtained a matriculation endorsement;
- (i) The percentage of candidates from (b) who obtained a matriculation endorsement;
- (j) The number of candidates from (e) who did not obtain a matriculation endorsement but obtained a Senior Certificate;
- (k) The number of candidates that failed;
- (l) The percentage (%) candidates from (b) that failed;
- (m) The number and percentage (%) of candidates who obtained:
 - (i) a senior certificate with distinction
 - (ii) a senior certificate with merit
 - (iii) endorsement with distinction
 - (iv) endorsement with merit;
- (n) The number of candidates from (a) that did not present a complete CASS mark (for full-time candidates only); and
- (o) The percentage (%) of candidates from (a) that did not present a complete CASS mark (for full-time candidates only).

6.10A table containing final results (i.e. examination and CASS combined) for each subject (regardless of number of candidates but for full-time candidates only).

6.11 Candidates registered on:

- (a) **Higher Grade (per subject) -**
 - (i) Number of candidates that registered for the subject on the Higher Grade;
 - (ii) Number of candidates who sat for the examination and presented CASS;
 - (iii) Number and percentage (%) of candidates who passed on the Higher Grade;
 - (iv) Number and percentage (%) of candidates who passed on the Standard Grade;
 - (v) Number and percentage (%) of candidates who failed;
 - (vi) Number of candidates who passed the assessment on condonation;
 - (vii) Number of candidates who passed with distinction (excluding condonations);

- (viii) Number of candidates who passed with distinction on condonation; and
- (ix) Number of candidates who qualified for any other condonation (e.g. from an H to a GG to qualify for sub minimum in the sixth subject or from an F to an E in Second Language HG to qualify for a Higher Grade credit in Group D, each type of condonation separately according to category).

(b) **Standard Grade (per subject) -**

- (i) Number of candidates that registered for the subject on the Standard Grade;
- (ii) Number of candidates who sat for the examination and presented CASS;
- (iii) Number and percentage (%) of candidates who passed on the Standard Grade;
- (iv) Number and percentage (%) of candidates who passed on the Lower Grade;
- (v) Number and percentage (%) of candidates who failed;
- (vi) Number of candidates who passed the assessment on condonation;
- (vii) Number of candidates who passed with distinction (excluding condonations);
- (viii) Number of candidates who passed with distinction on condonation; and
- (ix) Number of candidates who qualified for any other condonation.

6.12 For each subject assessed (regardless of number of candidates but for full-time candidates only) a table based on examination results only i.e.

- (a) A distribution of raw marks showing the number of candidates in each of the intervals

0% - 9,9%	10% - 19,9%	20% - 24,9%
25% - 29,9	30% - 33%	33 1/3% - 39,9%
40% - 49,9%	50% - 59,9%	60% - 69,9%
70% - 79,9%	80% - 89,9%	90% - 100%;

- (b) A distribution of adjusted marks (before condonation) showing the number of candidates for the same intervals as in (a);
- (c) The desired distribution used for the adjustment of marks;
- (d) Details of the actual adjustments made to the raw marks;

- (e) A graph of (a), (b) and (c);
- (f) The Chief Marker's Examiner's report on the assessment; and
- (g) The Internal Moderator's report on the assessment.

Please note that this information should exclude the results of appeals/re-marks and supplementary assessments. Similar information incorporating the results of appeals/re-marks and supplementary assessments will also be required but at a later stage.

6.13 For each subject assessed (regardless of number of candidates but for part-time candidates only) a table based on examination results only i.e.

- (a) A distribution of raw marks showing the number of candidates in each of the intervals

0% - 9,9%	10% - 19,9%	20% - 24,9%
25% - 29,9	30% - 33%	33 1/3% - 39,9%
40% - 49,9%	50% - 59,9%	60% - 69,9%
70% - 79,9%	80% - 89,9%	90% - 100%;

- (b) A distribution of adjusted marks (before condonation) showing the number of candidates for the same intervals as in (a);
- (c) The desired distribution used for the adjustment of marks;
- (d) Details of the actual adjustments made to the raw marks; and
- (e) A graph of (a), (b) and (c);

Please note that this information should exclude the results of appeals/re-marks and supplementary assessments. Similar information incorporating the results of appeals/re-marks and supplementary assessments will also be required but at a later stage.

6.14 A table comparing the difference between the raw CASS and adjusted examination marks, for each subject, and the difference between raw creative writing marks and means for the adjusted examination marks for Paper 1 and Paper 2, in the case of languages. The comparison should be tabulated as follows:

- (a) Number of schools/ centres with:
 - (i) CASS mean below examination mean;
 - (ii) CASS mean between examination mean and 5 % above examination mean;
 - (iii) CASS mean between 5 % and 10 % above examination mean;
 - (iv) CASS mean between 10 % and 15 % above examination mean;

- (v) CASS mean between 15 % and 20 % above examination mean; and
 - (vi) CASS mean more than 20 % above examination mean.
- (b) The above table should also include:
- (i) The total number of schools/centres per subject; and
 - (ii) The number of schools/ centres per subject with standard deviation less than five percent and also less than three quarters of the examination standard deviation.
- (c) The above table should be presented separately for schools/centres with eight or more candidates and for all schools/centres combined i.e. schools/centres having eight or more candidates and less than eight candidates.

STATISTICAL REPORT 3

6.15 This report should include all data provided in Statistical Report 2, after appeals, remarks and irregularities have been resolved and completed.

SECTION C

INTRODUCTION

Sections 34 – 39 of the assessment policy in the general education and training band grade R to 9 and ABET (Dec 98) stipulate that:

- adult basic education and training (ABET) comprises three benchmark levels below the General Education and Training Certificate (GETC). The ABET learning continuum therefore covers ABET level 1, 2, 3 and 4, with level 4 being equivalent to national qualifications framework (NQF) level 1 (GETC level).
- ABET learning areas will cover the following learning categories: fundamental, core/contextual and elective, which will be organised into integrated learning programmes. Assessment will be conducted against these learning areas.
- The combined assessment of learning achievement in these learning categories will constitute an ABET qualification.
- At ABET levels 1 – 3, assessment will be conducted internally and the moderation of results will be conducted by the provincial ABET specialists. A record of learning will be kept for each learner.
- At ABET level 4 (GETC) there will be continuous assessment (CASS) as well as external summative assessment, both of which will be moderated externally.

The policy document of the South African Qualifications Authority (SAQA) on the General Education and Training Certificate states that:

- Minimums of 120 credits are required for the GETC of which at least 72 must be at NQF level 1.
- The 20 compulsory credits in language and communication must be obtained at NQF level 1 in one of the official South African languages or in one of the languages promoted by the Pan South African Language Board.
- The 16 credits from the organisational field of mathematics and mathematical literacy must be obtained at NQF level 1.
- A registered GETC can be unit standards-based or non-unit standards-based, in accordance with the requirements of the National Standards Bodies (NSB) regulation which states that, unit and non-unit standard-based certificates should articulate on the basis of their exit-level outcomes.
- Learners not meeting the requirements to be awarded a GETC, must receive a statement of achievement, reflecting the credits obtained or outcomes achieved.

Because the required policies, learning programmes, assessment tools, quality assurance structures, trained educators, etc. are not in place yet to implement the final assessment policies, a developmental approach, commencing with that which is feasible in the current circumstances, will have

to be followed in order to provide adult learners currently in the system with the opportunity to be awarded a GETC..

The rules of combination of the GETC qualification proposed by the national Department of Education and registered by SAQA on the NQF, stated in par 5 of the directives, will be implemented until a final policy document has been approved.

1. CLARIFICATION OF THE FORMAT

1.1 EFFECTIVE DATE AND TYPES OF CERTIFICATE

If a candidate meets with all the requirements for a GETC in a single assessment session in June or October no assessment dates are printed next to individual learning areas, and the effective date of the certificate is July or November of that year.

In all other cases where a candidate meets with the requirements for a GETC in more than one assessment session the assessment dates are printed next to individual learning areas, and the effective date is the month following the month of the last assessment involved. In such a case UMALUSI considers the certificate as a “replacement certificate”.

UMALUSI issues a “replacement certificate” to replace a certificate that was lost, destroyed or damaged **after** delivery to the candidate. The original certificate must be returned, or an affidavit to the effect that the certificate was lost or destroyed, must accompany the application.

A “re-issue” is made to replace a certificate which was lost, destroyed or damaged **before** delivery to the candidate, or to correct an error such as a name which was misspelled, a wrong date of birth or ID number or an incorrect learning area result. The original certificate and a short explanation of the circumstances must accompany the application.

Certificates are issued under the name in which the candidate entered for the assessment. Names will not be changed once the certificate has been issued and delivered to the candidate.

Where a candidate's behavior was irregular in an assessment and the period for which s/he is excluded from the assessment has expired, a re-issue should be requested, providing the candidate satisfies the requirements for a GETC. The effective date will be printed as the date in the month that the exclusion expired, i.e. if the candidate wrote the assessment in October 2002 and was excluded for a period of two years, the effective date will be November 2004.

1.2 DUE DATE FOR SUBMISSION OF INFORMATION

The Council has decided that in respect of the June assessment the due date is September of the same year and for October assessment the due date mentioned in Directive 1.9 (Section A) is the last day of February of the following year.

1.3 ABSENCE

When a candidate was absent for the whole or part of the assessment in a learning area and a final assessment mark for that learning area is to be determined at a later stage, the entire result of the candidate should be held back until that final assessment mark is available. If it is to be disregarded completely, it should be omitted from the record. However, if such a learning area is included in the record for some reason or other, the computer system requires that a numerical mark be supplied.

2. MATTERS TO BE GIVEN SPECIAL ATTENTION

- 2.1 The instructional program code for the GETC is: 7100000000.
- 2.2 Given names are supplied in full. Although provision is made for 55 characters for given names and 55 characters for surnames only 70 characters (including spaces) can be accommodated on the certificate. If a candidate has so many given names that this provision is exceeded, some of the given names should be supplied in full while the others may be replaced by initials. Particular care should be taken with the hexadecimal codes for special characters in the name, as the wrong code means that the name will be printed incorrectly.
- 2.3 The previous certificate number must be supplied in the case of an application for a re-issue or a duplicate. The learning area certificate number must be supplied in the case of an application for a replacement.
- 2.4 Certificates are automatically sorted according to centre numbers. If any other sorting is required, the assessment body must contact UMALUSI for a special arrangement as to the details to be entered under sort order. If no other sorting is required sort order should be 000000000000.
- 2.5 An empty numeric field is filled with zeros if no other number is specified.

- 2.6 When a replacement certificate is requested, the assessment date is the date of the assessment in which the final learning area/s were offered.
- 2.7 The previous certificate number as stated on page 36 must be supplied in the case of an application for a re-issue or a duplicate. Learning area certificate numbers as stated on page 36/37, must be supplied in the case of an application for a replacement.
- 2.8 Cancellation code and cancellation date are supplied when and only when application is made for a re-issue or a duplicate.
- 2.9 The final mark for the learning area is the actual adjusted mark obtained and it is given as a mark. To earn the allocated credits in a particular learning area, a candidate must achieve at least 40% in that learning area.
- 2.10 When a learning area certificate is issued, the number of credits will be printed next to the learning area. Only learning areas for which the candidate obtained full credits, will be printed on the certificate. In cases where the candidate did not obtain the full credits for the learning area, the information should be omitted from the data that is sent to UMALUSI.
- 2.11 A GETC will be awarded on achievement of a minimum of 120 **credits** according to the rules of combination as stipulated in directive 3 of Section C. A learner may achieve more than the minimum number of credits.
- 2.12 Credits may be accumulated over a period of time to achieve a GETC (ABET) qualification.
- 2.13 No conversion or condonation of results is applicable.
- 2.14 To determine the result for the qualifications that will be certified for 2001/10, 2002/06 , 2002/10, 2003/06, 2003/10, and onwards all learning areas will be at ABET Level 4.

3. RULES OF COMBINATION – GETC (ABET)

3.1 Allocation of credits per learning area and grouping

Fundamentals:

Language, Literacy and Communication (one language)	20 Credits
Mathematical Literacy, Mathematics and Mathematical Sciences (for Provinces 2001 only)	16 Credits
Mathematical Literacy	16 Credits

Core:

Natural Sciences	16 Credits
Technology	16 Credits
Human and Social Sciences	16 Credits
Economic and Management Sciences	16 Credits
Arts and Culture	16 Credits
Life Orientation	16 Credits
Mathematics and Mathematical Sciences	16 Credits
An Additional Language	16 Credits

Electives:

Travel and Tourism	10 Credits
Small, Medium and Micro Enterprises (SMME)	10 Credits
Applied Agriculture and Agricultural Technology	10 Credits
Environmental Management	10 Credits
Food and Fibre processing	10 Credits
Ancillary Health Care	10 Credits

<p><u>Electives - 10 Credits each</u></p> <p>Travel and Tourism SMME Applied Agriculture and Agricultural Technology Environmental Management Food and Fibre processing Ancillary Health Care</p>	<p>Option 1 – 20 Credits from 2 learning areas</p> <p>Option 2 – 10 credits from 1 learning area</p> <p>Option 3 = No credits required</p>
--	---

- It is possible to achieve a GETC (ABET) through any of the three options as indicated above combining the fundamentals, core and elective learning areas, irrespective of the assessment dates.
- A learner must achieve at least 120 credits, of which a Language and Mathematical Literacy are COMPULSORY (36 credits).
- A learner must achieve a minimum of 84 additional credits obtained from 6 learning areas in the core and elective groups.
- 16 credits will be granted for each core learning area mastered by the learner i.e. a mark of more than 40% was achieved.
- 10 credits will be granted for each elective learning area mastered.
- Where a candidate was issued with learning area certificates with credits for more than one language and now qualifies for a GETC, the learning area credits for the languages should be given as 20 where after Umalusi will translate it into 16 credits for certification purposes.

4. ASSESSMENT AND COMPETENCY REQUIREMENTS

- 4.1 Assessment at ABET Level 4 will include both site based assessment (CASS) and external assessment:

The weighting of formative versus summative assessment marks is determined by HEDCOM and CEM. CASS versus external assessment marks for 2001 was 100% summative, in 2002 the ratio was 50% CASS and 50% external assessment and for 2003, it will remain at 50% CASS and 50% external assessment.

The weighting of CASS and external assessment is as follows:

YEAR	CASS	EXTERNAL ASSESSMENT
2001	0 %	100 %
2002	50 %	50 %
2003 and onwards	50 %	50 %

4.2 Requirements for competency (pass mark):
A minimum of 40% is required in the combination of formative and summative assessment. In year 1 (2001) only the external assessment mark obtained was considered for competency (pass mark).

1.14 A competency (pass) mark (40%) in a learning area will translate into the credits allocated to each learning area.

1.15 The General Education and Training Certificate will reflect the learning areas achieved.

5. FORMAT FOR TRANSFER OF INFORMATION FROM EXAMINING BODIES

5.1 Electronic data capture media :

5.1.2 Stiffy, CD or e-mail

Type : 1.44 Mb,
Format : ASCII code

5.2 Composition of data records

5.2.1 Insertion of blanks

5.2.1.1 all complete data elements must be filled with spaces or zeros, as follows

- alpha-numeric data elements, eg. A(10) must be left justified with trailing spaces; and
- numeric data elements, eg. N(15) must be right justified with leading zeros.

5.2.1.2 all incomplete data elements must be filled with spaces (alpha-numeric elements) or zeros (numeric elements).

5.3 Data structure

5.3.1 Data record A(1075)

5.3.2 Assessment body control record – record type “1” redefines Data record.

5.3.2.1 Layout:
Record type-1 N(01) Value = “1”

Assessment body code	N(02)	* see codes
Assessment body name	A(100)	Official name
Capture date	N(08)	Format CCYYMMDD Date data set created
Filler	A(964)	Value spaces

5.3.3 Assessment centre/school – record type “2” redefines Data record.

5.3.3.1 Layout:
Record type-2 N(01) Value = “2”

Centre number	N(10)	Exam centre school no
Centre name	A(80)	Centre/school name
Centre postal address	A(100)	Postal address with postal code. Lines must be delimited with a “,” eg. Box 47, Pretoria, 0001
Centre street address	A(100)	Street address Format (see postal address)
Filler	A(784)	Value spaces

5.3.4 Candidate record – record type “3” redefines Data record.

5.3.4.1 Layout
Record type-3 N(01) Value = “3”

Centre number	N(10)	
Examination date	N(06)	Format CCYYMM
Transaction type	N(02)	Transaction code Values X X → 7 = Learning area certificate 8 = GETC (ABET) certificate → 0 Firsts issue 1 Replacement certificate (change of status) 2 Replacement certificate (Original certificate) 3 Re-issue 4 Combination

Instructional program code	N(10)	Value eg. 7100000000 UMALUSI Code right padded with zeroes
Candidate examination no	A(13)	Submit only 8 characters when using format centre number serial number
Full-time or private	N(01)	Not used
Surname	A(55)	
Given name(s)	A(55)	
Date of birth	N(08)	Format CCYYMMDD
Gender	N(01)	1 = Male 2 = Female
ID-number	A(13)	
Language preference (plus English)	N(02)	01 = Afrikaans 02 = English only 03 = Ndebele 04 = Northern Sotho 05 = Southern Sotho 06 = Swazi 07 = Tsonga 08 = Tswana 09 = Venda 10 = Xhosa 11 = Zulu
Special conditions	N(02)	Submit only two zeros
Special conditions	N(02)	Submit only two zeros
Level offered	N(02)	07 = Learning area certificate 08 = GETC (ABET)
Level passed	N(02)	Same as for level offered
Aggregate	N(04)	Submit only four zeros
Aggregate symbol	A(03)	Not used
Aggregate condoned	N(01)	Not used
Date with effect from	N(06)	Format CCYYMM
Previous certificate number	A(12)	Certificate to be cancelled or replaced
Cancellation code	N(02)	01 = Mark adjustment 02 = Name corrections 03 = Learning area change 04 = Certificate lost /damaged
Cancellation date	N(08)	Format CCYYMMDD
Number. of learning areas offered	N(02)	occurs 15 times
Learning area code offered	N(10)	UMALUSI codes
Level offered	N(02)	08 = ABET Level 4
Learning area Credits	N(10)	Leading zeros with last 2 digits indicating credits
Level passed	N(02)	08 = ABET Level 4
Final mark	N(03)	Actual mark
Symbol obtained	A(03)	Not used
Symbol adjusted	A(03)	Not used

Learning area fail indicator	N(02)	Always use 01
Date learning area offered	N(06)	Format CCYYMM
Wpm	N(03)	Not used
Learning area certificate number	A(12)	Certificate number of learning area certificate issued must be supplied for replacement
Sort order	N(12)	Order in which certificates must be printed Value XXXX YYYY ZZZZ Where XXXX = Control break 1 Where YYYY = Control break 2 Where ZZZZ = Control break 3

5.3.5 Data set control record – record type “4” redefines Data record.

5.3.5.1 Layout:

Record type-4

N(01)

Value = “4”

Number of type 2 records	N(06)	I
Hash total type 2 records	N(06)	Last 6 characters of the total of the last three characters of the centre no. eg. 5418832 thus 418832
Number of type 3 records	N(06)	
Hash total type 3 records	N(06)	Last 6 characters of the total of the last three characters of the centre no. eg. 765419632 thus 419632
Filler	A(1050)	Value spaces

6. GETC (ABET) LEARNING AREA CODES

INSTRUCTIONAL PROGRAMME: 710000000

LEARNING AREA	CODE
LLC: Afrikaans	121098000
LLC: English	121098100
LLC: Sesotho	121098200
LLC: isiZulu	121098300
LLC: isiXhosa	121098400
LLC: Siswati	121098500
LLC: Sepedi	121098600
LLC: Tshivenda	121098700
LLC: Xitsonga	121098800
LLC: Setswana	121098900
LLC: isiNdebele	121099000
Mathematical Literacy, Mathematics and Mathematical Science	152099100
Mathematical Literacy	152077000
Mathematics and Mathematical Science	152077100
Natural Science	153099200
Technology	116099300
Human and Social Sciences	225099400
Economic and Management Science	466099500
Arts and Culture	366099600
Life Orientation	216099700
Small, Medium and Micro Enterprises	466099800
Applied Agriculture and Agricultural Technology	166099900
Ancillary Health Care	960772000
Environmental Management	160773000
Food and Fibre Processing	100774000
Travel and Tourism	226000100

7. FORMAT FOR STATISTICAL REPORTS (GETC)

7.1 STATISTICAL REPORT 1

7.1.1 This report will provide data required for the standardisation of the examination marks.

7.1.2 This will include:

(a) In tabular form:

7.1.2.1 The distribution of raw marks and adjusted marks per learning area over the last five years (or the number of years it may be available for) and the number of candidates and median for each year's data must be included;

7.1.2.2 The supplied norm where available; and

7.1.2.3 The computer adjusted marks (where available).

(b) In graph form:

(i) The raw marks of the current examination;

(ii) The norm (where available); and

(iii) The computer adjusted marks (where available).

(c) Pairs analysis report on raw marks using each of the learning areas as an anchor.

STATISTICAL REPORT 2

7.2 Please note that the information included in the data below, should exclude the results of appeals/re-marks and irregularities pending.

7.3 All the statistics below must be supplied for male, female, separately and as a total.

7.4 A table containing:

(a) **Overall results**

(i) **Examinations only:**

- The number of candidates who enrolled for the examination;
- The number of candidates that sat for the examination in at least one learning area; and
- The percentage of candidates that did not sit for the examination at all.

(ii) **CASS only:**

- The number of candidates who enrolled for CASS;

- The number of candidates that presented CASS marks in at least one learning area; and
 - The percentage of candidates that did not present CASS marks at all.
- (iii) **Examination and CASS combined:**
- The number of candidates who enrolled for the examination and CASS;
 - The number of candidates who sat for the examination and presented CASS marks that presented CASS marks in at least one learning area; and
 - The percentage of candidates that did not sit for the examination and did not present CASS marks at all; and
 - The number of candidates who qualified for a GETC.
- Note that in respect of overall results, each candidate should be counted once, regardless of the number of learning areas involved

7.5 Learning area results

- (a) A table containing results for each learning area assessed (both external examination marks and CASS, combined):
- (i) The number of candidates who enrolled for the learning area;
 - (ii) The number of candidates who completed the final assessment (both external examination and CASS) for the learning area;
 - (iii) The percentage (%) of candidates who completed the final assessment (both external examination and CASS);
 - (iv) The number of candidates who sat for the final examination but did not present CASS;
 - (v) The percentage (%) of candidates who sat for the final examination but did not present CASS;
 - (vi) The number of candidates who passed the assessment based on the total number of candidates who wrote the examination;
 - (vii) The percentage (%) of candidates who passed the assessment based on the total number of candidates who wrote the examination;

- (viii) The number of candidates who failed the assessment based on the total number of candidates who wrote the examination; and
 - (ix) The percentage (%) of candidates who failed the assessment based on the total number of candidates who wrote the examination.
- (b) For each learning area assessed a table containing (external examination only):
- (i) The number of candidates who enrolled for the learning area;
 - (ii) The number of candidates who sat for the external examination per learning area;
 - (iii) The percentage (%) of candidates who sat for the external examination;
 - (iv) The number of candidates who passed the external examination;
 - (v) The percentage (%) of candidates who passed the external examination;
 - (vi) The number of candidates who failed the external examination;
 - (vii) The percentage (%) of candidates who failed the external examination;

7.6 Per learning area:

- (a) A distribution of raw marks showing the number of candidates in each of the intervals -
- | | | |
|-------------|-------------|-----------------|
| 0% - 9,9% | 10% - 19,9% | 20% - 24,9% |
| 25% - 29,9 | 30% - 33% | 33 1/3% - 39,9% |
| 40% - 49,9% | 50% - 59,9% | 60% - 69,9% |
| 70% - 79,9% | 80% - 89,9% | 90% - 100%; |
- (b) The desired distribution used for the adjustment of marks;
 - (c) Details of the actual adjustments made to the raw marks;
 - (c) A graph of (a) and (b);
 - (d) The Chief Marker's/Examiner's report on the assessment; and
 - (e) The Internal Moderator's report on the assessment.

7.7 For each learning area assessed a table containing (CASS only):

- (a) A distribution of raw marks showing the number of candidates in each of the intervals:

0% - 9,9%	10% - 19,9%	20% - 24,9%
25% - 29,9	30% - 33%	33 1/3% - 39,9%
40% - 49,9%	50% - 59,9%	60% - 69,9%
70% - 79,9%	80% - 89,9%	90% - 100%;

- (b) A distribution of adjusted CASS marks, showing the number of candidates - each of the intervals:

0% - 9,9%	10% - 19,9%	20% - 24,9%
25% - 29,9	30% - 33%	33 1/3% - 39,9%
40% - 49,9%	50% - 59,9%	60% - 69,9%
70% - 79,9%	80% - 89,9%	90% - 100%;

- (c) The number and names of centres where the CASS marks were ignored; and
- (d) The moderators' reports on CASS.

STATISTICAL REPORT 3

7.8 This report should only be made available in electronic data format and this report should provide a comparison between CASS and examination marks per learning area, per centre:

- (a) Number of candidates that wrote the examination;
- (b) Number of candidates that presented CASS;
- (c) Mean and standard deviation of the raw examination marks;
- (d) Mean and standard deviation of the adjusted examination mark;
- (e) Mean and standard deviation of the raw CASS mark; and
- (f) Mean and standard deviation of the adjusted CASS mark.

7.9 Note that Statistical Report 2 and 3 should be made available simultaneously

STATISTICAL REPORT 4

7.10 This report should include:

- (a) All data provided in Statistical Report 2, after appeals, remarks and irregularities have been resolved and completed; and
- (b) The difference in the overall pass rate as compared to Statistical Report 2.