

## NEWSLETTER 2 OF 2025

### IMPORTANT INFORMATION REGARDING THE 2025 REGISTRATION PROCESSES

The various registration processes by and between the educational institutions and SACAI for 2025 has already commenced, and the polite liberty is taken to advise institutions about the processes en methodologies that must be followed:

1. The attention of all institutions is drawn to the following documents:
  - a. Financial Instruction 1 of 2025 ([click here](#))
  - b. The 2025 fee structure ([click here](#))
  
2. Four (4) registration processes (see Financial Instruction 1 of 2025):
  - a. Process 1: Registration of institutions and the subjects the institutions will offer for 2025;
  - b. Process 2: Registration of learners (Grade 10-12) and their subjects (only Grade 12);
  - c. Process 3: Registration of candidates for the 2025 NSC examination; and
  - d. Process 4: Registration of concessions (accommodations)
  
3. Institutions and subjects:

The registration of (a) institutions and (b) the subjects the institutions will offer for 2025 concluded on 31 January 2025. Please see the documents referred to here above. Sincere appreciation is recorded for the institutions that complied. We are in the processes of following up with the other institutions.
  
4. Registration of learners and subjects:
  - a. Grade 12:
    - i. Institutions smaller than 200:
      1. An Excell spreadsheet will be distributed on 10 February 2025 to register the learners and the subjects that they wish to register for.
      2. Note that the following information will also be required:
        - a. The preferred examination centre the learners prefer for the final NSC examination.
        - b. If the learner requires a separate room during the final NSC examination (if already approved or planning to apply for).
      3. Please complete and submit before or on 7 March 2025 to Emily Mokhoema at [emilym@sacai.org.za](mailto:emilym@sacai.org.za) .
    - ii. Institutions larger than 200:
      1. These institutions may submit an export file in terms of their administrative system.
      2. A template of the information required by SACAI will be provided by 10 February 2025.
      3. Note that the following information will also be required:



- a. The preferred examination centre the learners prefer for the final NSC examination.
  - b. If the learner requires a separate room during the final NSC examination (if already approved or planning to apply for).
4. Please submit before or on 7 March 2025 to Emily Mokhoema at [emilym@sacai.org.za](mailto:emilym@sacai.org.za).
  5. After submission of the files, a virtual meeting will be arranged with each institution to ensure that the files and information complies with SACAI and Umalusi requirements.
- iii. Examination numbers for Grade 12:
1. See Financial Instruction 1 and the fee structure
  2. The provision of examination numbers and the final allocation of examination centres will only occur on 31 June 2025.
- b. Grades 10 and 11:
- i. Institutions smaller than 200:
    1. Only the personal particulars of the learners must be provided.
    2. An Excell template for the required information will be provided on 10 February 2025.
    3. Please complete and submit before or on 14 March 2025 to Emily Mokhoema at [emilym@sacai.org.za](mailto:emilym@sacai.org.za) .
    4. Umalusi requires compliance with the national policy regarding the promotion of learners. Therefore, the registration of learners and the contemporaneous submission of their SBA marks is imperative.
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