


NEWSLETTER 7 OF 2025

REGISTRATION OF GRADE 12 CANDIDATES

SACAI is finalising the registration process of the grade 12s for 2025. It is therefore imperative that institutions must take cognisance of the following to ensure that the registration information is correct and that unintended consequences are avoided as errors or omissions truly cause complex and long-term problems. Therefore, institutions are implored to attend to the following:

1. Proof of Registration

All candidates will receive an individual “Proof of Registration” (PoR) during the period 13 – 15 May 2025. See here below an example of such a PoR (please note that the personal details are fictitious).



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE
SUID-AFRIKAANSE KOMPREHENSIEWE ASSESSERINGSINSTITUUT

Examination Registration Confirmation

Examination Registered For	SACAI NOVEMBER 2025 NSC EXAMINATION	
Candidate Number	2258930101111	
Registered Institution	ALL CHILDREN CAN LEARN	
Institution Number	00111	
First Names	EMILY MONICA	
Surname	MOLEFE	
ID Number	050211505050505	
Date of Birth	20050211	
Gender	FEMALE	
Nationality	SOUTH AFRICAN	
Learning Accommodation	NONE	
Language of Learning & Teaching	ENGLISH	
Certificate Language	ENGLISH	
Venue Allocation	AKASIA, GAUTENG	

Candidate may be reallocated based on the availability of separate concession venues

Subject Code	Subject Name	Completing SBA This Year
11351054	DESIGN STUDIES	True
13301084	ENGLISH HOME LANGUAGE	True
13311054	AFRIKAANS FIRST ADDITIONAL LANGUAGE	True
16341024	LIFE ORIENTATION	True
16351084	HISTORY	True
19321024	MATHEMATICAL LITERACY	True
20351084	TOURISM	True

Declaration

I hereby acknowledge that I have read and understood the above information as provided in this document and confirm that it is correct.

Candidate Signature	Date
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The individual PoR includes the following information:

- Full Name and Surname
- ID Number
- Registered Subjects



- Note: If a subject registration is erroneous, SACAI must be contacted immediately by separate email as any amendment will require formal interface with Umalusi.
 - SBA Status
 - Institution name
 - **Distance Education Provider candidates:** The Designated Examination Venue will be listed on the Excel spreadsheet.
 - **Note: Western Cape Examination Venues:** These venues are still being finalised. As such, candidates in this region may be reallocated. However, reallocation will as far as reasonably possible be to the nearest available venue selected by the candidate, depending on available space.
 - **Concession candidates/ accommodations:** Approved accommodation details must be specified. Please note that while these candidates may be reallocated, reallocation will be to the available examination venue based on capacity. If a candidate is awaiting outcome on an already submitted application, they must also indicate that. Note that applications for grade 12 closed on 30 April 2025.
2. **Candidate information on SACAI system (Excell spreadsheet)**
- A link to access the SACAI system will be sent to every institution. Please make a detailed study of each candidate's information and affect the necessary corrections on the SACAI system using the candidate registration details reflected on the proof of registration documents. As stated above, subject errors must be communicated by separate email.
3. **Institutional Responsibilities**
- Institutions will receive login details to the SACAI system to make the necessary changes.
 - Institutions must disseminate the PoR to all candidates.
 - Candidates must be instructed to verify their information thoroughly and report any discrepancy to the institution immediately.
 - Note: Consider an internal system whereby each candidate formally confirms the correctness of the registration information.
 - Institutions must communicate by email with SACAI in the case of erroneous subject registrations and/or concessions.
4. **Training session**
- A detailed training session for institutions to guide them through the SACAI system will be conducted on 15 May 2025 at 14:30. A Teams invitation will be sent to all institutions during the course of 13 May 2025.
5. **General**
- The Excel spreadsheet is specifically for institutions and includes:
 - Examination Venue Options 2 and 3 (only centres that still have space).
 - Candidates' registered subjects.
 - If a venue does not appear in Option 1 or 2, it means the venue is at capacity.
 - The final Excell spreadsheet must be completed and submitted to SACAI **on or before 31 May 2025**.
 - Ensure that you have a correct and updated spreadsheet with all the accommodations for the NSC 2025 candidates on hand. Once the last feedback is distributed, SACAI will ask confirmation of the approved accommodations to compare the data and make sure no accommodation is omitted.
 - The most important accommodations to note are –

- Separate venues,
- Enlarged print, and
- Subject exemptions.
- Ad Hoc accommodations will only be considered for unplanned circumstances such as an accident or any unforeseen incident that requires a special arrangement via SACAI. Existing diagnoses such as diabetes will not justify as an ad hoc accommodation.
- If you have any enquiries or uncertainties, please do not hesitate to contact Emily Mokhoema (emilym@sacai.org.za) or Theo Mashazi (theo@sacai.org.za).