

22 August 2025

Dear Candidate/ Parent/ Guardian

URGENT: OUTSTANDING ASSESSMENT COMPONENTS FOR GRADE 12

Dear [Candidate Name] and Parent/Guardian

This letter is to formally inform you that according to the SACAI records, the following assessment components are still outstanding:

- **[Subject and Outstanding Component]**

To qualify for the final NSC examination, the national assessment policy requires that all SBA (School-Based Assessment), PAT (Practical Assessment Task), and Oral components must be submitted in full. No exceptions may be made.

If these components are not submitted by **01 September 2025**, the following will unfortunately be the consequences:

- You will be deregistered from the subject(s);
- You will not be permitted to write the final examination during October/November 2025;
- The subject(s) must be redone in full during 2026;
- All the internal assessments must also be redone; and
- The SACAI fees for any deregistered subject will not be refundable nor transferable.

We emphasise the gravity of your omission and strongly urge you to treat this matter with the urgency it requires. The outstanding tasks must be submitted to the institution/school, namely **[Institution name]**.

If you have already submitted the components listed above, please contact your institution/school immediately to ensure that it was received and submitted to SACAI before 01 September 2025.

If you have any questions or require assistance, please contact your institution/school immediately as time is running out.

Yours faithfully

SACAI

