

### NSC 2026

#### GRADE 12 CANDIDATES: REGISTRATION PROCESS

Please take note of the following important steps and responsibilities regarding the Grade 12 registration process for all candidates for the 2026 National Senior Certificate final examinations during October/ November:

#### 1. Proof of Registration

- a. The Proof of Registration for each candidate has been uploaded to the Institution SharePoint for your access.
- b. Scrutinise each candidates' detail to ensure the correctness thereof.
- c. Each institution is required to make the necessary corrections on the SACAI system using the candidate registration details as reflected on the proof of registration documents.
- d. A link to access the system will be sent to the designated person(s) responsible for handling registrations.

#### 2. Candidate Proof of Registration

- a. All candidates must receive their individual proof of registration to ensure that they and their parents are able to verify the correctness thereof.
- b. The Proof of Registration includes the following information:
  - i. Full Name and Surname
  - ii. ID Number
  - iii. Registered Subjects
  - iv. SBA Type
  - v. Institution Name
  - vi. **Concession Candidates/ Accommodations:**
    1. Approved concessions for separate examination rooms will be indicated with a "YES" or "NO".
    2. Please note that while these candidates may be reallocated, reallocation will be based on venue capacity and availability.
  - vii. **DEPs, Online Schools & Repeater Centres:**

Please note the Examination Venue stated on the Excel spreadsheet. Ensure that the candidate is aware thereof.



### 3. Important Notes About the Excel Spreadsheet

- a. The Excel spreadsheet is **specifically for the DEPs, Online Schools & Repeater Centres** and includes:
  - i. The registered subjects of candidates.
  - ii. Examination Venue Options:
    1. If Examination Venue Options 2 and 3 are indicated, it implies that such centres are the only centres that still have space.
    2. If a venue does not appear in Option 1 or 2, it means the venue is at capacity.
  - iii. The final Excel spreadsheet must be completed and submitted to SACAI on or before 20 May 2026 at 15h00.

### 4. Institutional Responsibilities: What must each institution comply with?

- a. Distribute the proof of registration to all candidates.
- b. Instruct candidates to verify the accuracy of the information and to report any errors to the institution immediately.
- c. Institutions must collate all the erroneous errors on a consolidated document.
- d. Attend the focused training session on Wednesday, 6 May 2026 at 14:00:
  - i. The link to the training session will be shared in shortly via email.
  - ii. Nominate a specific person(s) to take responsibility for the registration process and to attend the training session.
  - iii. Inform SACAI of this person(s) contact details via return email.
  - iv. Institutions will receive login details to the SACAI system to affect the required changes.

### 5. Important dates

- a. Wednesday, 6 May 2026 at 14:00: Training session on the registration process.
- b. Wednesday, 20 May 2026 at 15:00: Finalisation of registration process.

### 6. Enquiries:

Address all enquiries Ms Theo Mashazi at [theo@sacai.org.za](mailto:theo@sacai.org.za).