ORIENTATION GUIDE FOR HIGH SCHOOL LEARNERS 2013

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WELCOME TO INTEC COLLEGE

Dear student

Welcome to INTEC College! Congratulations on taking an important step towards realising your dreams. The College has been providing education and training since 1906, so you can rest assured that your future is in good hands.

In this Orientation Guide for High School Learners, we'll give you some important information that you should read before you start your studies.

The National Senior Certificate

This section highlights essential information about the qualification that you have chosen to study – the National Senior Certificate.

Important examination information

Carefully read the important examination information in the section called Assessment: Grades 10 and 11, or Assessment: Grade 12. (Please read the section that is relevant to you.) Note that some examination information, such as the specific annual examination dates, may change. So please access the latest examination information, which is available on the INTEC website, from time to time.

College contact details

The section called Important Contact Details contains very important contact information about the various departments at INTEC College. Please ensure that you use the specified contact details of a particular department when you contact the College. For example, if you have a query about an assignment, please use the email address assignmentqueries@intec.edu.za rather than a generic address such as support@intec.edu.za. This will ensure that your query can be dealt with quickly and efficiently.

Your intec.me email address

At INTEC we want to ensure that we can contact you whenever we need to inform you of something important. We realise that your address details, your cell phone number, and even your email address may change during the course of your studies. This is why we have assigned to you a College email address that is guaranteed not to change. In your Generic Orientation Guide, please carefully read the section called How to set up your intec.me email address, and then activate your email address as soon as possible. We will be sending important information to this address, so please ensure that your email is activated.

The INTEC Virtual Campus

The INTEC Virtual Campus allows you direct access to various student services, such as changing your personal details, and sending queries to your tutors. In your Generic Orientation Guide, please follow the step-by-step instructions in the section called How to activate your INTEC Virtual Campus to ensure that you can use this very useful facility.

If you need any help, please don't hesitate to contact us. We wish you all the best, and success in your studies.

Regards

Phillip Slatter – INTEC College Principal
THE NATIONAL SENIOR CERTIFICATE (NSC)

About the Qualification that You are Studying for

The National Senior Certificate is a national qualification that comprises Grade 10, Grade 11, and Grade 12. In other words, it is a three-year qualification. You have to prove competence in each grade before being allowed to continue with the following grade.

All subjects for Grades 10, 11 and 12 have to be completed within the calendar year of registration. This means that you will start your learning programme at the beginning of the year, and complete it at the end of the year.

Registration Details and Procedures

You have registered with the College for the Learning, Academic and Continuous Assessment (CASS) support component of your studies.

Grade 10 or 11

If you are in either Grade 10 or 11, you must also register with the College to write your controlled tests, mid-year examinations and final examinations, and to do the assessment for the Physical Education Task for Life Orientation. The closing date for this registration is 15 February 2013. If you do not register to write the examinations by this date, you will automatically be registered for the internal exams, controlled tests and/or practical (Orals and Life Orientation) with the College. Examination fees will be charged to your account and you will be liable for the payment.

If you do want to register in order to complete your CASS in 2013, but have not received any communication from the College regarding registration for the controlled tests, the mid-year examinations and the mock/trial examinations, you must contact the College as soon as possible to ensure that you are registered.

Grade 12

If you are in the final year of your qualification (Grade 12), you will automatically be registered for the internal exams, controlled tests, and/or practical (orals and Life Orientation) with the College. However, it is important to remember that you need to register with the Department of Basic Education (DBE) in order to write the external examinations for all your subjects (including Life Orientation). Do not forget to register with the DBE so that you are eligible to write the external exams hosted by the Department and to complete your qualification.

Please note – If you are in Grade 12 and do not register with the Department of Basic Education by 15 March you will not be able to write any of the external exams, and you will not be able to complete your qualification!
**Academic Support**

Your qualification requires you to complete assessments in the form of tests, written assignments and/or practical assignments at regular intervals while progressing through the year. Written assignments are submitted to the College for marking. These assessments are designed to assess performance in accomplishing learning objectives and to contribute to the quality and effectiveness of learning. College tutors mark the assessments and provide feedback, as well as offering guidance and assistance to students on how to approach learning and improve their performance.

Dial-a-Tutor (DaT) queries that are received by the Assessment Processing Centre (APC) are forwarded to relevant tutors. Tutors must respond to the DaT queries within 48 hours.

**Prescribed Literature**

You have to purchase the prescribed textbooks for the languages that you are studying. Please make sure that you purchase these books at the beginning of the year so that you can start reading and studying your prescribed novel, drama, poetry and short stories (as applicable) straight away. It is imperative that you purchase these books immediately, as you will be tested on prescribed literature in assessment tasks, mid-year examinations and final examinations, and also during examinations for oral components.

Even though prescribed literature is covered in the study material, you are advised to purchase additional study aids to supplement what you have in your study material.

**Continuous Assessment (CASS)**

**What is continuous assessment (CASS)?**

Continuous assessment is assessment that takes place throughout the year. It consists of various types of assessment tasks, such as research projects, controlled tests, mid-year examinations, mock/trial examinations (Grade 12 only), investigation tasks and written reports.

If you do not submit an assessment task by the dates stipulated by the College, you will receive a zero for the assessment task. This will have an impact on your final CASS result and therefore also your final result.

**What are controlled tests?**

Controlled tests are tests that are conducted by the College and take place under supervised examination conditions. A controlled test is a shortened version of an examination.

**What are oral examinations?**

Oral examinations are the assessment for the oral component of a language. Oral examinations are formal examinations that are compulsory. They will form part of your CASS mark and part of your final examination mark. You will be required to do an assessment for the oral component of the languages that you are studying. This assessment will be in the form of face-to-face contact sessions with qualified language educators.
The College appoints qualified language educators to conduct the assessment for the oral component of the languages that you have chosen to study.

The examination dates for the oral component of languages appear in the *Important Dates for Grades 10 and 11* and *Important Dates for Grade 12* tables, which contain all the important dates pertaining to examinations. These dates are also available on the College website.

Please note – All oral examinations will take place on Saturdays!

**Please note:** Should you not be present on the day that your oral examinations take place, you will have an incomplete mark for the subject, and you will not pass the subject. When a student fails a home language subject, he or she will have to repeat the full year. In addition to this, you will be liable for costs incurred for this assessment.

**Venues in major centres only**

**NB.** It is important for you to note that, in each province, venues will be provided in **major centres ONLY**. It will be your responsibility to ensure that you make the necessary arrangements to get to the assessment centre. No special arrangements will be made to accommodate learners on the outskirts of major centres. Please refer to the table below to find the most suitable assessment area for you.

<table>
<thead>
<tr>
<th>Boksburg</th>
<th>Ladysmith</th>
<th>Randburg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloemfontein</td>
<td>Mafikeng</td>
<td>Richards Bay</td>
</tr>
<tr>
<td>Cape Town</td>
<td>Middelburg</td>
<td>Rustenburg</td>
</tr>
<tr>
<td>Durban</td>
<td>Nelspruit</td>
<td>Secunda</td>
</tr>
<tr>
<td>East London</td>
<td>Newcastle</td>
<td>Mthatha</td>
</tr>
<tr>
<td>George</td>
<td>Pietermaritzburg</td>
<td>Tzaneen</td>
</tr>
<tr>
<td>Johannesburg Central</td>
<td>Polokwane</td>
<td>Vanderbijlpark</td>
</tr>
<tr>
<td>Kimberley</td>
<td>Port Elizabeth</td>
<td>Vredenburg/Saldanha</td>
</tr>
<tr>
<td>Klerksdorp</td>
<td>Pretoria</td>
<td>Welkom</td>
</tr>
</tbody>
</table>
ASSESSMENT: GRADES 10 AND 11

All assessments for Grades 10 and 11 will be conducted internally by INTEC College, including the final examinations for Grades 10 and 11.

Registration for Final Examinations for Grades 10 and 11

You must register with the College to write your controlled tests, mid-year examinations, oral examinations and final internal examinations, and also to do the assessment for the Physical Education Task for Life Orientation. The closing date for this registration is 15 February 2013. If you do not register to write the examinations by this date, you will automatically be registered for the internal exams, controlled tests, and/or practical (orals and Life Orientation) with the College. Examination fees will be charged to your account and you will be liable for the payment.

If you do want to register this year, but have not received communication from the College regarding registration for controlled tests, mid-year examinations and final examinations, you must make contact with the College to ensure that you are registered.

Examination fee for Grades 10 and 11

The examination fee for the final examinations is not included in your enrolment fees. A separate examination fee of R650 per subject is payable. This fee is subject to change.

Minimum Pass Requirements for Grades 10 and 11

You need to do the required assessment for seven subjects, four of which are compulsory subjects and are called fundamentals. The other three subjects are called electives.

The four fundamentals are: a Home Language, a First Additional Language, Life Orientation, and either Mathematics or Mathematical Literacy.

You need to obtain 40% in three subjects. One of these three subjects must be a Home Language. (You must also obtain 40% in any two other subjects.)

You must obtain 30% for three subjects (other than the subjects in which you obtained 40%).

In summary: You need to pass three subjects with 40% (of which one must be a Home Language) and three subjects with 30%. These are also the minimum pass requirements to obtain the National Senior Certificate.

Please note: Even though you need not meet the minimum pass requirement (30%) for the seventh subject, you must have completed ALL the required assessment tasks and examinations for this subject in order to be considered for progress to the next grade, or to be considered for the National Senior Certificate at the end of your Grade 12 year.
Examinations

If you enrolled for Grade 10 or Grade 11 of the National Senior Certificate after 15 February, you will only be allowed to complete the required assessments, including examinations, in the year following your enrolment. So if you enrol after 15 February 2013, you can only complete your assessments in 2014. However, you may continue working through your study material in the year in which you enrolled (in this case, 2013).

Your progress to the next grade will be determined by a CASS (continuous assessment) mark and a final examination mark. The CASS mark will contribute 25% towards your total mark, and the final examination will contribute 75% towards your total mark.

Tables called Important Dates for Grades 10 and 11 – in the section called Important Examination Information – each provide a timetable containing the relevant submission dates for assessment tasks/assignments and the block period dates during which controlled tests and examinations will take place. Keep the relevant timetable in a place where you can always see it, so that it can remind you in good time of the dates by which you must submit assessment tasks/assignments, and the dates on which you must write examinations and controlled tests.

Oral examinations

You will be required to do an assessment for the oral component of the languages that you are studying. This assessment will be in the form of face-to-face contact sessions with qualified language educators.

The assessment for the oral component for languages is a formal examination that is compulsory. It will form part of your CASS mark and part of your final examination mark.

The College will appoint qualified language educators to conduct the assessment for the oral component of the languages that you have chosen to study.

The examination dates for the oral component of languages appear in the Important Dates for Grade 12 table, which contains all the important dates pertaining to examinations. These dates will also be available on the College website.

**Please note:** Should you not be present on the day that your oral examinations take place, you will have an incomplete mark for the subject, and you will not pass the subject. When a student fails a home language subject, he or she will have to repeat the full year. In addition to this, you will be liable for costs incurred for this assessment.

Life Orientation

Life Orientation is a subject that is geared towards encouraging learners to live a holistic, healthy lifestyle that includes exercising regularly.

One of the tasks that you have to complete for Life Orientation is a Physical Education Task (PET). The mark for this task will constitute a quarter (25%) of your total mark for Life Orientation.
The Physical Education Task will be monitored throughout the year. A mark will be awarded to learners at the end of each term, based on the frequency of participation in physical education activities and on a formal assessment at the end of the term. This means that you will have regular face-to-face contact with a Life Orientation educator throughout the year.

The Physical Education Task comprises four sections for Grades 10 and 11. You will have to attend a pre-assessment session and a post-assessment session for each of the sections of the Physical Education Task.

**Please note:** for the sake of cost and convenience, two assessment sessions will take place on the same day.

*For example:* On 11 May 2013, you will do the final assessment for the Physical Education Task 1 (section 1) **AND** the first assessment for Physical Education Task 2 (section 2). The dates on which these assessments will take place are contained in the table of *Important Dates for Grades 10 and 11* in the *Important Examination Information* section of this guide. The table contains dates that are so important that you should know them off by heart. These dates are also available on the College website.

You will be provided with more details of the assessment tasks for physical education in the study guide for Life Orientation.

The sessions for Life Orientation will take place on Saturdays.

If you are NOT able to attend a Saturday session, and you have a valid reason for not being able to attend, then arrangements may be made for you to attend an alternative session. In such instances, you are required to make a formal application to the College in writing at least two weeks before the Life Orientation Saturday session was due to take place. Thereafter, an alternative session would be arranged at an additional cost to the learner/parent/legal guardian. These fees are subject to the cost of the venue and the resources required when conducting the assessment.

The following shall be considered as valid reasons:

- Illness, supported by a valid medical certificate, issued by a registered medical practitioner. The College reserves the right to confirm the medical practitioner’s registration status.
- Humanitarian reasons, which include the death of an immediate family member, supported by a death certificate.
- The student’s appearance in a court hearing, which must be supported by a subpoena, or any other acceptable reason that disadvantages the student in such a way that contemplates merit, may be accepted as a valid reason by the head of the assessment body.

**Please note:** It is important that you attend EVERY contact session of the Physical Education Task for Life Orientation. **If you fail to attend a contact session, you will receive a zero for that particular session, **AND** you will be liable for the costs incurred for the assessment.**
Venues in major centres only

NB. It is important for you to note that, in each province, venues will be provided in major centres ONLY. It will be your responsibility to ensure that you make the necessary arrangements to get to the assessment centre. No special arrangements will be made to accommodate learners on the outskirts of major centres. Please refer to the table at the end of this section to find the most suitable assessment centre for you.

Progress Reports

At the end of each term, you will receive a progress report for the assessment tasks/assignments, controlled tests and examinations that you have completed.

For example: after the first term, you will receive a progress report that will be based on the first assessment task and controlled test that you completed for the first term. After the second term, you will receive a progress report based on the marks that you will have received for assessment tasks and mid-year examinations completed during the second term. The report that you will receive at the end of the year will include marks that you will have obtained for all of the assessment tasks completed during the year (which contribute 25% towards your final mark), and a final examination mark (which contributes 75% towards your final mark).

Important Examination Information

Examination dates

The final examinations for Grades 10 and 11 are conducted in October/November of each year.

Please note that the examination dates are provisional and subject to change.

For your convenience all examination-related updates are available on our website at www.intec.edu.za

The College will send you an examination confirmation letter before the start of each controlled test/examination session. Examination timetables are available on the College website. All communication will be sent to you via email ONLY – therefore it is compulsory that you register your intec.me email address. If you fail to do so, the College will not be held responsible in the event that you do not receive some information.

Please note – NO LATE EXAMINATION ENTRIES WILL BE ACCEPTED.

Certification

The College will issue you with a final progress report at the end of the year after it has been confirmed that you have met the minimum pass requirements for the National Senior Certificate at the end of your Grade 10 or Grade 11 year.
Assessment tasks and submission dates

Assessment tasks that have to be submitted to the College for marking by 5 April, 27 May and 30 July could include a research task, a written presentation, a project and so on. These are tasks that will not have to be completed under controlled, examination conditions.

In the table below, 'submission date' refers to the date on which the assessment tasks have to be at the College for marking. You may submit assessment tasks prior to this date, but not after it.

These dates are applicable to ALL the subjects that you are studying. Therefore, by 5 April, ALL assessment tasks that have to be completed for the first term, for ALL the subjects that you are studying, have to be with the College for marking. The same will apply for the other submission dates provided by the College, for all the assessment tasks that have to be completed for the other terms. It is therefore important for you to plan and structure your time so that you are able to submit ALL your assessment tasks on time.

The table that follows contains all the important dates that pertain to your examinations for Grades 10 and 11. *Make a photocopy of the table (if it applies to you), and place it where it will serve as a constant reminder of these dates.*
## IMPORTANT DATES FOR GRADES 10 AND 11

### TERM 1

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment cut-off</td>
<td>15 February</td>
</tr>
<tr>
<td>Examination and controlled test registration closing date</td>
<td>15 February</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.1 Pre-assessment session</td>
<td>9 March</td>
</tr>
<tr>
<td>Submission date for ALL assessment tasks (for ALL subjects) that have to be completed for the <strong>first term</strong>, and that have to be submitted to the College for marking. These assessment tasks will be in the study guide/s for each of the subjects that you are studying. These will be all of the tasks that are <strong>not</strong> controlled tests or examinations.</td>
<td>5 April</td>
</tr>
<tr>
<td>Controlled Test 1 for all subjects</td>
<td>8 April – 23 April</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.1 Post-assessment session</td>
<td>11 May</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.2 Pre-assessment session</td>
<td>11 May</td>
</tr>
<tr>
<td>Oral examinations – Listening for comprehension</td>
<td>4 May</td>
</tr>
<tr>
<td>Declaration of results – Term 1</td>
<td>20 May</td>
</tr>
</tbody>
</table>

### TERM 2

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral examinations – Prepared speech</td>
<td>25 May</td>
</tr>
<tr>
<td>Submission date for ALL assessment tasks (for ALL subjects) that have to be completed for the <strong>second term</strong>, and that have to be submitted to the College for marking. These assessment tasks will be in the study guide/s for each of the subjects that you are studying. These will be all of the tasks that are <strong>not</strong> controlled tests or examinations.</td>
<td>27 May</td>
</tr>
<tr>
<td>Controlled Test 2 for Life Sciences and Mathematics learners ONLY</td>
<td>30 May – 31 May</td>
</tr>
<tr>
<td>Mid-year Examinations</td>
<td>3 June – 22 June</td>
</tr>
<tr>
<td>Oral exam – Unprepared speech (for home language only)</td>
<td>29 June</td>
</tr>
<tr>
<td>Oral exam – Prepared reading (for First Additional Language only)</td>
<td>29 June</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.2 Post-assessment session</td>
<td>6 July</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.3 Pre-assessment session</td>
<td>6 July</td>
</tr>
<tr>
<td>Oral exam – Prepared speech (for Home Language only)</td>
<td>27 July</td>
</tr>
<tr>
<td>Declaration of results – Term 2</td>
<td>29 July</td>
</tr>
</tbody>
</table>
**TERM 3**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission date for ALL remaining assessment tasks (for ALL subjects) that have to be completed for the <strong>year</strong>, and that have to be submitted to the College for marking. These assessment tasks will be in the study guide/s for each of the subjects that you are studying. These will be all the tasks that are <strong>not</strong> controlled tests or examinations.</td>
<td>30 July</td>
</tr>
<tr>
<td>Controlled Test 2 for all subjects</td>
<td>5 August –23 August</td>
</tr>
<tr>
<td>Controlled Test 3 for Life Sciences and Mathematics learners ONLY</td>
<td>24 August</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.3 Post-assessment session</td>
<td>24 August</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.4 Pre-assessment session</td>
<td>24 August</td>
</tr>
<tr>
<td>Declaration of results –Term 3</td>
<td>30 September</td>
</tr>
</tbody>
</table>

**TERM 4**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlled Test 4 for Life Sciences and Mathematics learners ONLY</td>
<td>1 – 2 October</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.4 Post-assessment session</td>
<td>5 October</td>
</tr>
<tr>
<td>Final examinations</td>
<td>7 October – 5 November</td>
</tr>
<tr>
<td>Declaration of results – Term 4</td>
<td>13 December</td>
</tr>
</tbody>
</table>

**Please note:** The dates above are provisional, and may change. Please ensure that you check your intec.me email address regularly for any updates. Also visit the College website for any updates.

**Please note:** Both the oral assessments and the Life Orientation physical education assessments are face-to-face sessions. You must contact the College if you have not received confirmation letters two weeks prior to the scheduled dates for these assessments.
ASSESSMENT: GRADE 12

Continuous assessment for Grade 12 will be conducted by INTEC College. The mock/trial examinations will also be conducted by INTEC College and will form part of your continuous assessment (CASS) mark.

**Oral Examinations**

You will be required to do an assessment for the oral component of the languages that you are studying. This assessment will be in the form of face-to-face contact sessions with qualified language educators.

The assessment for the oral component for languages is a formal examination that is compulsory. It will form part of your CASS mark and part of your final examination mark.

The College will appoint qualified language educators to conduct the assessment for the oral component of the languages that you have chosen to study.

The examination dates for the oral component of languages appear in the *Important Dates for Grade 12* table, which contains all the important dates pertaining to examinations. These dates will also be available on the College website.

*Please note:* Should you not be present on the day that your oral examinations take place, you will have an incomplete mark for the subject, and you will not pass the subject. When a student fails a home language subject, he or she will have to repeat the full year. In addition to this, you will be liable for costs incurred for this assessment.

**Venues in major centres only**

**NB.** It is important for you to note that, in each province, venues will be provided in major centres ONLY. It will be your responsibility to ensure that you make the necessary arrangements to get to the assessment centre. No special arrangements will be made to accommodate learners on the outskirts of major centres.

**Life Orientation**

Life Orientation is a subject that is geared towards encouraging learners to live a holistic, healthy lifestyle that includes exercising regularly.

One of the tasks that you will have to complete for Life Orientation is a Physical Education Task (PET). The mark for this task will constitute a quarter of your total mark for Life Orientation.

The Physical Education Task will be monitored throughout the year. A mark will be awarded to learners at the end of each term, based on the frequency of participation in physical education activities and on a formal assessment at the end of the term. This means that you will have regular face-to-face contact with a Life Orientation educator throughout the year.
There will be a compulsory external examination hosted by the Department of Basic Education for this subject. It is your responsibility to register with the Department of Basic Education for this examination. It is also your responsibility to arrange the venue/school where you will write this examination. In other words, you must arrange the venue/school yourself, and not through INTEC College. Visit the INTEC website (www.intec.edu.za) for more information regarding this compulsory examination session.

The Physical Education Task comprises three sections for Grade 12. You will have to attend a pre-assessment session and a post-assessment session for each of the sections of the Physical Education Task.

Please note: two assessment sessions will take place on the same day.

For example: on 11 May 2013, you will do the final assessment for the Physical Education Task 1 (section 1) AND the first assessment for Physical Education Task 2 (section 2). The dates on which these assessments will take place are contained in the tables of Important Dates for Grade 12 in the Important Examination Information section of this guide. The tables contain dates that are so important that you should know them off by heart. These dates will also be available on the College website.

You will be provided with more details of the assessment tasks for physical education in the study guide for Life Orientation.

The sessions for Life Orientation will take place on Saturdays.

Please note: It is important that you attend EVERY contact session of the Physical Education Task for Life Orientation. If you fail to attend a contact session, then you will receive a zero for that particular session. In addition to this, you will be liable for the costs incurred for the assessment.

Venues in major centres only

NB. It is important for you to note that in each province, venues will be provided in major centres ONLY. It will be your responsibility to ensure that you make the necessary arrangements to get the assessment centre. No special arrangements will be made to accommodate learners on the outskirts of major centres.

Assessment Tasks and Submission Dates

Assessment tasks that have to be submitted to the College for marking by 5 April, 27 May and 24 July may include a research task, a written presentation, a project and so on. These are tasks that will not have to be completed under controlled, examination conditions.

In the Important dates for Grade 12 table, 'Submission date' refers to the date on which the assessment tasks have to be at the College for marking. You may submit assessment tasks prior to this date, but not after it.
These dates are applicable to ALL the subjects that you are studying. Therefore, by 5 April, ALL assessment tasks that have to be completed for the first term, for ALL the subjects that you are studying, have to be with the College for marking.

The same will apply to the other submission dates provided by the College, for all the assessment tasks that have to be completed for the other terms. It is therefore important for you to plan and structure your time so that you are able to submit ALL your assessment tasks on time.

Mock/trial Examinations – Grade 12

The mock/trial examination in Grade 12 will be a full-scale examination in which ALL the content that you need to know in your Grade 12 year will be tested. It is an examination that prepares you for the external final Grade 12 National Senior Certificate examinations. Your results in the mock/trial examinations should give you an indication of your preparedness for the final external examinations.

Registration for Grade 12 mock/trial examinations

You must register with the College to write your controlled tests, mid-year examinations and mock/trial examinations, and to do the assessment for the Physical Education Task for Life Orientation. The closing date for registration is **15 February 2013**. If you do not register to write the examinations by this date, you will automatically be registered for the internal exams, controlled tests, and/or practical (orals and Life Orientation) with the College. Examination fees will be charged to your account and you will be liable for the payment. If you do want to register in 2013, but have not received any communication from the College regarding registration for the controlled tests, the mid-year examinations and the mock/trial examinations, you must make contact with the College to ensure that you are registered.

Venues in major centres only

**NB.** It is important for you to note that, in each province, venues will be provided in **major centres ONLY.** It will be your responsibility to ensure that you make the necessary arrangements to get to the assessment centre. No special arrangements will be made to accommodate learners on the outskirts of major centres.

External Final National Senior Certificate Examinations

At the end of your Grade 12 year, you will write the external final National Senior Certificate examinations that are administered by the Department of Basic Education.

Registration for Grade 12 final external examinations

You must be registered with the Department of Basic Education for the final external Grade 12 National Senior Certificate examinations by **15 March** in the year in which you want to write.

To write in 2013, you must be registered by **15 March 2013.** It is **YOUR** responsibility to ensure that you are registered for the external Grade 12 final examinations with the Department of Basic Education.
When registering for the external final examinations with the Department of Basic Education it is important to take note of the following:

**WHAT TO TAKE WITH YOU WHEN YOU REGISTER**

**Subject repeaters with valid CASS/SBA mark:**

- The original and a certified copy of your NCS Grade 12 statement of results (the original to produce for the registering officer, and a certified copy to attach to your other registration documents)
- A certified copy of your ID
- Your INTEC student number
- A black pen

**First-time NSC Grade 12 candidates:**

- The original and a certified copy of your official NSC Grade 10 and 11 reports (the original to produce for the registering officer, and a certified copy to attach to your other registration documents)
- A letter from INTEC College stating that we will conduct the CASS/SBA for the subjects for which you are enrolled and forward these marks to the Provincial Department of Basic Education
- A letter from INTEC College confirming that you are enrolled for the NSC Grade 12, and stating the subjects for which you are enrolled.
- A certified copy of your ID
- Your INTEC student number
- A black pen

The College will send you, via email, more details regarding the registration process for the external Grade 12 final examinations with the Department of Basic Education. If you have not received this communication, **you must make contact with the College to ensure that you get this important information.**

**Please note:** registration with the College – for internal examinations and controlled tests – is a SEPARATE process from registration with the Department of Basic Education for the final external examinations.

**Please note:** when registering for your external Grade 12 final examination with the Department of Basic Education, you need to ensure that you register for **ALL** subjects for which you have enrolled for with the College. (For example, if you have enrolled for 7 subjects with the College, you need to ensure that you register for all 7 of these subjects with the Department of Basic Education.)
Examination Fees for Grade 12

The examination fee for the mock/trial examinations IS NOT included in your enrolment fee. Also, the fee for the external Grade 12 examinations that are conducted by the Department of Basic Education IS NOT included in your enrolment fees.

The examination fee for the mock/trial examinations that is hosted by the College is R650 per subject. This fee is subject to change.

You will write the external Grade 12 examinations at an examination venue, such as a high school that has been accredited to administer these examinations. The examination venue at which you will write the external Grade 12 examinations will charge you a fee for administering the examinations.

Minimum pass requirements for Grade 12

You need to do the required assessment for seven subjects, four of which are compulsory subjects and are called fundamentals. The other three subjects are called electives.

The four fundamentals are: a Home Language, a First Additional Language, Life Orientation, and either Mathematics or Mathematical Literacy.

You need to obtain 40% in three subjects. One of these three subjects must be a Home Language. (You must also obtain 40% in any two other subjects.) You must obtain 30% for three subjects (other than the subjects in which you obtained 40%).

In summary: You need to pass three subjects with 40% (of which one must be a Home Language) and three subjects with 30%. These are also the minimum pass requirements to obtain the National Senior Certificate.

Please note: Even though you need not meet the minimum pass requirement (30%) for the seventh subject, you must have completed ALL the required assessment tasks and examinations to be considered for the National Senior Certificate at the end of your Grade 12 year.

Examination dates

The internal mock/trial examinations for Grade 12 are held once a year, during August/September. These examinations (along with all other required assessment tasks) must be completed in the same calendar year in which you wish to sit for the external National Senior Certificate examinations that are administered by the Department of Basic Education and held in October/November.

Please Note – All dates are provisional and subject to change.

Visit our website for examination-related updates: www.intec.edu.za
The College will send you an examination confirmation letter before the start of each controlled test/examination session. Examination timetables are available on the College website. All communication will be sent to you via email ONLY – therefore it is compulsory that you register your intec.me email address. If you fail to do so, the College will not be held responsible in the event that you do not receive some information.

Certification

UMALUSI, the Quality Council for General and Further Education and Training, will issue you with a National Senior Certificate after it has been confirmed that you have met the minimum pass requirements for the National Senior Certificate at the end of your Grade 12 year.

Please note:

NO LATE EXAMINATION ENTRIES WILL BE ACCEPTED.

The table that follows contains all the important dates that pertain to your examinations for Grade 12.

Make a photocopy of the table (if it applies to you), and place it where it will serve as a constant reminder of these dates. UMALUSI gives awards to Grade 12 students.
### IMPORTANT DATES FOR GRADE 12

<table>
<thead>
<tr>
<th>TERM 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment cut-off</td>
<td>15 February</td>
</tr>
<tr>
<td>Closing date: Registration for NSC (Grade 12) final national external examinations with the Department of Basic Education</td>
<td>15 March</td>
</tr>
<tr>
<td>Examination and controlled test registration closing date</td>
<td>15 February</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.1 Pre-assessment session</td>
<td>9 March</td>
</tr>
<tr>
<td>Submission date for ALL assessment tasks (for ALL subjects) that have to be completed for the first term, and that have to be submitted to the College for marking. These assessment tasks will be in the study guide/s for each of the subjects that you are studying. These will be all the tasks that are not controlled tests or examinations.</td>
<td>5 April</td>
</tr>
<tr>
<td>Controlled Test 1 for all subjects</td>
<td>8 April – 23 April</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.1 Post-assessment session</td>
<td>11 May</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.2 Pre-assessment session</td>
<td>11 May</td>
</tr>
<tr>
<td>Oral examinations – Listening for comprehension</td>
<td>4 May</td>
</tr>
<tr>
<td>Declaration of results – Term 1</td>
<td>20 May</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral examinations – Reading aloud</td>
<td>25 May</td>
</tr>
<tr>
<td>Submission date for ALL assessment tasks (for ALL subjects) that have to be completed for the second term, and that have to be submitted to the College for marking. These assessment tasks will be in the study guide/s for each of the subjects that you are studying. These will be all the tasks that are not controlled tests or examinations.</td>
<td>27 May</td>
</tr>
<tr>
<td>Mid-year examinations</td>
<td>3 June – 25 June</td>
</tr>
<tr>
<td>Oral exam – Response to literature (for Home Language only)</td>
<td>29 June</td>
</tr>
<tr>
<td>Oral exam – Prepared speech (for First Additional Language only)</td>
<td></td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.2 Post-assessment session</td>
<td>6 July</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.3 Pre-assessment session</td>
<td>6 July</td>
</tr>
<tr>
<td>Oral exam – Prepared speech (for Home Language only)</td>
<td>27 July</td>
</tr>
<tr>
<td>Oral exam – Response to literature (for First Additional Language only)</td>
<td></td>
</tr>
<tr>
<td>Declaration of results – Term 2</td>
<td>29 July</td>
</tr>
</tbody>
</table>
TERM 3

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission date for ALL remaining assessment tasks (for ALL subjects) that have to be completed for the year, and that have to be submitted to the College for marking. These assessment tasks will be in the study guide/s for each of the subjects that you are studying. These will be all the tasks that are not controlled tests or examinations.</td>
<td>24 July</td>
</tr>
<tr>
<td>Controlled Test 2 for all subjects</td>
<td>5 August – 21 August</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.3 Post-assessment session</td>
<td>24 August</td>
</tr>
<tr>
<td>Mock Examinations</td>
<td>26 August – 23 September</td>
</tr>
<tr>
<td>External Department of Basic Education Examination for Life Orientation. <strong>NB</strong>: This examination is not hosted by the College; you will have to register with the Department of Basic Education to write this examination.</td>
<td>6 September</td>
</tr>
<tr>
<td>Declaration of results – Term 3</td>
<td>14 October</td>
</tr>
</tbody>
</table>

TERM 4

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final External Department of Basic Education Examinations – NSC (Grade 12). These exams are not hosted by the College.</td>
<td>October – November 2013</td>
</tr>
</tbody>
</table>

**Please note:** The dates above are provisional, and may change. Please ensure that you check your intec.me email address regularly for any updates. Also visit the College website for any updates.

**Summary**

1. Remember that it is essential that your contact details are correct (including your cell number and email address), as we will be sending you important examination information via email and SMS.

2. If you have not received an examination entry form from INTEC College one month before the closing date for the exams, then please download a form from our website at http://www.intec.edu.za. Click on the Downloads menu.

3. Send us your completed examination entry form before the examination closing date.

4. **INTEC will send you an examination confirmation letter via email only. It is your responsibility to register your intec.me email address. Failure to do so will result in you not receiving examination information and the College will not take responsibility for this.**

5. On the days on which you will be writing examinations, please bring along your examination confirmation letter and your ID book.

6. **Please be at the venue at least 30 minutes before the examination is due to start.**
IMPORTANT CONTACT DETAILS

Contact via email

INTEC College has created new support email addresses to improve our service to you. We have found that generic email addresses (such as info@intec or help@intec) cause bottlenecks and delays in servicing students.

In order to ensure that we process your request or query as quickly as possible, please use the specific email addresses below for your queries.

- For all examination-related queries, please email highschoolexams@icg.edu.za
- For all study material queries, please email studymaterial@intec.edu.za
- For all account queries, please email studentaccounts@intec.edu.za
- For all certification queries, please email awardqueries@intec.edu.za
- For all assignment queries, please email assignmentqueries@intec.edu.za
- For all tutor queries, please email tutorqueries@intec.edu.za
- For all counselling queries, please email ssdatrisk@icg.edu.za
- For all transfer queries, please email transfers@icg.edu.za
- For all general queries, please email support@intec.edu.za

Look at the benefits of using the specific email addresses above:

1. An email sent to the appropriate email address can be dealt with speedily.
2. An email is a written record of your query.
3. Your email and our response can be used to build Frequently Asked Questions (FAQs) that may help other students with similar queries.
4. If you have more than one query, you can use more than one email address, which means your queries can be resolved at the same time by different departments.

Please use your student number in the subject field and/or message header of your email. This will help us to service you as quickly as possible.

Contact via telephone

If you need to speak to us, please call our national call centre on 0860 31 31 31. Our call centre is open during office hours only, from 08:00 to 16:30 from Monday to Thursday, and from 08:00 to 16:00 on Friday. Our offices are closed at the weekend and on public holidays. Please note that our branches are not equipped to deal with study-related queries, so please contact our call centre if you have any study-related queries.
Contact via fax

Sending a fax is not a completely reliable way of sending information. While the sender may receive confirmation from his or her fax machine that a fax has been sent, for various reasons it may not arrive at the receiver’s fax machine. For instance, the paper may jam in the receiver’s fax machine or the machine may run out of toner ink, so that the fax arrives only partially or not at all.

INTEC has experienced many problems related to faxes sent by students. So when you send us a fax, please contact the relevant department via email to confirm that we have received your fax.

Please use the following fax numbers when sending documentation to us:

<table>
<thead>
<tr>
<th>Department</th>
<th>Fax number</th>
<th>Purpose of fax</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>086 510 7788</td>
<td>INTEC High School exam registrations</td>
<td>Please fax your completed INTEC exam entry form to this number.</td>
</tr>
<tr>
<td>Accounts</td>
<td>021 417 0344</td>
<td>Account queries</td>
<td>If you don’t have access to email, please fax account queries to this number, as well as any account-related evidence (such as deposit slips).</td>
</tr>
<tr>
<td>Counselling</td>
<td>021 417 0343</td>
<td>Counselling documents</td>
<td>Please fax all counselling-related documents to this number, such as career assessments and medical evidence.</td>
</tr>
<tr>
<td>Transfers</td>
<td>021 417 0223</td>
<td>Transfer evidence</td>
<td>Please fax all transfer-related documents to this number, such as ID documents and salary slips.</td>
</tr>
<tr>
<td>General Support</td>
<td>0861 31 31 31</td>
<td>General support</td>
<td>Please use this fax number for all other documents that need to be faxed to the College.</td>
</tr>
</tbody>
</table>

Please note:
Do not send any assignments to the College via fax; this is not reliable, as noted in the section above. You should rather email or post your assignments to the College.