

1. INTRODUCTION

Welcome to Grade 12 – your final academic year completing the National Senior Certificate.

Grades 10 to 12 who opt for an alternative approach to schooling and register with Impaq are considered distance education learners completing the National Senior Certificate (NSC). You are now registered with the South African Comprehensive Assessment Body (SACAI). After successfully completing Grade 12, you will qualify for the Umalusi-issued NSC, the same certificate issued by the Department of Basic Education (DBE) and the Independent Examination Board (IEB).

SACAI is accredited by Umalusi, and Impaq is a registered service provider with this assessment body.

This document contains all the information you need to complete Grade 12 successfully.

2. WHERE TO START

2.1. REGISTRATION

To register for Grade 12 and the NSC, you must be registered with a SACAI-registered distance education provider (Impaq). We register you with the assessment body, SACAI. To register, you will require the following documentation:

- Successful, valid, pass report cards for Grades 10 and 11.
- ID document (a birth certificate will not be accepted)
- A valid study permit (for learners residing outside of South Africa)

Three assessment bodies, namely the Department of Basic Education (DBE), the Independent Examination Board (IEB), and the South African Comprehensive Assessment Institute (SACAI), are the only Umalusi-accredited bodies. They may present the National Senior Certificate (NSC) using the national curriculum (CAPS). This certification prepares you for life after completing your formal schooling as well as tertiary studies, both locally and internationally.

2.2. PLAN EACH DAY

Begin each day by logging in to the [Optimi Learning Portal \(OLP\)](#). All your subjects are available on the Lesson Screen. Navigate to the first lesson of each subject for your **Welcome Lesson**. Here you will find an overview of the subject, the scope for tests and exams, year plans, exam preparations, and more. The Welcome lessons should be used throughout the year, as the most updated subject-specific information will be shared via the Welcome lesson. If you have a subject with a practical component, this is also the place where you will find guidance on how to complete it.

Important functions of the OLP:

- Weekly planner
- Access selected live lessons
- Videos and recorded lessons
- Previous June and November exam papers
- Important deadlines for the submission of tasks
- Tests and examination dates and timetables
- Quizzes and more!

Parents, tutors and invigilators have their own login details for OLP. Invigilators use OLP to download and upload your tests and exams. Even report cards can be downloaded from the OLP.

Registered clients can log into OLP by [clicking here](#).

Learner login details:

- Username: Learners' Microsoft email address (as received from Impaq)
- Password: Student's ID number

Parent/Guardian/Tutor login details:

- Username: ID number
- Password: my.Impaq password

2.3. STATIONERY AND EQUIPMENT NEEDED

Internet access and a laptop are vital to your success as a distance education learner. You would need this to access the OLP daily. Refer to our device specifications to assist you in choosing the correct device. We also recommend [Impaq's stationery packs](#) to get you started.

Access to the following equipment, especially by the invigilator for tests and exams, is highly recommended:

- A device to scan handwritten documents or a smartphone app. Install one of the many scanning apps that are available on smartphones. The app will require you to take photos of each page of the answer sheet with your cellphone. The app will then convert the photos to PDF documents. An example of such an app is CamScanner, which is free of charge.
- Access to the internet (and the Optimi Learning Portal) with enough data to upload PDF documents (approximately 5 MB per scanned answer sheet should be enough).
- A printer for the printing of tasks, tests and assessments.
- Back-up power source during tests and examinations.
- Special equipment is required for [specific subjects](#).

3. TESTS AND EXAMINATIONS

Tests are written every term. In Grade 12, you will write a mid-year examination that takes place around June, the prelim examination in Term 3 and your final National Senior Certificate (NSC) at the end of the year, around October to November. This section deals with all the tests and exams you'll write through Impaq. Information about the final NSC examination, which is administered by SACAI and must be written at a SACAI examination centre, is dealt with in section 9.

The timetables must be followed, and no deviations are allowed. Strict rules and regulations apply. Always refer to the test/examination timetables for clear instructions on dates, submission deadlines, and more.

The format and structure for tests and exams is made available as part of the **Welcome Lessons** two weeks before the relevant series starts.

3.1. INVIGILATORS

An invigilator is a person over the age of 18 years who is not a family member. It may also not be the person who teaches the subject being invigilated. Therefore, your Mathematics tutor may not invigilate you while you write your Mathematics paper. It is the responsibility of your parent/legal guardian to appoint an invigilator and link them to your profile in time. They need to make sure that the person completes the SACAI-certified training. The fee for an invigilator is for the account of the parent/legal guardian.

The following tests and examinations must be written under the invigilation of a SACAI-certified invigilator:

- Term tests each term
- June examination
- Prelim examination

The final examination for Life Orientation takes place during the Preliminary examination, and the same conditions for tests and exams apply to this examination paper.

The PAT for Tourism takes place during the term 3 test series. It is assessed over 2 days during sessions of 4 hours each and is subject to the conditions in this section.

3.1. INVIGILATORS (CONT.)

The linked invigilator:

- Has access to tests and examinations. No other person will have access to these.
- Must download the relevant papers on the morning of the test/exam from **07:00** for the first session and **12:00** for the second session, within a limited period of time. The papers are removed from download for the first session papers at **09:10** and for the second session papers at **14:10**.
- Oversee the test and examination process, but may not assist you in any way – they may not even read the questions to you and may not explain the meaning of words. They are merely there to observe the rules.
- Must upload the completed papers to the OLP on the same day between **10:00 and 19:00** for the first session and **15:00 and 19:00** for the second session. Manual submission of tests and examinations is only allowed for specific subjects or in extenuating circumstances.
- Should follow all rules and regulations.

It is still your responsibility to ensure that you receive the paper on time, write the correct paper, and follow all the rules. Any deviations can result in a zero mark.

For tests and examinations where manual submission is specified, the following guidelines apply:

- Complete the appropriate barcoded cover page relevant to the specific task. Each learner has a unique barcoded cover page, which can be found on OLP, under **Assessments**. Learners may not use any other learner's cover page. Sign the declaration to confirm that the learner completed the work themselves.
- Ensure that the learner's information, e.g. name, student number, subject and task number, is also written on each test or examination folio page.
- Staple the barcoded front page and the assessment page (rubric) to the assessment component. Remember to staple each assessment component and front page separately.
- Send the assessment component to Impaq. It may be sent via registered mail, courier, or delivered by hand and must be sent by the deadline specified on the relevant timetable.

Manual submission of tests and exams is only permitted for subjects with practical components and only as specified on the timetable, which is marked as "manual submission" on OLP. Any other manual submissions received may be regarded as an irregularity and may receive a zero mark. Where special arrangements have been made with Impaq prior to sending the component, a charge of R120 will be levied per paper.

3.2. MARKING AND REPORT CARDS

Impaq's qualified and experienced subject specialists mark the term tests, June examination, and prelim examination papers. Parents, invigilators, and tutors are not responsible for the marking. Marks are made available around the second week of each new term.

The following assessment reports are available:

- **Submission report:** indicates which tasks, tests, and examinations have been submitted to Impaq.
- **Progress report:** indicates the marks achieved for the relevant task and how much each assessment contributes to your year mark and final mark.
- **Term report cards:** A term report card can be generated once all test and/or exam marks have been released and your relevant task marks captured on the OLP. We strongly recommend you first generate a progress report to ensure nothing is outstanding.
- Final year report cards are not available through Impaq as the statement of results and the NSC are issued by Umalusi.

3.2. MARKING AND REPORT CARDS (CONT.)

Use the following steps to download an assessment report:

1. Log in to the Optimi Learning Portal as the guardian/tutor role.
2. Select the relevant learner.
3. Select **Progress and Reports**.
4. Click on **Assessment reports**.
5. Click on the download button next to the relevant report to download.

4. TASKS, PATS (PRACTICAL ASSESSMENTS) AND ORALS

Tasks, PATs, and Orals form an integral part of your SBA (Site-Based Assessments). The marks for these components all count towards your final year mark. If your PAT (for relevant subjects) and Orals are not submitted, you will not receive your marks for the subject and may even fail the year. The submission dates are available, per phase, on the assessment screen on the OLP. Grade 12 learners who do not submit their PATs and Orals by the relevant deadlines will not be resulted for that subject.

Different subjects have different instructions in terms of who should assess them. Please refer to the document [Subject Requirements for FET Learners](#) for more information pertaining to each subject. Also refer to the individual PAT documents for clear guidelines on how to complete these practical components.

Assessment components must be submitted to Impaq electronically unless manual submission is specified on the relevant component and the assessment screen on the OLP.

Keep copies of all assessment components for a period of three (3) years. It may be required for moderation purposes.

4.1. TASKS

General tasks are available for all subjects. They must be completed as part of your annual assessments. Tasks must be completed in the term for which it is scheduled and should be uploaded to the OLP at the end of the term. Strict submission deadlines apply.

4.1.1. Downloading tasks, assessments and memorandums

Follow the steps below and download the learners' tasks:

1. Log in to the Optimi Learning Portal (OLP) as the guardian/tutor role.
2. If you have more than one learner registered with Impaq, select the relevant learner.
3. Navigate to the Assessment screen.
4. Select the relevant subject.
5. Download assessments and/or memorandums from this screen by clicking on the download button (arrow) next to the relevant assessment or memorandum.

4.2. ORALS

Language subjects have oral tasks that must be completed throughout the year. These subjects include Afrikaans Huistaal, English Home Language, Afrikaans Eerste Addisionele Taal, English First Additional Language, and isiZulu First Additional Language. The oral components must be **assessed through an Impaq assessment event or an Impaq-approved assessor**. Impaq-approved assessors for orals are SACE-registered, language subject-specialist teachers with experience in teaching languages at an FET level. To be approved, the teacher must apply to Impaq and provide their CV, proof of SACE-registration and information on their experience in teaching the subject.

You can book oral assessment events [here](#).

4.3. PATS

The following subjects have a PAT component and must be assessed through an Impaq assessment event or an Impaq-approved assessor. The assessors for these subjects are SACE-registered, subject-specialist teachers with experience in teaching the relevant subject at an FET level. To be approved, the teacher must apply to Impaq and provide their CV, proof of SACE-registration, and information on their experience in teaching the subject. Impaq will clearly indicate the subject for which the assessor is approved.

- Consumer Studies
- Hospitality Studies
- Visual Arts
- Dramatic Arts

You can book assessment events [here](#).

Agricultural Management Practices has a PAT component that must be assessed in the following manner:

- PAT Task 5.1 **must** preferably be completed under the supervision of an invigilator, but it is not compulsory.
- PAT Task 5.2 and 5.4 **must** be completed by the learner and assessed by a farmer.
- PAT Tasks 5.3 **must** be completed under the supervision of an invigilator and is scheduled as part of the **Term 3 test series**.

The following subjects have a PAT component, and it is beneficial to the learner if it is completed under the supervision of a teacher qualified in the particular subject, but it is not mandatory. You may also submit these to Impaq for marking.

- Computer Applications Technology (CAT)
- Information Technology (IT)
- Engineering Graphics and Design (EGD)

PATs consist of various phases. Each phase must be completed and submitted in the term for which it is scheduled. Non-submission will be considered, and irregularity and the learner will receive a zero mark. Late submission is subject to providing a declaration for with a valid reason and approval by the assessment committee.

We strongly encourage learners to consult with their subject teacher, tutor or Impaq subject-specialist on the content of their PAT, per phase, before submitting the relevant phase. This will allow learners the opportunity to improve on their PAT. Once a component has been submitted, the mark will be noted, and no further amendments will be accepted.

5. IRREGULARITIES

An irregularity is any deviation from the test and examination timetables, not following the assessment rules and regulations or anything that jeopardises the integrity of your marks. This can be copying from a friend, using AI or notes, having your phone with you during a session or copying from a task memo. You must familiarise yourself with the Test and Exam Rules and Regulations document available on the OLP under Resources. When an irregularity is suspected, it will be referred to the [Impaq Irregularity Committee](#) for investigation and the outcome may be a zero mark. There will be no consultation during this process.

6. RESUBMISSION OF AN ASSESSMENT COMPONENT

Term tests, June and Prelim exams cannot be resubmitted. You may resubmit a task, PAT or oral in under the following circumstances:

- The assessment piece was lost in the mail (proof of submission of the original component via registered post is required. A copy of the component must be submitted with the proof).
- The learner received incorrect information from Impaq, and Impaq rectified it and notified all learners.

Please note: Grade 12 candidates will not be allowed a second opportunity for any assessment task that constitutes the final SBA summative assessment. A second opportunity may be granted for remedial purposes only; the recorded mark will remain that of the first attempt.

7. VIEWING OF MARKED ASSESSMENT COMPONENTS

Any assessment components marked by Impaq are made available on OLP within pre-scheduled download dates after marking. To view your marked assessments and relevant memorandums, follow these instructions:

1. Log into OLP
2. Click on **Assessments**
3. Select the relevant subject
4. Under the **Submission Result** column, click on the down button to view the marked assessments.

For any queries regarding your marked assessments, please email us at info@impaq.co.za.

8. REMARKING OF TESTS AND EXAMINATIONS

Grade 12 candidates may still be permitted to apply for a remark of their tests and exams after the test or examination period has finished.

To apply for a remark of your test or exam, follow these instructions:

- Complete the application form (one application form per test or exam).
- Pay the applicable fee to Impaq's bank account and keep your proof of payment. Use the student number and Remark as reference.
- Submit the application form, proof of payment, and the completed test or exam to Impaq (in person or by registered mail).

The result will be sent via a progress report.

9. THE FINAL NSC EXAMINATION

The final NSC examination, or November examination, is administered by SACAI and not by Impaq. SACAI compiles the final timetable, and examination papers and marks them.

9.1. PRE-REGISTRATION DOCUMENTS

Around April, you will receive pre-registration documents with your personal information, the subjects you are registered for, approved academic accommodations and a list of areas where SACAI may establish examination venues. You must look out for these documents and ensure that all of your information is correct, select the area where you would like to write your final examination and return the documents to Impaq within the specified deadline. If Impaq does not receive your feedback, we will accept that everything on the document was correct and select a venue on your behalf.

9.2. ENTRY SCHEDULES

Around August each year, you will receive a notification of your preliminary allocation of your examination venue and confirmation of your personal information. You and your parent/legal guardian must sign it and return it to Impaq.

9.3. EXAMINATION VENUES

The examinations are written at a SACAI examination centre. Annually, SACAI establishes examination venues throughout the country. Umalusi needs to approve the exam venues. All learners registered with SACAI, across the country, are assigned to venues by SACAI. There may be an opportunity in April each year to select the area where you would like to write your final examination, but placing at the relevant venue may not be guaranteed as placing is subject to, among others:

- Capacity
- The subject you take (IT, for example, requires a specialised venue)
- Approved academic accommodations where a separate venue is needed are limited to certain venues

SACAI is responsible for the invigilation during the final examination. Your contact will be the Chief Invigilator.

9.4 COMPULSORY INFORMATION SESSION

The Chief Invigilator will contact you through the contact details Impaq has for you. They will share the date, time and venue for the information session with you. You will be provided with an admission letter and personal timetable by the exam venue, which must be collected during the information sessions in person.

9.5 EXAMINATION FEES AND COSTS

Upon registration with Impaq, we registered you with SACAI. The SACAI registration fees are indicated on your quote and are payable to Impaq. Additional fees may be applicable in the following instances:

- If you have an approved academic accommodation and require one of the following:
 - A reader & scribe
 - A separate invigilator
 - A separate venue
- Practical subjects, such as EGD, CAT, and IT, require tools and equipment to complete the final phase of your practical examination.
- Travel and/or accommodation to venues that may be in outlying areas.

These fees are separate to the Impaq fees and may be payable to the relevant venue, SACAI or for your own purchase such as the instance of equipment needed for practical subjects.

10. PASS REQUIREMENTS

Learners are scored according to the 7-point scoring table, specifically referencing the South African National Senior Certificate (NSC). Points are based on percentage ranges. These scores are also used to calculate the learner's APS.

10.1. SCORING TABLE

The table below indicates the performance code linked to the description of skills and the percentage achieved by the learner.

PERFORMANCE CODE	DESCRIPTION OF SKILLS	PERCENTAGE
Level 7	Excellent performance	80 – 100
Level 6	Meritorious performance	70 – 79
Level 5	Significant performance	60 – 69
Level 4	Adequate performance	50 – 59
Level 3	Moderate performance	40 – 49
Level 2	Basic performance	30 – 39
Level 1	Inadequate performance	0 – 29

10.2. PASS LEVELS AND SBA WEIGHTING

Learners must reach learning targets throughout the year, contributing to their year mark (SBA, or site-based assessment). The year mark is calculated by combining various continuous assessment components (also called portfolio pieces), as prescribed by CAPS. For the language subjects and certain practical subjects, orals and PATS form part of the final mark. If a learner does not complete these components, their marks will be incomplete. The assessment components are weighted and combined, as determined by CAPS, to calculate the final year mark.

The table below indicates the minimum requirements for a Grade 12 learner to pass their year.

10.2. PASS LEVELS AND SBA WEIGHTING (CONT.)

SUBJECT	SBA	PAT	ORALS	YEAR-END EXAM
Life orientation	75%			25%
Subjects without PAT tasks as part of the curriculum	25%			75%
English HL English FAL Afrikaans HL Afrikaans EAT isiZulu FAL	25%		12.5%	62.5%
Subjects with PATs	25%	25%		50%

There are 4 pass levels when completing the NSC:

- Basic Grade 12
- Higher certificate
- Diploma
- Bachelor's pass (previously known as an exemption).

Basic Grade 12

- Must obtain at least 40% for your Home Language,
- Must obtain at least 40% in two subjects,
- Must obtain at least 30% for three other subjects.

Higher certificate pass requirements:

- Must obtain at least 40% for your Home Language,
- Must obtain at least 40% for three subjects,
- Must obtain at least 30% for three other subjects.

Diploma pass requirements:

- Must obtain at least 40% for your Home Language,
- Must obtain at least 40% for four subjects, excluding Life Orientation,
- Must obtain at least 30% for two other subjects

This will qualify you to study for a diploma at a TVET college or a University of Technology.

Bachelor's Degree pass requirements:

- Must obtain at least 40% for your Home Language (compulsory),
- Must obtain at least 50% for four subjects, excluding Life Orientation,
- Must obtain at least 30% for two other subjects,

A Bachelor's pass qualifies you to study towards a degree at a university, university of technology, TVET college or any accredited Higher Learning Institution. However, these courses may require a particular APS (see 7.3) and/or specific subject combinations. Always consult the tertiary institution where you would like to further your studies to determine their requirements, as merely achieving the pass requirements mentioned here may not guarantee you acceptance to the course.

10.3. ADJUSTMENT OF MARKS

Umalusi reserves the right to adjust marks based on the median calculations they perform annually. Although the SBA counts towards the weights indicated in 10.4, it is important to note that Umalusi also considers the marks you obtain during the final NSC examination. If there is a difference in your marks, between your SBA and the final examination, of more than 7%, it is possible that your final mark can be adjusted. Larger deviations may even lead to Umalusi disregarding your SBA completely.

To avoid this happening, we encourage all learners to write their tests and exams throughout the year under the strictest examination conditions without any help from a third party, AI or any additional notes and resources. It is vitally important that you know your capabilities and that your marks throughout the year reflect how well you know the work. It is in your best interest to also complete your tasks, PATs and Orals, without unnecessary help from outside parties. Always ensure that you submit your own work.

10.4. APS

An APS (Admission Points Score) is a numerical value that reflects a learner's academic performance in their National Senior Certificate (NSC), specifically used to assess eligibility for university or college programs. It's calculated by assigning points to grades achieved in six recognised subjects, excluding Life Orientation. Grade 12 learners will use the calculation to determine whether they qualify for approval to studying a particular course. Admission to a course is not only dependent on the APS, but for many courses, specific subject combinations with minimum levels achieved is also applicable.

To calculate the learners' APS:

- Choose the six best-performing subjects, excluding Life Orientation
- Convert your final marks for each subject into points using the scoring table in 10.1.
- Add the points for your chosen six subjects.

For example:

English Home language = 63% = 5
 Afrikaans First additional language = 71% = 6
 Accounting = 55% = 4
 Mathematics = 65% = 5
 Business Studies = 82% = 7
 Consumer Studies = 48% = 3
 APS = 5 + 6 + 4 + 5 + 7 + 3
 APS = 30

Many South African universities offer online APS calculators to assist in the calculation process. Always consult the university and/or college for updated information related to course admission requirements.

11. SUPPLEMENTARY EXAMS

SACAI conducts full National Senior Certificate (NSC) examination sittings in June/July as well as October/November. Candidates with complete and valid SBA, PAT and oral marks may register with Impaq should they wish to complete the June/July exams.

12. FINAL RESULTS AND CERTIFICATE

The final results are released in January, usually around the same time as the DBE results. Your results can be accessed on SACAI's website, and you can collect the statement of results at the SACAI examination centre where you wrote. A statement of results is not a final document, but it gives you access to the marks you've obtained. It will indicate whether you've successfully completed Grade 12 or not. If you completed fewer than seven subjects or failed, the statement will indicate that you did not comply with the requirements to receive the NSC. The following codes may appear on your results and will have the following meaning:

12. FINAL RESULTS AND CERTIFICATE (CONT.)

777 – This is where a component is outstanding, and you have not been result for the subject. You need to contact Impaq for further assistance.

444 – This is a zero mark.

999 – Absent in one or more papers in the examination

If you've successfully completed at least 7 subjects and passed Grade 12, Umalusi will issue your certificate. Impaq receives these certificates around May of each year and will notify you to either collect them in person or send them by courier.

13. COMPLETING GRADE 12 OVER MORE THAN ONE YEAR

Grade 12 learners can split their year and complete it over two years. Your statement of results for each year will indicate that you did not comply with the requirements to receive the NSC, but if you consider that your marks and the two years combined meet the requirements to pass, then you may request from SACAI the combination of your statements of results into a single certificate.

14. RESIDING OUTSIDE OF SOUTH AFRICA

If you do not live in South Africa, you will be required to write your final examination in South Africa. A study permit will be required. You need to provide a physical address in South Africa for to be allocated to one of the SACAI examination venues.

15. REPEATING GRADE 12

If you've written the NSC examination and want to improve your results, you have the following options:

- Apply to rewrite the final examinations at the end of the year. You will not be able to improve your existing SBA mark, and only the final mark will be considered.
- Register to repeat a specific subject where you will be required to complete all assessment components and improve your SBA mark as well as write the final NSC examination.
- Register to repeat the entire year where you will be required to redo all work and write the final NSC examination.

You may only apply for a rewrite if you have a complete and valid SBA (tasks, PATs, Orals, tests, June and prelim examinations) as well as a statement of results or a previously issued NSC.

16. ACADEMIC SUPPORT FOR GRADE 12 CANDIDATES

The team of subject specialists at Impaq provides a variety of academic support and intervention initiatives to ensure that Grade 12 candidates are well-informed and thoroughly prepared for what lies ahead.

- **Subject Guidance Sessions on the OLP:** Sessions for all Grade 12 subjects are offered as live or recorded presentations. These sessions provide guidance on completing formal assessment tasks, preparing tests and exams, and offer feedback on assessment components to help you improve your results with each submission. To view the schedule per term, log in to the OLP and click on the Guidance Sessions tab.
- **Winter School:** During the June/July holiday break, our Grade 12 subject specialists host live sessions focused on preparing you for the Preliminary examination. These interactive sessions allow you to engage directly with presenters. Presenters focus specifically on exam paper answering techniques and exam strategies to help candidates understand how to interpret questions correctly and structure their answers clearly to maximise their marks. Tickets for Winter School will be available for purchase at the end of Term 1. Be sure to come prepared and ready to participate.
- **Final Exam Prep Sessions:** These sessions will be hosted just before or during the NSC examination period. These live Q&A sessions with subject specialists offer a final opportunity to refine your exam readiness. Please note that these sessions are available for selected subjects only.

It is in your best interest to attend these sessions. The subject experts know what the markers are looking for and can guide you towards successfully preparing and completing tests and examinations.