



REPUBLIC OF NAMIBIA  
MINISTRY OF EDUCATION, ARTS AND CULTURE

Tel: +264 61 -2933408  
Fax: +264 61- 2933431  
Enquiries: Elizabeth Ndjendja  
Email: [Elizabeth.Ndjendja@moe.gov.na](mailto:Elizabeth.Ndjendja@moe.gov.na)  
File No: 21/12/2

Private Bag 13186  
Windhoek  
Namibia

06 December 2018

**CIRCULAR: DNEA 61/2018**

TO: THE NSSC(H) SCHOOL PRINCIPALS/HEAD OF EXAMINATION CENTRES FOR  
FULL-TIME AND PART-TIME CANDIDATES  
REGIONAL EXAMINATION OFFICIALS  
REGIONAL DIRECTORS  
DNEA

**ISSUING OF STATEMENTS OF PROVISIONAL RESULTS FOR NSSC(H) OCT/NOV 2018  
EXAMINATIONS.**

1. Please find enclosed copies of:

- A letter addressed to the candidate which must be handed to the candidate together with his/her Statement of Results.
- A leaflet FORM E, which gives an explanation of the manner in which enquiries about results should be done, for NSSC(H).
- An application form (FORM F) where personal details are to be completed (i.e. names, date of birth, etc.).

**Please note that enquiries and applications must be done by the school/centre on behalf of the candidates.** Enquiries must be channelled via Regional Offices to the DNEA.

2. Each subject which appears on the statement of results will be graded from 1-4. An explanation for symbols other than 1- 4 is given below.

X	<b>NO RESULT</b>	which means the candidate did not write all the components of that subject or the coursework component was not done.
Q	<b>PENDING</b>	which means the results are still under investigation before they can be released
U	<b>UNGRADED</b>	which means the candidate failed to obtain the minimum mark to be graded in that subject.



REPUBLIC OF NAMIBIA

---

**MINISTRY OF EDUCATION, ARTS AND CULTURE**

---

Enquiries: The Principal/Head of Centre  
Number: 21/9/1


Government Office Park  
Private Bag 12026  
WINDHOEK

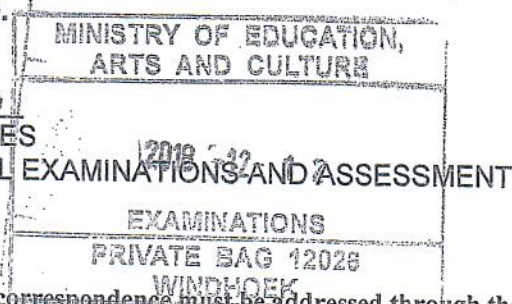
06 December 2018

TO: THE CANDIDATE

**ENQUIRIES REGARDING THE STATEMENTS OF RESULTS FOR THE OCT/NOV 2018 NSSCH EXAMINATION FOR FULL-TIME AND PART-TIME CANDIDATES**

1. Enquiries must be made at the school/centre where the examination was written.
2. Some enquiries must be paid for. The enquiry fees are as follows:
  - A full clerical re-check: **N\$60.00** for **NSSCH** per syllabus per candidate: **FORM E (NSSC) 2018 EXAMINATIONS.**
  - A re-mark including a full clerical re-check: **N\$220.00** for **NSSC(H)** per syllabus per candidate: **FORM E (NSSC) 2018 EXAMINATIONS.**
  - A re-moderation of the Centre's coursework marks
  - Application for correcting of personal information (**FORM F**): No Charge.
  - An explanation of "No Result": No Charge.
3. Incorrect personal information i.e. incorrect spelling of names, surnames and date of birth can be corrected by completing **FORM F** which is available at the Principal/Head of Centre where the examination was written.
4. Principals/Heads of Centres must collect application fees from candidates and pay it in at the cashier at the centre under the Heading "2018 NSSC(H) Examinations" under **Vote no. 3110 22724.**
5. The closing date for enquiries and correction of personal information at the centre is **18 January 2019.**

  
MS C. TSUMIS-GARISES  
DIRECTOR: NATIONAL EXAMINATIONS AND ASSESSMENT



All official correspondence must be addressed through the Permanent Secretary.



DIRECTORATE OF NATIONAL EXAMINATIONS AND ASSESSMENT  
NSSC(H), AND IGCSE EXAMINATIONS

APPLICATION FOR CORRECTING OF PERSONAL INFORMATION:  
NO CHARGE

Please Note: This form must be completed and handed to the Principal/Head of Centre not later than 25 January 2019

Full/Part-time: .....

Candidate Number: .....

Candidate's Name and Surname:  
(As it appears on the Statement of Results): .....

Centre Number: .....

Centre name: .....

GIVE ONLY THE CORRECT INFORMATION TO BE CORRECTED IN THE APPROPRIATE BOX

CORRECT INFORMATION

Surname	
First name	
Initials	
Gender	
Date of Birth	

.....  
Signature of Candidate Date

I have checked that the above information is correct.

.....  
Signature of Principal/Head of Centre Date