How to Register for Exams

(NB. This MUST be done using a Laptop or PC – This registration will NOT work using a cellphone
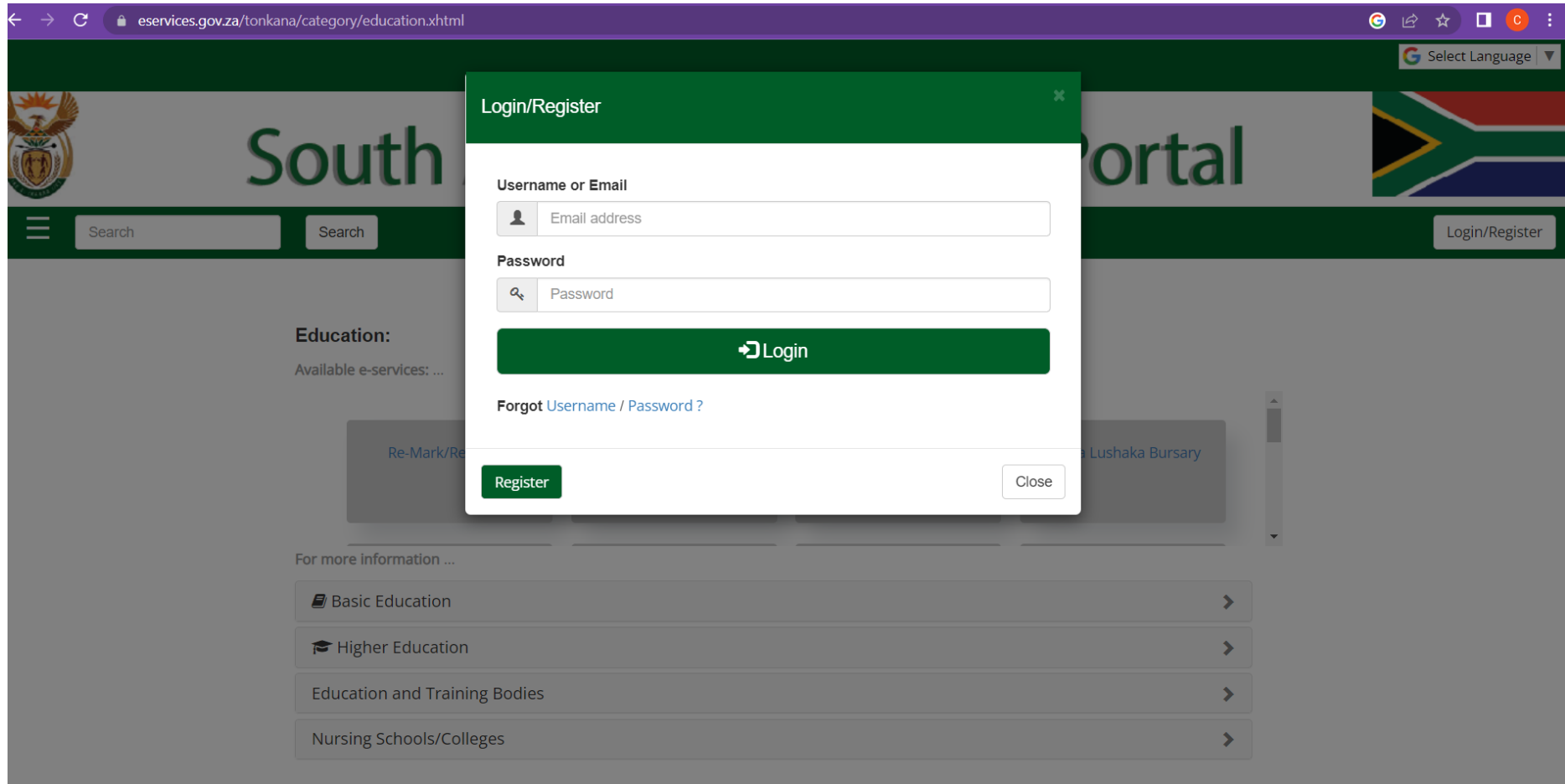
Step 1: Log on to www.eservices.gov.za

Step 2: Create an account (see picture below – click on Login/Register.)

Step 3: Follow the guidelines on the next page to successfully register.

1. If you already have an account then simply login.
2. If you do not have an account the click on Register.

By registering and signing up you can:

View Personal Dasboard

Apply for e-Services

☑ I consent that I have read the Terms and Conditions
☑ I consent that I have read the Privacy Policy

⊗ Cancel   Continue

Quick links: **Terms & Conditions** | **PAIA Manual.** | **Privacy Policy.** | **Contact Us.**
Copyright © South Africa. All Rights Reserved.

Developed by

Please tick both boxes and click on continue

Step 1: Complete all your personal details then click "Next".

Step 2: Complete all your contact details then click "Next".

Step 3: Select your suburb then click "Next".

South African e-Service Portal

☰ | Search | Search | | Login/Register

Step 1
Personal Details

Step 2
Contact Details

Step 3
Address Details

Step 4
Password Details

Step 5
Verification Details

Surburb/Township/Village*

Start typing

Progress

Т

Help

Fields with * are required.
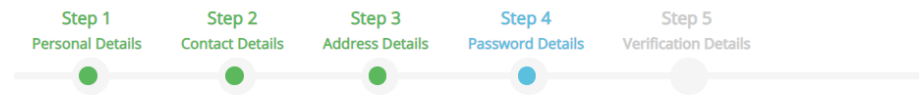
Previous Next Cancel

Step 4: Create a STRONG password then click "Next".

(NB. Your password must contact capital letters, lowercase letters, numbers and symbols. Example: Matric#123)

Step 5: Type the verification code you receive then click "Next". (The one below is an example)

- You will receive an OTP (One Time Pin) which will be sms'd directly to the phone number you provided.
- You only have minutes to insert this pin. If the system kicks you out you will have to start the process again.
- Once you insert the OTP then click "Confirm OTP".

You are now successfully registered and will be taken back to this menu page where you need to LOGIN using the login details you just created.

Select Language ▼

South African e-Service Portal

Search   Search   Login/Register

Birth & Parenting

Health

Education

Agriculture & Land

Sport, Arts and Culture

Business & Economic Activity

Consumer Protection

Citizenship & Immigration

Employment & Labour

Environment

Money & Tax

Legal & Defence
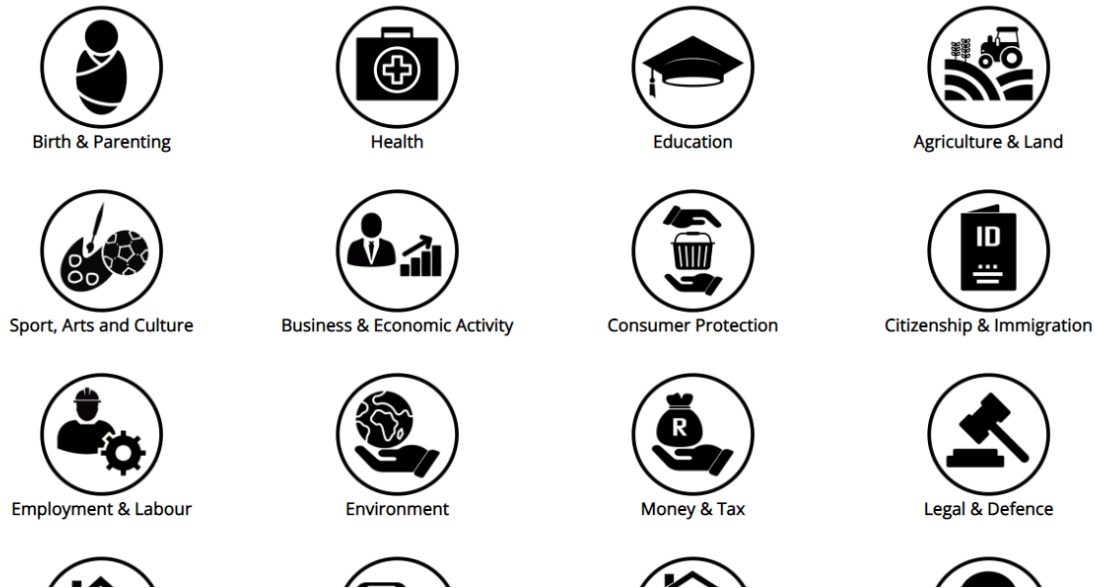
Insert your email address and password then click "Login".

1. Your name should now appear in the right hand corner next to logout.
2. Click on "Education"

Now click on "Registration"

Logout
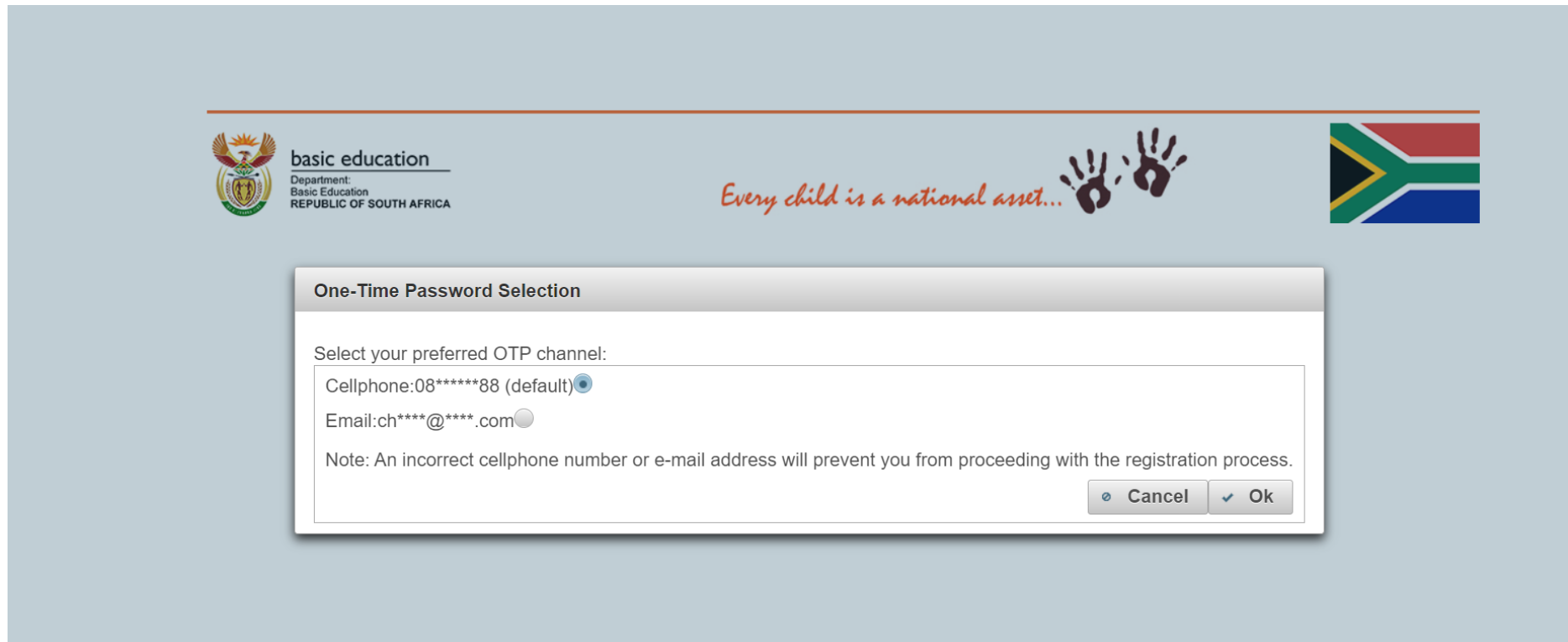
Education:

Available e-services: ...

| ☆ | ☆ | ☆ | ☆ |
| Re-Mark/Re-Check | Registration | Re-Issue | Funza Lushaka Bursary |

For more information ...

📖 Basic Education   ›

🎓 Higher Education   ›

Education and Training Bodies   ›

Nursing Schools/Colleges   ›

Select if you want your OTP (one time pin) to be sent via sms or email.

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One-Time Password Selection

Select your preferred OTP channel:

Cellphone:08******88 (default) ●

Email:ch****@****.com ○

Note: An incorrect cellphone number or e-mail address will prevent you from proceeding with the registration process.

Cancel   ✔ Ok

Now insert the OTP immediately.

One-Time Password Verification:

Your OTP has been sent to your preferred channel

*Enter OTP :	
Session Expires:116	Submit Resend OTP ⊘ Cancel

The information you previously provided will reflect in the section below. Click on "Yes" at the bottom of the page then click "Save" and "Next"

NB: It is very important to click Save before you click on next. If you do not save each page your application will be rejected by the Department of Education due to an incomplete application.

e-Registration for Grade 12 Senior Certificate (amended)

Version 1.0

HOME   NEW REGISTRATION   MANAGE REGISTRATIONS   LOGOUT   HELP

Name:

Surname:

ID Number:

Passport Number:

Important to note:

1. Candidates must be aware that a copy of their RSA Identification Document or Card will be required to register.
2. You will be required to provide documentation such as evidence of previous qualifications and Special Needs approval, where applicable.
3. Cellphone number and e-mail address will be used for examination related communication only.
4. All fields marked with (*) are compulsory, and must always be populated.
5. You are responsible for the protection of your own information. Do not share your security credentials with anyone. Please ensure to Logout when done with the registration.
6. For more information on how to fill in the form, select Help from the menu.
7. Only *.png, *.jpeg, *.jpg, *.gif, and *.PDF document types are supported for attachments.

Please select Yes to accept the conditions stated above and to activate the menu, or select No to decline   Yes ◯   No ⦿

- If you have never written or attempted Matric before, select either option 3 or 4.
- If you previously wrote adult Matric or attempted Matric in 2007 or prior, select option 1.
- If you did Matric after 2008 at school and are now changing subjects, select option 2.
- Click "Save" then "Next"

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e-Registration for Grade 12 Senior Certificate (amended)

Version 1.0

HOME | NEW REGISTRATION | MANAGE REGISTRATIONS | LOGOUT | HELP

Qualification Criteria

Registration History

Subject Choices And Centre Info

Registration Information

Contact Information

Upload Required Documents

Declaration

*How do you qualify for Senior Certificate (amended)?

1. Written Grade 12 Senior Certificate (SC) or N3 previously ⚪

2. Written National Senior Certificate (NSC) previously ⚪

3. 21 Years or older, and have passed ABET Level 4 (GETC) ⚪

4. 21 Years or older, and have passed at least Grade 9 ⚪

5. 18-21 years old, and have obtained approval to register from the Provincial Head of Department in writing ⚪

Note: Only one of the options above may be selected.

Page 1 of 7

- Please complete this section carefully

e-Registration for Grade 12 Senior Certificate (amended)

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Qualification Criteria

Registration History

Subject Choices And Centre Info

Registration Information

Contact Information

Upload Required Documents

Declaration

Please provide previous examination information

	*Exam/ID Number	Year	Province	*Exam Body	*Exam Type		
☐		0				Add	Delete

Note: For this registration list the latest examination sittings to a maximum of 8 sittings. When applying for a combination of results, all exam sittings information should be provided

Page 2 of 7

Please Click on Add to edit the blocks

- If the year you attended school is not available then select the oldest date.
- The exam body will always be the province you reside in unless you were enrolled with IEB.

If you have never attempted Matric before, select GETC: ABET L4

Click "Save" then "Next"

e-Registration for Grade 12 Senior Certificate (amended)

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Qualification Criteria

Registration History

Subject Choices And Centre Info

Registration Information

Contact Information

Upload Required Documents

Declaration

Please provide previous examination information

	*Exam/ID Number	Year	Province	*Exam Body	*Exam Type		
☑	■■■■■■	2009	Western Cape	Western Cape Education Department	Select Exam type	Add	Delete

Select Exam type
GETC:ABET L4 June Examination
NATED Business Studies
NATED Engineering Studies
National Senior Certificate
Senior Certificate
Senior Certificate (amended)

Note: For this registration list the latest examination sittings to a maximum of 8 s[...]nation of results, all exam sittings information should be provided

Page 2 of 7

If you have Grade 9/10/11, please choose GETC

e-Registration for Grade 12 Senior Certificate (amended)

HOME NEW REGISTRATION **MANAGE REGISTRATIONS** **LOGOUT** **HELP**

Subject Choices And Centre Info

Registration Information

Contact Information

Upload Required Documents

Declaration

*Indicate number of subjects to register   [0]

*Subject Name		
No records found.	Add	Remove

*The number of subjects determines the number of rows to be added and completed.

Preferred Examination Centre

*Province   [Select Province ▾]

*District/Town   [Select Town ▾]

*Exam Centre Name [Select Exam Centre ▾]

Exam Centre No   [   ]

Note: The unavailability of your preferred centre can be due to various reasons of which your subject choice(s) can be one. Please contact your nearest District Office for assistance.

Please enter the number of subjects you are writing, add the subjects, choose the province you will be writing your exams, town and exam center

e-Registration for Grade 12 Senior Certificate (amended)

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HOME   NEW REGISTRATION   MANAGE REGISTRATIONS   LOGOUT   HELP

Subject Choices And Subject Info

Registration Information

Contact Information

Upload Required Documents

Declaration

ID Number ▓▓▓▓▓▓▓

Date of Birth *   1991/09/30

Passport Number

Surname ▓▓▓▓

First Name ▓▓▓▓

*Race   Select

*Home Language   Select

Special Needs   None

*Gender   Male ○   Female ●

Immigrant   Yes ○   No ●

**Study Permit

*Exam Paper Language   English

Certificate Language   English

Note: Proof of Special Need is required

**A Study Permit is required with a Passport

If you are writing your exams in Afrikaans, please make sure to change the language.

e-Registration for Grade 12 Senior Certificate (amended)

HOME   NEW REGISTRATION   **MANAGE REGISTRATIONS**   **LOGOUT**   **HELP**

- Subject Choices And Centre Info
- Registration Information
- **Contact Information**
- Upload Required Documents
- Declaration

*Postal Address

*Postal Code

Telephone Number

*Cellphone Number

*e-Mail Address

Please fill in your physical address details

e-Registration for Grade 12 Senior Certificate (amended)

Version 1.0

HOME   NEW REGISTRATION   MANAGE REGISTRATIONS   LOGOUT   HELP

Registration Information

Contact Information

Upload Required Documents

Declaration

*SA Citizen (Copy of RSA ID)   **+ RSAID**   Upload   Cancel

*Registration History (Supporting Doc)   **+ HISTORY**   Upload   Cancel

Note:

1. The Maximum permitted file size is limited to 512KB per file.
2. Only *.GIF,*.JPEG,*.PDF,*.PIC,*.PNG,*.TIF,*.TIFF document types are supported for attachments.

Page 6 of 7

Save   Previous   Next

Please click on RSAID to attach the certified ID Copy and Last school report

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e-Registration for Grade 12 Senior Certificate (amended)

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HOME   NEW REGISTRATION   MANAGE REGISTRATIONS   LOGOUT   HELP

Documents

Declaration

1. I hereby declare that the information provided is correct.

Yes ◉   No ○

2. I hereby declare that I will not be involved in any acts of dishonesty or behavioural offences articulated or implied in policy and legislation that is applicable in the running of the Senior Certificate (amended) examinations and assessment. In case I find myself involved in acts of dishonesty or behavioural offences so described in the policy and legislation, I will subject myself to disciplinary procedures/ irregularity hearings and sanctions that apply to such irregularities, which include but are not limited to nullification of results and exclusion from writing examinations for 1 to 5 years as determined by the Head of Department through legally mandated structures.

Yes ◉   No ○

Candidate

NAME	
SURNAME	
IDENTIFICATION	

Make sure to click on Yes

Previous   Accept as Correct and Submit

e-Registration for Grade 12 Senior Certificate (amended)

Version 1.0

HOME | NEW REGISTRATION | MANAGE REGISTRATIONS | LOGOUT | HELP

Manage Registrations

ℹ Succesfully registered
Confirmation Email has been sent! ✕

Registration Number	Examination Number	Registration Progress	Registration Status	View/Print To PDF	Amend	De-Register	Print Prelim Document	Print Admission Letter
▬▬▬		Submitted		🔍	✍	✗		

Note:

a. If Registration Progress is Verified or Rejected, click to view details/reason.
b. The Examination Number will be available only when the registration process has been finalised.
c. Depending on your registration status, various options are available.
d. Examination support material is available on www.education.gov.za.
e. Prelim document is not required to be submitted to the department, its only for the candidate's record.

At this point, it means you are successfully registered, please click on PDF to download your registration form