



STEP BY STEP GUIDE TO THE APPLICATION FOR REGISTRATION AS AN IEB SCHOOL OFFERING THE NATIONAL SENIOR CERTIFICATE

PROCESS FOR THE REGISTRATION OF NEW SCHOOLS

This guideline seeks to assist schools that have an interest in registering with the IEB. The registration form that has been issued with this guideline must be fully completed, and all other evidence required to begin the registration process must be attached and submitted within the stipulated timeframes.

STEP 1 – SELF-EVALUATION

1. The school must be an operational institution that is registered with the provincial education department in its region. (Registration certificate/letter as evidence)
2. The school should review the criteria for registration as an examination centre with the IEB to see whether it qualifies for recognition. These include the following:
 - The school must be within the borders of the Republic of South Africa.
 - There must be a minimum of 10 learners in the Grade 12 year.
 - There must be a dedicated space to use as an examination venue that is light, secure and well-ventilated with appropriate ablution facilities, on the school premises.
 - The examination venue that's on the school premises, must be adequately equipped with furniture for the number of learners to be accommodated at single desks of a minimum of 1 m apart, as stipulated by regulations.
 - There must be a safe and/or a secure strong room for the storage of examination material.
 - The school must have telephones, scanning facilities, email and Internet access for staff and administration.
 - The school must have its own registered domain for their email.
 - The teaching staff must be qualified in the subject(s) they are teaching.
 - The teachers must be registered with SACE.
 - The school must have the appropriate equipment and facilities for any specialised subjects that they wish to offer.
 - The school must be sustainable and able to cover the examination fees of learners; including an annual registration fee that covers general administration costs.
 - The school must be compliant with regulations and possess a valid health and safety certificate, as well as a fire certificate.
3. The school must not have been de-registered as an examination centre because of any improper behaviour or maladministration.
4. The school must have the School Based Assessment policy which will be verified during the meeting or visit by IEB official.
5. The school must have a promotion policy which is not below the DBE policy/regulation.
6. The school must also have begun and/completed the accreditation process with Umalusi before they can register. (Evidence must be forwarded with the application).

Schools will not be allowed to register learners in Grade 12 should the Umalusi process not be completed.

7. In its application the school should indicate if it is a member of a recognised school's association, e.g. ACSI, ISASA, the Catholic Institute of Education (CIE), SABJE.

STEP 2 – EXPRESSION OF INTEREST

1. Schools that wish to apply and are operating in the FET phase, should submit their registration form to the IEB between **1 January to 30 June**, in the **Grade 9** year of the learners who will be the first to write the NSC under the auspices of the IEB. For example, if the first Grade 12 year at the school will be in 2027, then the application for registration as an IEB school should be submitted by 30 June 2024. This enables the school to be working within the IEB system for the full Further Education and Training phase (FET), i.e. from the start of Grade 10. Early application within the open timeline is preferable, in order to provide the teachers with sufficient time to adjust to the IEB approach.
2. The expression of interest form must be completed and submitted to applications@ieb.co.za
3. Applications received on or after 1 July, will only be processed the following year.
4. The information provided in the form must be verifiable and should it be apparent that any information provided on the form is false, the IEB will discontinue the process immediately.
5. Should it be apparent from the information provided that the facilities or the teaching capacity at the school are inadequate, the IEB will inform the school of its concerns and may discontinue the process at that point. The primary concern of the IEB is that the school must have the facilities and the teaching capacity to manage teaching and learning at the required level and manage the conduct of the NSC examination. The educational well-being of the learners is our primary concern.

STEP 3 – THE SCHOOL VISIT

1. The school will be visited within 3 months of receipt of the completed expression of interest form by the IEB. Please note however, that if a request is received after 1 July in a year, the application will only be processed the following year.
2. The visit will include an appointed person from Examination Administration and Operations. The purpose of the visit is to verify the information provided in the expression of interest form, i.e. to check the facilities and to engage with some of the teaching staff about writing the IEB examination at Grade 12.
3. The date of the visit will be agreed beforehand and relevant staff at the school must be available for a discussion with the IEB representatives. Such persons include the principal, academic head and senior staff that the IEB may wish to include in that discussion. The IEB may request to engage with some members of staff in addition to school management; they should be available for such a discussion.

4. The intended date for the first Grade 12 year will also be discussed. The cost for this audit visit is for the school. However, if an IEB official will be in the area already on other business, there will be no additional cost to the school.
5. At this stage, the IEB will not provide the school with any letter of provisional or any other sort of registration with the IEB or recognition by the IEB. Schools must under no circumstances suggest to parents that they are registered with the IEB until such time as they have received written communication from the IEB to this effect. After the completion of this visit, the IEB will communicate its decision about registration to the school in writing.

STEP 4 – THE DECISION

1. The IEB will make its decision in respect of the acceptance of the school and advise where conditions apply, if any. This decision will be communicated in writing to the school.
2. Once a school has been accepted, the school will be required to pay a registration fee after receiving an invoice, which will thereafter be billed annually. When the schools begin to register learners for the Grade 12 examinations, this fee will vary based on the number of learners registered.
3. Thereafter:
 - The school will be included on the IEB mailing list, i.e. it will be included in the delivery schedule for circulars, newsletters, etc.
 - Full access to the IEB website will be given to the school and its teaching staff. Teachers must then download and review the Subject Assessment Guidelines (SAGS).
 - An online meeting will be scheduled with the IEB assessment specialists, who will introduce themselves to teachers and brief them on the subjects and their specific requirements, i.e. SAGs. They will ensure that teachers are able to navigate the IEB website including the Cluster Report Manager (CRM) and are directed where to find resources for their subjects. These meetings occur bi-annually in the 1st and 2nd half of the year and co-ordinated by the D&D administrator, within 6 months after receipt of the IEB decision.
 - Teachers will thereafter be allocated to cluster groups.
 - Teachers must attend the User Group Conferences at national and regional level.
 - Principals must attend the principals' meetings at the start of each year. The principal may be accompanied by the academic head.
 - Schools are encouraged to attend workshops run by the IEB or training courses run by ASSET, the IEB's accredited training section.
 - Schools have access to an extensive range of data, both internal and from the IEB, which can be used for a variety of purposes. The IEB has a workshop on the use of data, the aim of which is to enable delegates to understand how to best use data to inform teaching in ways that lead to improvements in learner performance. Academic Heads, Subject Heads, and teachers who want to be informed of how data can be used to generate change must attend.

4. Thereafter there will be on-going monitoring of the school and its progress and if necessary, further visits and support.
5. Schools are obliged to involve their teachers in marking. Applications for marking by language teachers will be considered in Grade 11 and for all subjects in the Grade 12 year.
6. The school must attend an invigilation workshop before the commencement of the Grade 12 examination session.
7. The IEB uses an electronic packaging system. Each examination centre is required to purchase an electronic key at a cost of approximately R4 000,00 at the start of the Grade 12 year. The IEB also uses an audio-video camera monitoring system to monitor the conduct of the examinations from the moment the examination material is unlocked via the Electronic Locking System, until it is secured at the end of the examination session. Every school is required to purchase a system (through the IEB or in your own capacity), that allows the IEB to monitor the examination session in real time. The camera must meet the IEB's minimum specifications.
8. The school must attend the electronic packaging workshop before the commencement of the Grade 12 examination session.
9. The IEB relies on the fees from schools for its operational requirements. Schools are required to pay their fees timeously and in full. Should a school not fulfil its financial obligations, it will be de-registered as an examination centre. The IEB will not provide any results for the candidates until the fees are paid in full.