

# Online Exam Registration Guide

## 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](http://www.eservices.gov.za)

Step 2: Create an account (see picture below - remember to sign up/ register and not login)

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

The screenshot displays the SITA SOC e-Services Registration page. At the top, there is a navigation bar with the SITA SOC logo, a Home link, and a menu with options: e-Services, Forgot Password, Forgot Username, and Sign Up/Register. To the right of the menu are input fields for Email Address and Password, and a Login button. Below the navigation bar, the page title is "e-Services | Registration" and there is a breadcrumb trail: Home > Registration. The main content area features a progress bar with five steps: Step 1 (Personal Details), Step 2 (Contact Details), Step 3 (Address Details), Step 4 (Password Details), and Step 5 (Verification Details). Step 1 is currently active. The form includes the following fields:

- First Name \***: Write your first name only
- Surname \***: Write your surname only
- Second Name**: Write your second name only
- ID Number \***: Write South African ID Number for SA citi
- Third Name**: Write your third name only
- Passport Number \***: Write passport number for non SA citizen

Additional elements on the form include:

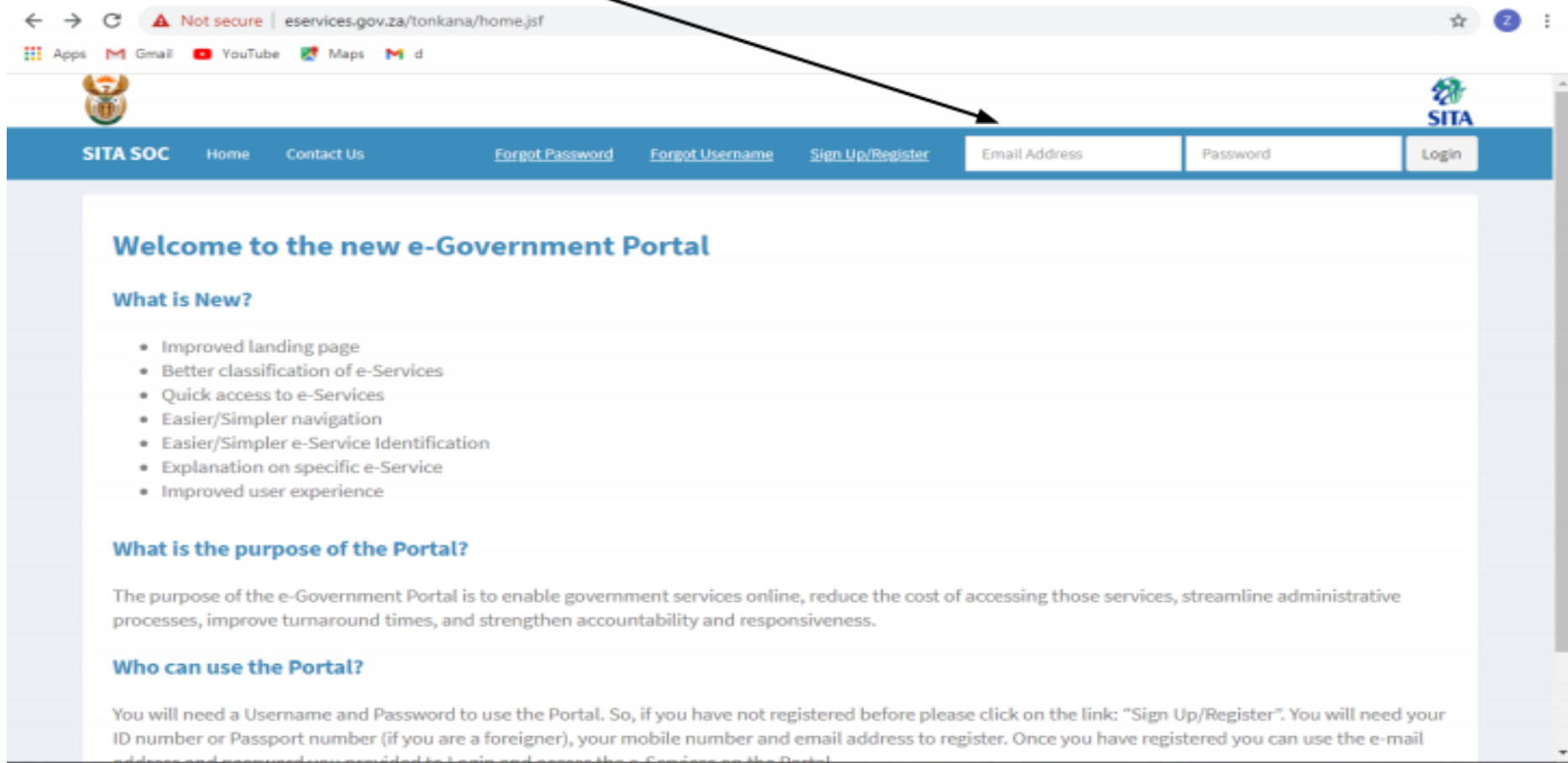
- Progress**: A green progress bar indicating the current step.
- Help**: A section with a question mark icon and the text: "Fields with \* are required. Please provide your ID number if you're a South African citizen and passport number if you're not a citizen."
- Navigation**: Buttons for "Previous", "Next", and "Cancel".

At the bottom of the page, there is a footer with the following text:

[Contact Us.](#)  
Copyright © 2021 South Africa. All Rights Reserved.  
[Privacy Policy.](#)  
[Terms and Conditions.](#)

# Online Exam Registration Guide

After creating an account, Login to the portal.



# Online Exam Registration Guide

Click on 'Matric Services'

The screenshot shows a web browser window with the URL [eservices.gov.za/tonkana/dashboard/home.jsf](http://eservices.gov.za/tonkana/dashboard/home.jsf). The page displays a grid of service tiles. An arrow points from the text 'Click on 'Matric Services'' to the 'Matric Services' tile. The tiles include:

- Agro Processing
- Consumer Complaints
- Cross-Border Labour Migrat.
- DHET Services
- DSBD Applications
- Environmental Permits
- Land Services
- License for Teaching
- Licenses for Business
- Matric Services
- MGE Grant Funding
- Online Bursary Application
- Substance Abuse

The Windows taskbar at the bottom shows the time as 9:15 AM on 1/12/2021.

# Online Exam Registration Guide

Click on 'Registration'

The screenshot shows a web browser window with the URL [eservices.gov.za/tonkana/dashboard/eservice/home.jsf](https://eservices.gov.za/tonkana/dashboard/eservice/home.jsf). The page header includes the SITA SOC logo and navigation links for Home and Contact Us. The main content area is titled "Matric Services" and features three service tiles: "Re-Issue" (with a circular arrow icon), "Re-Mark/Re-Check" (with an "EXAM" card and pencil icon), and "Registration" (with a hand pointing to a "REGISTER" button on a tablet icon). A black callout box above the "Registration" tile contains the text: "A DBE system to enable eligible candidates to register online and submit requests for writing examinations to obtain their Senior Certificate (amended) qualification." The top right of the dashboard shows "Dashboard", "Profile", and "Logout" links. A breadcrumb trail at the bottom right reads "Home > Dashboard > Services".

# Online Exam Registration Guide

Select your preferred OTP channel. An OTP will then be sent to you, and you need to enter this.

The screenshot shows a web browser window with the URL `eservices.gov.za/e-Registration/Ematric_Servlet?id=eyJhbGciOiJIUzI1NiJ9.eyJzdWwiOiJta2hhbjg3ODY0MEBnbWFpbC5jb20ifQ.9I-G6ZV7r9xYiZiEjQG0V...`. The browser's address bar indicates the page is "Not secure". The page header features the logo of the Department of Basic Education, Republic of South Africa, and the slogan "Every child is a national asset..." with two handprints. A modal dialog box titled "One-Time Password Selection" is displayed in the center. It contains the text "Select your preferred OTP channel:" followed by two radio button options: "Cellphone: 08\*\*\*\*\*75 (default)" (which is selected) and "Email: mk\*\*\*\*\*@\*\*\*\*\*.com". Below these options is a note: "Note: An incorrect cellphone number or e-mail address will prevent you from proceeding with the registration process." At the bottom right of the dialog are "Cancel" and "Ok" buttons.

# Online Exam Registration Guide

6

Check your information. Don't forget to click save at the bottom of the page after each step.

The screenshot shows a web browser window displaying the 'e-Registration for Grade 12 Senior Certificate (amended)' portal. The browser's address bar shows the URL 'eservices.gov.za/e-Registration/PortalSimulator.xhtml'. The page header includes the South African Basic Education logo and the slogan 'Every child is a national asset...' with two handprints. A navigation menu contains links for HOME, NEW REGISTRATION, MANAGE REGISTRATIONS, LOGOUT, and HELP. The main content area is titled 'Identification Information' and contains a form with the following fields:

- Name: \*\*\*\*\* mmad
- Surname: \*\*\*\*\*
- ID Number: \*\*\*\*\* 5252083
- Passport Number: [Empty field]

Below the form, an 'Important to note' section lists three instructions:

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.


# Online Exam Registration Guide


7


Click on 'Yes, Then click on 'New Registration'. Don't forget to click save at the bottom of the page after each step.

← → ↻ Not secure | eservices.gov.za/e-Registration/PortalSimulator.xhtml ☆ ⓘ

Apps Gmail YouTube Maps d

 **basic education**  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

*Every child is a national asset...* 



## e-Registration for Grade 12 Senior Certificate (amended)

Versi

[HOME](#) [NEW REGISTRATION](#) [MANAGE REGISTRATIONS](#) [LOGOUT](#) [HELP](#)

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

# Online Exam Registration Guide

Select the relevant option. Don't forget to click save at the bottom of the page after each step.

The screenshot shows a web browser window with the URL `eservices.gov.za/e-Registration/NewRegistration.xhtml`. The page header includes the Department of Basic Education logo and the slogan "Every child is a national asset..." with two handprints. The main title is "e-Registration for Grade 12 Senior Certificate (amended)". A navigation bar contains links for HOME, NEW REGISTRATION, MANAGE REGISTRATIONS, LOGOUT, and HELP. A sidebar on the left lists menu items: Qualification Criteria, Registration History, Subject Choices And Centre Info, Registration Information, Contact Information, Upload Required Documents, and Declaration. The main content area displays the question: "\*How do you qualify for Senior Certificate (amended)?" followed by five radio button options:

- 1. Written Grade 12 Senior Certificate (SC) or N3 previously
- 2. Written National Senior Certificate (NSC) previously, but SBA expired
- 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

A note at the bottom states: "Note: Only one of the options above may be selected."



# Online Exam Registration Guide

Click on 'Add'. Then add your ID number, and select the correct options by Year, Province, Exam Body and Exam Type. Don't forget to click save at the bottom of the page after each step.

The screenshot shows a web browser window with the URL `eservices.gov.za/e-Registration/NewRegistration.xhtml`. The page header includes the Department of Basic Education logo and the slogan "Every child is a national asset...". The main heading is "e-Registration for Grade 12 Senior Certificate (amended)". The navigation menu includes "HOME", "NEW REGISTRATION", "MANAGE REGISTRATIONS", "LOGOUT", and "HELP".

On the left sidebar, there are several menu items: "Qualification Criteria", "Registration History", "Subject Choices And Centre Info", "Registration Information", "Contact Information", "Upload Required Documents", and "Declaration".

The main content area is titled "Please provide previous examination information". It contains a table with the following columns: "\*Exam/ID Number", "Year", "Province", "\*Exam Body", and "\*Exam Type". The table is currently empty, displaying "No records found." To the right of the table are "Add" and "Delete" buttons. A black arrow points to the "Add" button.

Below the table, there is a note: "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".

The bottom of the page shows a Windows taskbar with various application icons and a system tray displaying the time "12:30 PM" and date "1/21/2021".

# Online Exam Registration Guide

10

Indicate the number of subjects you will be writing, select the box to select your subject from the drop down bar. Click on 'Add' if you are doing more than one subject. You then need to select your exam centre.

The screenshot displays the 'e-Registration for Grade 12 Senior Certificate (amended)' website. The page header includes the Department of Basic Education logo and the slogan 'Every child is a national asset...'. The navigation menu features 'HOME', 'NEW REGISTRATION', 'MANAGE REGISTRATIONS', 'LOGOUT', and 'HELP'. The 'NEW REGISTRATION' section contains a form with the following fields:

- \*Indicate number of subjects to register:
- \*Subject Name: A table with two rows:

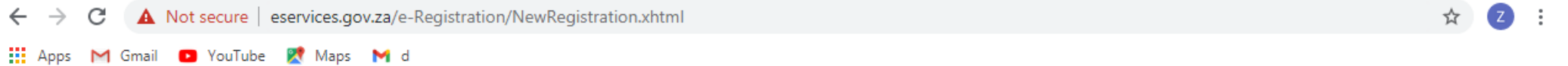
<input checked="" type="checkbox"/>	Mathematical Literacy	<input type="button" value="Add"/>	<input type="button" value="Remove"/>
<input checked="" type="checkbox"/>	Computer Applications Technology		
- \*The number of subjects determines the number of rows to be added and completed.
- Preferred Examination Centre or Subjects Information**
  - \*Province:
  - \*District/Town:
  - \*Exam Centre Name:
  - Exam Centre No:


The browser address bar shows 'eservices.gov.za/e-Registration/NewRegistration.xhtml'. The system tray at the bottom indicates the time is 12:34 PM on 1/21/2021.

# Online Exam Registration Guide


11


Fill in your information. Don't forget to click save at the bottom of the page after each step.





**basic education**  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

*Every child is a national asset...* 



## e-Registration for Grade 12 Senior Certificate (amended)

Version 1.0

HOMENEW REGISTRATIONMANAGE REGISTRATIONSLOGOUTHELP

**Subject Choices And Centre Info**

ID Number	<input type="text"/>	*Gender	Male <input checked="" type="radio"/> Female <input type="radio"/>
Date of Birth *	<input type="text"/>	Immigrant	Yes <input type="radio"/> No <input checked="" type="radio"/>
Passport Number	<input type="text"/>	**Study Permit	<input type="text"/>
Surname	<input type="text"/>	*Exam Paper Language	English <input type="text"/>
First Name	<input type="text"/>	Certificate Language	English <input type="text"/>
*Race	<input type="text"/>		
*Home Language	English <input type="text"/>		
Special Needs	None <input type="text"/>		

\*\*A Study Permit is required with a Passport





# Online Exam Registration Guide


Add your documents. Click save after uploading each document.

← → ↻ Not secure | eservices.gov.za/e-Registration/NewRegistration.xhtml ☆ Z

Apps Gmail YouTube Maps d

 **basic education**  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

*Every child is a national asset...* 



## e-Registration for Grade 12 Senior Certificate (amended)

Version 1.0

HOME NEW REGISTRATION MANAGE REGISTRATIONS LOGOUT HELP

Subject Choices And Centre Info

Registration Information

Contact Information

Upload Required Documents

Declaration

\*SA Citizen (Copy of RSA ID)

\*Registration History (Supporting Doc)

**Note:**

**TAKE NOTE!**

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

Save Previous Next

# Online Exam Registration Guide

13

Accept the declaration.

The screenshot shows a web browser window with the URL [eservices.gov.za/e-Registration/ManageRegistration.xhtml](http://eservices.gov.za/e-Registration/ManageRegistration.xhtml). The page header includes the logo of the Department of Basic Education, Republic of South Africa, and the slogan "Every child is a national asset..." with two handprints. The South African flag is also visible. The main heading is "e-Registration for Grade 12 Senior Certificate (amended)". A navigation bar contains links for HOME, NEW REGISTRATION, MANAGE REGISTRATIONS, LOGOUT, and HELP. On the left, there are menu items for Contact Information, Upload Required Documents, and Declaration. The main content area displays a declaration statement with radio buttons for Yes and No.

basic education  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

*Every child is a national asset...*

Version 1.0

HOME NEW REGISTRATION MANAGE REGISTRATIONS LOGOUT HELP

Contact Information

Upload Required Documents

Declaration

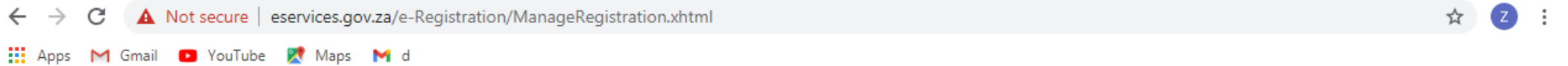
1. I hereby declare that the information provided is correct.

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.

# Online Exam Registration Guide

Your application will then be successfully submitted. Please click on View/Print PDF and download your Blue Form and continuously check your emails the weeks following your submission as the Department of Education will send you a confirmation or rejection email.



*Every child is a national asset...* 





## e-Registration for Grade 12 Senior Certificate (amended)

Version 1.0

[HOME](#) [NEW REGISTRATION](#) [MANAGE REGISTRATIONS](#) [LOGOUT](#) [HELP](#)

**i** Successfully registered  
Confirmation Email has been sent! ✕

Tracking Number	Examination Number	Registration Progress	Registration Status	View/Print To PDF	Amend	De-Register	Print Prelim Document	Print Admission Letter
100045052		Submitted				<b>✕</b>		

**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.