INSTRUCTIONS FOR CENTRES REQUESTING
SPECIAL ASSESSMENT ARRANGEMENTS
USING THE ONLINE REGISTRATION SYSTEM (ORS)

Dated 22 November 2017
1. Log into the ORS and select the SAA tab.

![Figure 1](image1.png)

2. From the SAA? Drop Down Box (Figure 2), select the appropriate option to search for candidates:
   - **All** (all candidates registered in the centre)
   - **Yes** (candidates for whom SAA requests have already been added) or
   - **No** (candidates for whom no SAA requests have been added).

   A search may also be conducted for a single candidate using the <First Name>, <Last Name> or <Date of Birth>.

![Figure 2](image2.png)
3. If the **All** option is selected, the entire list of the candidates registered for the centre will appear, as shown below in Figure 3.

4. Select the candidate for whom the request will be submitted by selecting the `<ADD>` button and enter the relevant details on the screen provided.

**Figure 3**

**Special Assessment Arrangements Granted by the Centre**

5. Select “**Yes**” or “**No**” as a response to the question (**Has the candidate been granted special arrangements in school examinations by the centre?**). If “**No**” is selected, that is, no arrangement was granted by the school, state the reason(s) in the box below. (Figure 4)

**Figure 4**

If no response is selected, the system will not permit the data to be saved later.
Special Assessment Arrangements Requested

6. The centre must use the codes provided to indicate the Special Assessment Arrangement(s) granted by the Centre (Figure 5)
   A. Current Year Code - during the current academic year
   B. Previous Year Code - during the previous academic year

7. Indicate the Special Assessment Arrangement(s) being requested for each subject for which the candidate is registered (Requested Code) using the codes provided. You may indicate Code 000 – None, if appropriate for certain subjects. (Figure 6)
8. For Code **010, (Other)**, provide details of the arrangement being requested in the box labelled “OTHER COMMENTS”. (Figure 7)

9. You may also use this box to submit any statements supporting/not supporting the application.

![](Figure 7)

**Uploading Documents**

10. To upload supporting documents select **<Browse>**. (Figure 8)
11. When the window appears, select the file to be uploaded and click <OPEN>. (Figure 9)

12. If more than one file is to be uploaded, please save the files in a zip file and upload the zip file.

13. After selecting the correct file, click <UPLOAD> and <SAVE>. (Figure 10)
14. If no response was provided to the question referred to at #4, the system will not permit the data to be saved. The message below will be displayed (Figure 11). If this message is seen, click <OK> and respond to the question at #4. (Has the candidate been granted special arrangements in school examinations by the centre?)

![Figure 11]

15. Ensure that the application has been completed correctly and select <SAVE> and <CLOSE>. The screen below (Figure 12) will appear with the option to:

- **Edit** (make changes to the application)
- **View** (review the application details).

Kindly make all changes and review details before submitting the application.

![Figure 12]
Submit the Application

16. To submit the application, go to the **Import/Export Menu** and select **<Forward Special Requests>** from the drop down box. (Figure 13)

![Figure 13](image)

17. Ensure that you read the message which appears on the screen. This message indicates that by forwarding the request you are confirming that the information submitted is correct.

18. Select **<FORWARD>**. (Figure 14)

![Figure 14](image)
19. The message below will appear (Figure 15). Verify that your information is correct and select <OK>

![Figure 15]

20. The following message appears confirming that your information was forwarded successfully. (Figure 16)

![Figure 16]

**Notes**

- The deadline for submission of requests, other than requests for modified papers, is 31 January 2018.
- Ensure that the supporting documentation, for example, psychologist’s report, certificate or letter from the attending doctor, is submitted.