



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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## MANAGEMENT PLAN

FOR

ADMINISTRATION AND MANAGEMENT OF TECHNICAL VOCATIONAL  
EDUCATION & TRAINING EXAMINATIONS

NATED REPORT 190/1  
ENGINEERING STUDIES

2018

**ENGINEERING STUDIES**

**2018 ACADEMIC YEAR**

**1. MOP-UP AND RE-MARKING PROCESSES OF THE NOVEMBER 2017 EXAMINATIONS**

**Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer scripts for the 201711 cycle are not exempted from the onus of entering for the 201804 examination before the stipulated date.**

<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>	<b>LOCALITY</b>	<b>FINAL DUE DATE</b>
DHET	Release schedule of the 201711 results electronically	Examination Centres	31 December 2017
Staff commence at TVET Colleges (Trimester 1 <sup>st</sup> )			08 January
DHET	Creation and print statements of results	DHET	09 January
DHET	Sorting and packing process	DHET	12 January
DHET	Dispatch statements of results	Examination Centres	16 January
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> <li>✓ Copy of the script (s) where applicable</li> <li>✓ Copy of mark sheet (s) where applicable</li> <li>✓ Copy of the seating plan and attendance register for exams</li> <li>✓ Proof of scripts dispatched to Distribution Point / Marking Centre</li> <li>✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward</li> </ul> <p><b>FORMAT OF ENQUIRY</b></p> <p>All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> <li>✓ Examination Centre Number</li> <li>✓ Examination Centre Name</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Subject code</li> <li>✓ Mark submitted via txt file</li> <li>✓ Mark to be approved</li> </ul> <p><b><u>No enquiries will be administered after 29 January 2018</u></b></p>	DHET	29 January
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	29 January
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	02 February
DHET	Re-Marking Process	Marking Centres	17 - 18 February
DHET	Mop-up process: Release results electronically	Examination Centres	12 February
DHET	Capturing of re-marks and approval process	DHET	23 February
DHET	Release results for re-marks and re-checks	Examination Centres	05 March

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	05 March
DHET	Creation and print statements of results for amended marks	DHET	06 March
DHET	Sorting and packing process	DHET	12 March
DHET	Dispatch statements of results for amended marks	Examination Centres	15 March
DHET	Create batch and consolidated Certificates of candidates for QA approval	DHET	15 March
DHET	QA Approval and printing process	QA / BETA	23 March
DHET	Sorting and packing process	DHET	27 March
DHET	Dispatch certificates	Examination Centres	28 March

## 2. THE APRIL 2018 EXAMINATIONS (TRIMESTER 1)

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201711 cycle are not exempted from the onus of entering for the 201804 examination before the stipulated date in instances where the outcome of the 201711 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations.

These candidates must be entered for the 201804 Examination pending the outcome.

*Examination Centres are responsible for submitting complete and accurate enrolment data.*

*The writing of the drawing subjects should not impede on the teaching contact time of the remaining subjects.*

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
STAFF COMMENCE AT TVET COLLEGES (1 <sup>ST</sup> TERM)		Examination Centre	08 January
Examination Centres	Down load entry forms from the website: <a href="http://www.tvetcolleges.co.za">www.tvetcolleges.co.za</a>	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES		Examination Centre	15 January
Examination Centres	<b>Examination Material Procurement</b>  Examination Centres take stock of all examination material / stationery and submit Audit and stock request to the relevant DHET Official	DHET	01 February
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	02 February
Examination Centres	<b>INTERNAL PRELIM PROCESS</b> It is mandatory that examination centres implement a verification process to print and correct their own prelims before submitting the <u>txt file</u> to the DHET <b>DATA section</b>  Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	02 - 06 February
Examination Centres	Submit Candidate Entries to the DHET DATA section	DHET	07 February
DHET	Dispatch examination material / stationery to Examination Centres	Examination Centres	06-16 February
DHET	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b>  E - Mail preliminary entry schedules to Examination Centres  Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	19 February
Examination Centres	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b>  Examination Centres to effect corrections on the Word document and submit to the relevant DHET <b>Resulting</b> Official managing your Examination Centre  It is mandatory that candidates sign the prelim to confirm correctness of subjects enrolled for  The DCM (Academic) must sign off on the Prelims	DHET	01 March

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
Examination Centres	<p>TVET Colleges to submit request for subject clashes and concession to the DHET for approval</p> <p>Concession Examples:</p> <ul style="list-style-type: none"> <li>➤ Braille Question Paper</li> <li>➤ Large font Question Paper</li> <li>➤ Extra time to complete a paper</li> <li>➤ Scribe to read or write</li> </ul> <p><b><i>No late submissions will be considered after 01 March</i></b></p>	DHET	01 March
DHET	Examination Extracting Processes	DHET	08 March
DHET	Printing, sorting and packing process	DHET/BETA	12 March
DHET	Dispatch final entry schedule, admission letters and mark sheets (term and written) to Examination Centres	Examination Centres	13 March
Examination Centres	<p>Submit all (N1 – N6) completed <b>ICASS / term marks</b> txt files to the DATA Section. Examination Centres to verify SBA marks before submitting txt files.</p> <p>Candidates are not allowed to write the examination if not in compliance with the admission requirements as per Exam Instruction 01 of 2015 and Memo 46 of 2015</p>	DHET	23 March
DHET	<p>Drawing examinations in session – to run concurrently while classes continue.</p> <p>DATE: 20 March Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper)</p> <p>DATE: 22 March Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper)</p> <p>DATE: 23 March Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)</p>	Examination Centres	
Examination Centres	Classes end	Examination Centres	23 March
DHET	Examination in Session	Examination Centres	26 March – 13 April
TVET College Close			13 April
DHET	Marking process (staggered / block model)	Marking Centres	28 March – 26 April
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via txt files – <b>DATA</b> section.	DHET	13 April
Marking Centres	Submit N2 – N6 written (External Assessment) <b>marks</b> to the <b>DATA</b> section via txt files and <u>mark sheets</u> to the <u>Resulting</u> section for filling	DHET	28 April
DHET	Final Marks Capturing Process	DHET	30 April
DHET	Release schedule of results electronically	Examination Centres	08 May

### 3. MOP-UP AND RE-MARKING PROCESSES OF THE APRIL 2018 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer books for the 201804 cycle are not exempted from the onus of entering for the 201808 examination before the stipulated date in instances where the outcome of the 201804 mop-up and re-mark or re-check process has not been published before the closing date for the examinations. These candidates must be entered for the 201808 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (Trimester 1 <sup>st</sup> )			07 May
DHET	Release schedule of the 201804 results electronically	Examination Centres	08 May
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> <li>✓ Copy of the script (s) where applicable</li> <li>✓ Copy of mark sheet (s) where applicable</li> <li>✓ Copy of the seating plan and attendance register for exams</li> <li>✓ Proof of scripts dispatched to Distribution Point / Marking Centre</li> <li>✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward</li> </ul> <p><b>FORMAT OF ENQUIRY</b></p> <p>All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> <li>✓ Examination Centre Number</li> <li>✓ Examination Centre Name</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Subject code</li> <li>✓ Mark submitted via txt file</li> <li>✓ Mark to be approved</li> </ul> <p><b><u>No enquiries will be administered after 18 May 2018.</u></b></p>	DHET	18 May
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	23 May
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	28 May
DHET	Mop-up process: Release marks electronically	Examination Centres	31 May
DHET	Re-Marking Process	Marking Centres	09 – 10 June
DHET	Capturing of re-marks and approval process	DHET	15 June
DHET	Release results for re-marks and re-checks	Examination Centres	20 June
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	20 June
DHET	Create and print statements of results for amended marks	QA / BETA	21 June
DHET	Sorting and packing process	DHET	27 June
DHET	Dispatch statements of results for amended marks	Examination Centres	02 July

<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>	<b>LOCALITY</b>	<b>FINAL DUE DATE</b>
DHET	Create batch and consolidated Certificates of candidates for QA approval	DHET	02 July
DHET	QA Approval and printing process	QA / BETA	09 July
DHET	Sorting and packing process	DHET	12 July
DHET	Dispatch certificates	Examination Centres	16 July

#### 4. THE AUGUST 2018 EXAMINATIONS (TRIMESTER 2)

*Candidates applying for the re-marking or re-checking of examination answer books for the 201804 cycle are not exempted from the onus of entering for the 201808 examination before the stipulated date in instances where the outcome of the 201804 re-mark or re-check process has not been published before the closing date for the examinations.*

These candidates must be entered for the 201808 Examination pending the outcome.

*Examination Centres are responsible for submitting complete and accurate enrolment data.*

*The writing of the drawing subjects should not impede on the teaching contact time of the remaining subjects. No amendment of marks will be allowed after the resulting process.*

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
STAFF COMMENCE AT TVET COLLEGES (Trimester 2)		Examination Centre	07 May
Examination Centres	Submit the completed and signed “ <b>Section C: State of Readiness</b> ” of the Compliance Tool to the DHET [This document is to be completed TWICE a year by EACH campus to indicate the Campus’ readiness for examinations – which is inclusive of all Programmes at the Campus	DHET	09 May
Examination Centres	Down load entry forms from the website <a href="http://www.tvetcolleges.co.za">www.tvetcolleges.co.za</a>	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES		Examination Centre	14 May
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	25 May
Examination Centres	<b>INTERNAL PRELIM PROCESS</b> It is mandatory that examination centres implement a verification process to print and correct their own prelims before submitting the <u>txt file</u> to the DHET <b>DATA section</b> .  Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	30 May
Examination Centres	<b>Examination Material Procurement</b> Examination Centres take stock of all examination material / stationery and submit Audit and stock request to the relevant DHET Official.	DHET	30 May
DHET	Dispatch examination material / stationery to Examination Centres.	Examination Centres	05-15 June
Examination Centres	Submit Candidate Entries to the DHET DATA section	DHET	31 May
DHET	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b> E - Mail preliminary entry schedules to Examination Centres.  Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	12 June
Examination Centres	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b> Examination Centres to effect corrections on the Word document and submit to the relevant DHET <b>Resulting</b> Official managing your Examination Centre.  It is mandatory that candidates sign the prelim to confirm correctness of subjects enrolled for. The DCM (Academic) must sign off on the Prelims.	DHET	22 June



RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
DHET	Examination Extracting Processes	DHET	27 June
DHET	Printing, sorting and packing process	DHET	02 July
DHET	Dispatch final entry schedule, admission letters and mark sheets (term and written) to Examination Centres.	Examination Centres	09 July
Examination Centres	<p>TVET Colleges to submit request for subject clashes and concession to the DHET for approval.</p> <p>Concession Examples:</p> <ul style="list-style-type: none"> <li>➤ Braille Question Paper</li> <li>➤ Large font Question Paper</li> <li>➤ Extra time to complete a paper</li> <li>➤ Scribe to read or write</li> </ul> <p><b><i>No late submissions will be considered after 10 July</i></b></p>	DHET	10 July
Examination Centres	<p>Submit all (N1 – N6) completed <b>ICASS / term marks</b> txt files to the <b>DATA</b> Section. Examination Centres to verify SBA marks before submitting txt files.</p> <p>Candidates are not allowed to write the examination if not in compliance with the admission requirements as per Exam Instruction 01 of 2015 and Memo 46 of 2015.</p>	DHET	23 July
DHET	<p>Drawing examinations in session – to run concurrently while classes continue.</p> <p>DATE: 18 July Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper)</p> <p>DATE: 19 July Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper)</p> <p>DATE: 20 July Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)</p>	Examination Centres	
Examination Centres	Classes end	Examination Centres	20 July
DHET	Examination in Session	Examination Centres	23 July – 08 August
DHET	Marking process (staggered / block model)	Marking Centres	25 July – 23 August
DHET	Final Marks Capturing Process	DHET	26 August
TVET College Close			08 August
DHET	Release schedule of results electronically to Examination Centres	Examination Centres	04 September

## 5. MOP-UP AND RE-MARKING PROCESSES OF THE AUGUST 2018 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer books for the 201808 cycle are not exempted from the onus of entering for the 201811 examination before the stipulated date in instances where the outcome of the 201808 mop-up and re-mark or re-check process has not been published before the closing date for the examinations. These candidates must be entered for the 201811 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (Trimester 3)			03 September
DHET	Release schedule of the 201808 results electronically	Examination Centres	04 September
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> <li>✓ Copy of the script (s) where applicable</li> <li>✓ Copy of mark sheet (s) where applicable</li> <li>✓ Copy of the seating plan and attendance register for exams</li> <li>✓ Proof of scripts dispatched to Distribution Point / Marking Centre</li> <li>✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward</li> </ul> <p><b>FORMAT OF ENQUIRY.</b></p> <p>All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> <li>✓ Examination Centre Number</li> <li>✓ Examination Centre Name</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Subject code</li> <li>✓ Mark submitted via txt file</li> <li>✓ Mark to be approved</li> </ul> <p><b><u>No enquiries will be administered after 18 September</u></b></p>	DHET	18 September
Examination Centres	Closing date for application of re-marks and re-checks at Examination Centres.	Examination Centres	18 September
Examination Centres	Closing date for application of re-marks and re-checks at DHET.	DHET	21 September
DHET	Re-Marking Process	Marking Centres	06 – 07 October
DHET	Mop-up process: Release marks electronically	Examination Centres	08 October
DHET	Capture re-marks and approval process	Examination Centres	16 - 20 October
DHET	Release the re-marks and re-checks results electronically	Examination Centres	23 October
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	23 October
DHET	Create and print statements of results for amended marks	QA / BETA	24 October
DHET	Sorting and packing process	DHET	29 October

<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>	<b>LOCALITY</b>	<b>FINAL DUE DATE</b>
DHET	Dispatch statements of results for amended marks	Examination Centres	05 November
DHET	Create batch and consolidated Certificates of candidates for QA approval	DHET	05 November
DHET	QA Approval and printing process	QA / BETA	12 November
DHET	Sorting and packing process	DHET	16 November
DHET	Dispatch certificates	Examination Centres	19 November

## 6. THE NOVEMBER 2018 EXAMINATIONS (TRIMESTER 3)

*Candidates applying for the re-marking or re-checking of examination answer books for the 201808 cycle are not exempted from the onus of entering for the 201811 examination before the stipulated date in instances where the outcome of the 201808 re-mark or re-check process has not been published before the closing date for the examinations.*

These candidates must be entered for the 201811 Examination pending the outcome.

*Examination Centres are responsible for submitting complete and accurate enrolment data.*

*The writing of the drawing subjects should not impede on the teaching contact time of the remaining subjects.No amendment of marks will be allowed after the resulting process.*

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
STAFF COMMENCE AT TVET COLLEGES (Trimester 3)		Examination Centre	03 September
Examination Centres	Down load entry forms from the DHET website: <a href="http://www.tvetcolleges.co.za">www.tvetcolleges.co.za</a>	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES		Examination Centre	10 September
Examination Centres	Submit the completed and signed “ <b>Section C: State of Readiness</b> ” of the Compliance Tool to the DHET [This document is to be completed TWICE a year by EACH campus to indicate the Campus’ readiness for examinations – which is inclusive of all Programmes at the Campus]	DHET	11 September
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	21 September
Examination Centres	<b>Examination Material Procurement</b> Examination Centres take stock of all examination material / stationery and submit Audit and stock request to the relevant DHET Official.	DHET	26 September
DHET	Dispatch examination material / stationery to Examination Centres.	Examination Centres	27 September to 13 October
Examination Centres	<b>INTERNAL PRELIM PROCESS</b> It is mandatory that examination centres implement a verification process to print and correct their own prelims before submitting the <u>txt file</u> to the DHET <b>DATA section</b> .  Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	22 – 26 September
Examination Centres	Submit Candidate Entries to the DHET <b>DATA</b> section	DHET	27 September
DHET	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b> E - Mail preliminary entry schedules to Examination Centres.  Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	11 October
Examination Centres	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b>  Examination Centres to effect corrections on the Word document and submit to the relevant DHET <b>Resulting</b> Official managing your Examination Centre.  It is mandatory that candidates sign the prelim to confirm correctness of subjects enrolled for. The DCM (Academic) must sign off on the Prelims.	DHET	20 October

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
DHET	Examination Extracting Processes	DHET	26 October
DHET	Printing, sorting and packing process	DHET	01 November
DHET	Dispatch final entry schedule, admission letters and mark sheets to Examination Centres.	Examination Centres	02 November
Examination Centres	<p>TVET Colleges to submit request for subject clashes and concession to the DHET for approval.</p> <p>Concession Examples:</p> <ul style="list-style-type: none"> <li>➤ Braille Question Paper</li> <li>➤ Large font Question Paper</li> <li>➤ Extra time to complete a paper</li> <li>➤ Scribe to read or write</li> </ul> <p><b><u>No late submissions will be considered after 02 November</u></b></p>	DHET	02 November
Examination Centres	<p>Submit all (N1 – N6) completed <b>ICASS / term marks</b> txt files to the <b>DATA</b> Section. Examination Centres to verify SBA marks before submitting txt files.</p> <p>Candidates are not allowed to write the examination if not in compliance with the admission requirements as per Exam Instruction 01 of 2015 and Memo 46 of 2015.</p>	DHET	13 November
DHET	<p>Drawing examinations in session – to run concurrently while classes continue.</p> <p>DATE: 09 November Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper)</p> <p>DATE: 12 November Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper)</p> <p>DATE: 13 November Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)</p>	Examination Centres	
Examination Centres	Classes end	Examination Centres	13 November
DHET	Examination in Session	Examination Centres	14 November to 30 November
DHET	Marking process (staggered model)	Marking Centres	18 November to 07 December
DHET	Final Marks Capturing Process	DHET	13 – 15 December
TVET College Close			06 December
DHET	Release schedule of results electronically to Examination Centres	Examination Centres	08 January 2019