



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF TECHNICAL &
VOCATIONAL EDUCATION & TRAINING EXAMINATIONS

NATED REPORT 190/1
BUSINESS STUDIES

2019

BUSINESS STUDIES

2019 ACADEMIC YEAR

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

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201811 cycle are not exempted from the onus of entering for the 201806 examination before the stipulated date in instances where the outcome of the 201811 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 201906 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 201811 results electronically	Examination Centres	31 December 2018
Staff commence at TVET Colleges (Semester 1 st)			07 January 2019
DHET	Creation and print statements of results	DHET	08 January 2019
DHET	Sorting and packing process	DHET	14 January 2019
DHET	Dispatch statements of results	Examination Centres	18 January 2019
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <p>All enquiries must be supported by the following evidence:</p> <ul style="list-style-type: none"> • Copy of the script (s) where applicable • Copy of mark sheet (s) where applicable • Copy of the seating plan and attendance register for exams • Proof of scripts dispatched to Distribution Point / Marking Centre • Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward <p>FORMAT OF ENQUIRY</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"> • Examination Centre Number • Examination Centre Name • ID of candidate • Name of subject • Subject code • Mark submitted via txt file • Mark to be approved <p><u>No enquiries will be administered after 31 January 2019.</u></p>	DHET	31 January 2019
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	29 January 2019

Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	01 February 2019
DHET	Mop-up process: Release results electronically	Examination Centres	14 February 2019
DHET	Re-Marking Process	Marking Centres	16 /17 February 2019
DHET	Capturing of re-marks and approval process	DHET	26 February 2019
DHET	Release results for re-marks and re-checks	Examination Centres	08 March 2019
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	08 March 2019
DHET	Creation and print statements of results for amended marks	DHET	11 March 2019
DHET	Sorting and packing process	DHET	13 March 2019
DHET	Dispatch statements of results for amended marks	Examination Centres	18 March 2019
DHET	Creation of batch Certification (N4 - N6) process	DHET	18 March 2019
DHET	Creation of batch Certification (NSC) process	DHET	18 March 2019
DHET	QA Approval and printing process	QA / BETA	25 March 2019
DHET	Sorting and packing process	DHET	25 March 2019
DHET	Dispatch certificates	Examination Centres	28 March 2019

• **THE JUNE 2019 EXAMINATIONS (SEMESTER 1)**

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201811 cycle are not exempted from the onus of entering for the 201806 examination before the stipulated date in instances where the outcome of the 201811 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 201906 Examination pending the outcome.

Only candidates who qualify in accordance with the examination admission requirements (Examination Instruction 01 of 2015 and Memo 46 of 2015) will be allowed to enrol.

The writing of Information Processing and Computer Practice subjects should not impede on the teaching contact time of the remaining subjects.

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

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
STAFF COMMENCE AT TVET COLLEGES (1 ST SEMESTER)			07 January
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES			14 January
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	22 February
Examination Centres	INTERNAL PRELIM PROCESS 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. Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	22 February to 08 March
Examination Centres	Submit Candidate Entries text files to the DHET for loading.	DHET	11 March
DHET	Uploading of candidates registration text file into the Examination system	DHET	11 March – 02 April
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS E - Mail preliminary entry schedules to Examination Centres. Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	14 March
TVET College Close			15 March
STAFF AND CLASSES COMMENCE AT TVET COLLEGES (2 ND TERM)			02 April
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to the relevant	DHET	16 April

	<p>DHET Resulting Official managing your Examination Centre.</p> <p>It is mandatory that candidates sign the prelim to confirm correctness of subjects enrolled for.</p> <p>The DCM (Academic) must sign off on the Prelims.</p>		
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"> • Braille Question Paper • Large font Question Paper • Extra time to complete a paper • Scribe to read or write <p><u>No late submissions will be considered after 02 May</u></p>	DHET	29 April
DHET	Examination Extracting Processes	DHET	29 April
DHET	Printing, sorting and packing process	DHET	06 May
DHET	Dispatch final entry schedule, admission letters and mark sheets (Term and Written) to Examination Centres.	Examination Centres	09 May
Examination Centres	Classes end	Examination	23 May
DHET	<p>Computer-based examinations in session - to run concurrently while class continues.</p> <p>The following Computer Subjects will be written prior the start of the Examination Sessions to complement the duration of the marking process.</p> <ul style="list-style-type: none"> • Information Processing N4 – 17 May (X Paper) • Information Processing N5 – 20 May (X Paper) • Computer Practice N4 – 21 May (X Paper) • Computer Practice N5 – 22 May (X Paper) • Computer Practice N6 – 23 May (X Paper) 	Examination Centres	17 – 23 May
Examination Centres	<p>Submit all (N4 – N6) completed <u>ICASS / term marks</u> txt files to the DHET. 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	24 May
DHET	Loading of N4 – N6 Term marks into the examination system	DHET	24 May – 14 June
DHET	Examination in Session	Examination Centres	24 May - 14 June
DHET	Marking process (staggered / block model)	Marking Centres	15 June – 05 July

TVET Colleges Close			14 June
Marking Centres	Submit N4 – N6 written (External Assessment) marks to the DHET via txt files and mark sheets to the Resulting section.	DHET	03 July
DHET	Final Marks Capturing/Loading of N4 – N6 Written marks into the examination system	DHET	08 July
Staff commence at TVET Colleges			09 July
DHET	Release schedule of results electronically	Examination Centres	10 July
DHET	Creation and print statements of results	DHET	11 July
DHET	Sorting and packing process	DHET	18 July
DHET	Dispatch statements of results	DHET	22 July

• **MOP-UP AND RE-MARKING PROCESSES OF THE JUNE 2019 EXAMINATIONS**

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201906 cycle are not exempted from the onus of entering for the 201911 examination before the stipulated date in instances where the outcome of the 201906 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 201911 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (Trimester 1 st)			09 July
DHET	Release schedule of the 201906 results electronically	Examination Centres	10 July
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	25 July
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	02 August
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <p>All enquiries must be supported by the following evidence:</p> <ul style="list-style-type: none"> • Copy of the script (s) where applicable • Copy of mark sheet (s) where applicable • Copy of the seating plan and attendance register for exams • Proof of scripts dispatched to Distribution Point / Marking Centre • Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward <p>FORMAT OF ENQUIRY</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"> • Examination Centre Number • Examination Centre Name • ID of candidate • Name of subject • Subject code • Mark submitted via txt file • Mark to be approved <p><u>No enquiries will be administered after August.</u></p>	DHET	07 August
DHET	Re-Marking Process	Marking Centres	10-11 August
DHET	Capturing of re-marks and approval process	DHET	16 August
DHET	Mop-up process: Release results electronically	Examination Centres	19 August

DHET	Release results for re-marks and re-checks	Examination Centres	20 August
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	28 August
DHET	Creation and print statements of results for amended marks	DHET	29 August
DHET	Sorting and packing process	DHET	05 September
DHET	Dispatch statements of results for amended marks	Examination Centres	06 September
DHET	Creation of batch Certification (N4 - N6) process	DHET	09 September
DHET	Sorting and packing process	DHET	12 September
DHET	Dispatch certificates	Examination Centres	16 September

- **THE NOVEMBER 2019 EXAMINATIONS (SEMESTER 2)**

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201906 cycle are not exempted from the onus of entering for the 201911 examination before the stipulated date in instances where the outcome of the 201906 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 201911 Examination pending the outcome.

Only candidates who qualify in accordance with the examination admission requirements (Examination Instruction 01 of 2015 and Memo 46 of 2015) will be allowed to enrol.

The writing of Information Processing and Computer Practice subjects should not impede on the teaching contact time of the remaining subjects.

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

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
STAFF COMMENCE AT TVET COLLEGES (2 nd SEMESTER)		Examination Centres	09 July
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES		Examination Centres	16 July
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	01 August
Examination Centres	INTERNAL PRELIM PROCESS It is mandatory that examination centres implement a verification process to print and correct its own prelims before submitting the txt file to the DHET. No late entries will be allowed. Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	01 - 19 August
Examination Centres	Submit Candidate Entries to the DHET. Txt files to be submitted to the relevant data capturers to upload the files.	DHET	22 August
DHET	Uploading of candidates registration text file into the Examination system	DHET	22 August – 03 September
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS E - Mail preliminary entry schedules to Examination Centres. Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	26 August
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to the relevant DHET Resulting 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	03 September
TVET Colleges Close			20 September
STAFF COMMENCES AT TVET COLLEGES (2 ND TERM)			30 September

	Classes commence		01 October
Examination Centres	TVET Colleges to submit request for subject clashes and concession to the DHET for approval. Concession Examples: <ul style="list-style-type: none"> • Braille Question Paper • Large font Question Paper • Extra time to complete a paper • Scribe to read or write <p><i>No late submissions will be considered after 26 October</i></p>	DHET	07 October
DHET	Examination Extracting Processes	DHET	08 October
DHET	Printing, sorting and packing process	DHET	16 October
DHET	Dispatch final entry schedule, admission letters and mark sheets (Term and Written) to Examination Centres.	Examination Centres	23 October
Examination Centres	Submit all (N4 – N6) completed ICASS / term marks txt files to the DHET . Examination Centres to verify SBA marks before submitting txt files. 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.	DHET	09 November
DHET	Loading of N4 – N6 Term marks into the examination system	DHET	09 November – 30 November
Examination Centres	Classes end	Examination Centres	12 November
DHET	Computer-based examinations in session - to run concurrently while class continues <ul style="list-style-type: none"> • Information Processing N4 – 06 November (X Paper) • Information Processing N5 – 07 November (X Paper) • Computer Practice N4 – 08 November (X Paper) • Computer Practice N5 – 11 November (X Paper) • Computer Practice N6 – 12 November (X Paper) 	Examination Centres	6 -12 November
DHET	Examination in Session	Examination Centres	13 November-03 December
DHET	Marking process (staggered model)	Marking Centres	18 November-06 December
DHET	Final Marks Capturing/Loading of N4 – N6 Written marks into the examination system	DHET	13-15 December
	TVET College Close		07 December
DHET	Release schedule of results electronically to Examination centres	Examination Centres	07 January 2020