



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MANAGEMENT PLAN

FOR

ADMINISTRATION AND MANAGEMENT OF TECHNICAL VOCATIONAL
EDUCATION & TRAINING EXAMINATIONS

NATED REPORT 190/1
ENGINEERING STUDIES

2019

ENGINEERING STUDIES

2019 ACADEMIC YEAR

1. MOP-UP AND RE-MARKING PROCESSES OF THE NOVEMBER 2018 EXAMINATIONS

Candidates in the mop-up process and 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 201904 examination before the stipulated date.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 201811 results electronically	Examination Centres	31 December 2018
Staff commence at TVET Colleges (Trimester 1 st)			07 January
DHET	Creation and print statements of results	DHET	07 January
DHET	Sorting and packing process	DHET	14 January
DHET	Dispatch statements of results	Examination Centres	18 January
Examination Centres	<p>Mop-up Process to manage unresolved results:</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 29 January 2018</u></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	01 February
DHET	Re-Marking Process	Marking Centres	16-17 February
DHET	Mop-up process: Release results electronically	Examination Centres	08 March
DHET	Capturing of re-marks and approval process	DHET	26 February
DHET	Release results for re-marks and re-checks	Examination Centres	08 March
DHET	Mop-up process: Release any remaining results	Examination Centres	20 March

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	electronically		
DHET	Creation and print statements of results for amended marks	DHET	25 March
DHET	Sorting and packing process	DHET	27 March
DHET	Dispatch statements of results for amended marks	Examination Centres	01 April
DHET	Create batch and consolidated Certificates of candidates for QA approval	DHET	25 March
DHET	QA Approval and printing process	QA / BETA	25 March
DHET	Sorting and packing process	DHET	27 March
DHET	Dispatch certificates	Examination Centres	28 March
DHET	Certificate consolidation process	DHET	16 April

2. THE APRIL 2019 EXAMINATIONS (TRIMESTER 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 201904 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 201904 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 ST TERM)	Examination Centre	07 January
Examination Centres	Down load entry forms from the website: www.tvetcolleges.co.za	Examination Centres	
	CLASSES COMMENCE AT TVET COLLEGES	Examination Centre	14 January
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	04 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	04 - 08 February
Examination Centres	Submit Candidate Entries text file to the DHET for loading	DHET	11 February
DHET	Uploading of candidates registration text file into the Examination system	DHET	11 February – 22 February
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	11-19 February
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	11-28 February
DHET	Request for stickers and packing labels	DHET	25 February
DHET	Examination Extracting Processes	DHET	08 March
DHET	Printing, sorting and packing process	DHET/BETA	12 March

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
DHET	Dispatch final entry schedule, admission letters and mark sheets (term and written) to Examination Centres	Examination Centres	13 March
Examination Centres	Submit all (N1 – N6) completed <u>ICASS / term marks</u> txt files to DHET for loading. 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	25 March
DHET	Uploading of (N1 – N6) Term Marks into the DHET Examination System	DHET	25 March – 08 April
DHET	Drawing examinations in session – to run concurrently while classes continue. DATE: 27 March Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper) DATE: 27 March Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper) DATE: 27 March Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)	Examination Centres	27 March
Examination Centres	Classes end	Examination Centres	26 March
DHET	Examination in Session	Examination Centres	27 March – 16 April
TVET Colleges Close			16 April
DHET	Staggered marking Marking process	Marking Centres	06 April 18-28 April
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via txt files for loading	DHET	16 April
DHET	Uploading of N1 Written Marks into the DHET Examination System	DHET	16 April - 30 April
Marking Centres	Submit N2 – N6 written (External Assessment) marks to DHET via txt files for loading and <u>mark sheets</u> to the <u>Resulting</u> section for filing	DHET	30 April
DHET	Final Marks Capturing/Loading of N2 – N6 Written marks into the examination system	DHET	30 April
DHET	Standardisation processes	UMALUSI/QTCO	2 May
DHET	Approval of results	UMALUSI/QTCO	8 May
DHET	Release schedule of results electronically	Examination Centres	10 May

3. MOP-UP AND RE-MARKING PROCESSES OF THE APRIL 2019 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer books for the 201904 cycle are not exempted from the onus of entering for the 201908 examination before the stipulated date in instances where the outcome of the 201904 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 201908 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (Trimester 1 st)			13 May
DHET	Release schedule of the 201904 results electronically	Examination Centres	13 May
Examination Centres	<p>Mop-up Process to manage unresolved results:</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 20 May 2019.</u></p>	DHET	20 May
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	29 May
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	03 June
DHET	Mop-up process: Release marks electronically	Examination Centres	24 June
DHET	Re-Marking Process	Marking Centres	15-16 June
DHET	Capturing of re-marks and approval process	DHET	21 June
DHET	Release results for re-marks and re-checks	Examination Centres	24 June
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	05 July
DHET	Create and print statements of results for amended marks	QA / BETA	08 July
DHET	Sorting and packing process	DHET	10 July
DHET	Dispatch statements of results for amended marks	Examination Centres	11 July

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Create batch Certificates	DHET	11 July
DHET	QA Approval and printing process	QA / BETA	11 July
DHET	Sorting and packing process	DHET	15 July
DHET	Dispatch certificates	Examination Centres	16 July
DHET	Certification consolidation process	DHET	29 July

4. AUGUST 2019 EXAMINATIONS (TRIMESTER 2)

Candidates applying for the re-marking or re-checking of examination answer books for the 201904 cycle are not exempted from the onus of entering for the 201908 examination before the stipulated date in instances where the outcome of the 201904 re-mark or re-check process has not been published before the closing date for the examinations.

These candidates must be entered for the 201908 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	13 May
Examination Centres	Down load entry forms from the website www.tvetcolleges.co.za	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES		Examination Centre	16 May
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	27 May
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</u> file to the DHET. Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	31 May
Examination Centres	Submit Candidate Entries to the DHET for loading	DHET	03 June
DHET	Uploading of candidates registration text file into the Examination system	DHET	03-14 June
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	03-14 June
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	03-24 June
DHET	Request for stickers and packing labels	DHET	26 June
DHET	Examination Extracting Processes	DHET	28 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

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"> ➤ 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 10 July</i></p>	DHET	10 July
Examination Centres	<p>Submit all (N1 – N6) completed ICASS / term marks 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 July
DHET	Uploading of N1 – N6 Term marks text file into the Examination system	DHET	23 July – 16 August
DHET	<p>Drawing examinations in session – to run concurrently while classes continue.</p> <p>DATE: 25 July Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper)</p> <p>DATE: 25 July Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper)</p> <p>DATE: 25 July Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)</p>	Examination Centres	25 July
Examination Centres	Classes end	Examination Centres	24 July
DHET	Examination in Session	Examination Centres	25 July – 16 August
	TVET Colleges Close		16 August
DHET	Staggered marking Marking process	Marking Centres	21 August 17-28 August
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via txt files for loading	DHET	16 August
DHET	Uploading of N1 Written marks text file into the Examination system	DHET	16 August – 2 September
Marking Centres	Submit N2 – N6 written (External Assessment) marks to the DHET via txt files for loading and <u>mark sheets</u> to the <u>Resulting</u> section for filing	DHET	2 Sept
DHET	Final Marks Capturing/Loading of N2 – N6 Written marks into the examination system	DHET	02 Sept
DHET	Standardisation processes	UMALUSI/QTCO	30 August

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
DHET	Approval of Results	UMALUSI/QTCO	4 September
DHET	Release schedule of results electronically to Examination Centres	Examination Centres	09 September

5. MOP-UP AND RE-MARKING PROCESSES OF THE AUGUST 2019 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer books for the 201908 cycle are not exempted from the onus of entering for the 201911 examination before the stipulated date in instances where the outcome of the 201908 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 201911 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (Trimester 3)			04 September
DHET	Release schedule of the 201908 results electronically	Examination Centres	09 September
Examination Centres	<p>Mop-up Process to manage unresolved results:</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 18 September</u></p>	DHET	18 September
Examination Centres	Closing date for application of re-marks and re-checks at Examination Centres.	Examination Centres	19 September
Examination Centres	Closing date for application of re-marks and re-checks at DHET.	DHET	23 September
DHET	Re-Marking Process	Marking Centres	5-6 October
DHET	Mop-up process: Release marks electronically	Examination Centres	15 October
DHET	Capture re-marks and approval process	Examination Centres	11 October
DHET	Release the re-marks and re-checks results electronically	Examination Centres	15 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
DHET	Dispatch statements of results for amended marks	Examination Centres	31 October

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Create batch 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	18 November
DHET	Dispatch certificates	Examination Centres	22 November
DHET	Certificate consolidation process	DHET	09 December

6. THE NOVEMBER 2019 EXAMINATIONS (TRIMESTER 3)

Candidates applying for the re-marking or re-checking of examination answer books for the 201908 cycle are not exempted from the onus of entering for the 201911 examination before the stipulated date in instances where the outcome of the 201908 re-mark or re-check process has not been published before the closing date for the examinations.

These candidates must be entered for the 201911 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	04 September
Examination Centres	Down load entry forms from the DHET website: www.tvetcolleges.co.za	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES		Examination Centre	09 September
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	19 September
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	25 Sept – 01 Oct
Examination Centres	Submit Candidate Entries to the DHET for loading into Examination system	DHET	27 Sept
DHET	Uploading of candidates registration text file into the Examination system	DHET	27 Sept -10 Oct
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	27 Sept -10 Oct
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	27 Sept- 16 Oct
DHET	Request for stickers and packing labels	DHET	17 October
DHET	Examination Extracting Processes	DHET	28 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	04 November

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"> ➤ 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 18 October</u></p>	DHET	18 October
Examination Centres	<p>Submit all (N1 – N6) completed ICASS / term marks txt files to 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	13 November
DHET	Final Marks Capturing/Loading of N1 – N6 Term marks into the examination system	DHET	13 November -02 December
DHET	<p>Drawing examinations in session – to run concurrently while classes continue.</p> <p>DATE: 14 November Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper)</p> <p>DATE: 14 November Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper)</p> <p>DATE: 14 November Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)</p>	Examination Centres	14 November
Examination Centres	Classes end	Examination Centres	15 November
DHET	Examination in Session	Examination Centres	14 November to 02 December
	TVET Colleges Close		06 December
DHET	Marking process	Marking Centres	7-17 December
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via txt files for loading	DHET	01 December
DHET	Loading of N1 written (External Assessment) marks into the Examination system	DHET	01 December – 11 December
Marking Centres	Submit N2 – N6 written (External Assessment) marks to DHET via txt files for loading and <u>mark sheets</u> to the <u>Resulting</u> section for filing	DHET	15 December
DHET	Final Marks Capturing/Loading of N2 – N6 Written marks into the examination system	DHET	15 December
DHET	Standardisation Processes	DHET	To be confirmed
DHET	Release schedule of results electronically to Examination Centres	Examination Centres	07 January 2020