



MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF TECHNICAL & VOCATIONAL
EDUCATION & TRAINING (TVET) COLLEGE EXAMINATIONS

NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

2019

1. WRITTEN EXAMINATIONS: NQF LEVEL 2 - 4

1.1 WRAP-UP PROCESS OF THE NOVEMBER 2018 EXAMINATIONS

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 201811 results electronically	Examination Centres	31 December 2018
Staff commence at TVET Colleges (1 st Term)			07 January 2019
Examination Centres	<p>Management of unresolved results: Mop-up Process</p> <p>All enquiries must be supported by:</p> <ul style="list-style-type: none"> ✓ Proof of evidence ✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and propose the way forward. <p>The following requirements are mandatory:</p> <p>ICASS / ISAT ENQUIRY.</p> <p>Excel spread sheet with headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ ID of candidate ✓ Name of subject ✓ Level ✓ Mark to be approved <p>EXTERNAL ASSESSMENT ENQUIRY:</p> <ul style="list-style-type: none"> ✓ Seating Plan of candidate (s) ✓ Attendance Register ✓ Signature of candidate (s) ✓ Copy of the script (s) - L2 & L3 <p>Excel spread sheet with headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ ID of candidate ✓ Name of subject ✓ Level ✓ Mark to be approved. <p>TVET Colleges to enrol candidates timeously for the supplementary examination starting on 15 February 2019.</p> <p><u>No enquiries will be administered after 31 January 2019.</u></p>	DHET	14 – 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	1 February 2019
DHET	Re-Marking Process	Marking Centres	16 / 17 February 2019
DHET	Mop-up process: Release 1 st set of results	Examination Centres	12 February 2019
DHET	Capturing of re-marks and approval process	DHET	23 February 2019
DHET	Release results for re-marks and re-checks	Examination Centres	08 March 2019
DHET	Mop-up process: Release Final set of results	Examination Centres	08 March 2019

1.2 THE 2019 SUPPLEMENTARY EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer books for the 201811 cycle are not exempted from the onus of entering for the 201903 examination before the stipulated date in instances where the outcome of the 201811 re-mark or re-check process has not been published before the closing date for the examinations. These candidates must be entered for the Supplementary Examination pending the outcome.

There are no preliminary entry schedule processes for the supplementary examination. Examination Centres are responsible for submitting complete and accurate enrolment data. No amendment of marks will be allowed after the resulting process.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (1 st Term)		Campuses	07 January 2019
Examination Centres	Download entry forms from the DHET web –site www.tvetcolleges.co.za	Examination Centres	
Examination Centres	Closing date for registration of candidates at Examination Centres	Examination Centres	18 January
Examination Centres	Submit Candidate Entries to the DHET	DHET	22 January
DHET	Uploading of candidates registration text file into the Examination system	DHET	30 January
DHET	Examination Extracting / Printing / Packing Processes	DHET	01 - 07 February
DHET	Dispatch admission letters and written mark sheets to examination centres	Examination Centres	08 February
DHET	Examination in Session: Candidates are not allowed to write the supplementary examination if not in compliance with the requirements as per Exam Instruction 01 of 2015 and Memo 46 of 2015	Examination Centres	15 February to 15 March
DHET	Marking process (staggered model)	Marking Centres	24 February – 02 April
Exam Centres	Submission of L2 and L3 txt files to DHET for loading (Written Marks)	DHET	23 March
DHET	Uploading of L2 and L3 written marks into the DHET Examination System	DHET	29 March
Closing of TVET Colleges			15 March
Marking Centres	Submission of L4 txt files (written component) to DHET via text files for loading and mark sheets to Resulting section (written marks)	DHET	03 April
DHET	Uploading of L4 written marks into the DHET Examination System	DHET	06 April
DHET	Submit datasets for QA Approval	QA	09 April
Opening of TVET Colleges and commencement of classes (2 nd Term)			02 April
QA	QA Approval Processes	DHET	10 April
DHET	Release schedules of results electronically	Examination Centres	11 April
DHET	Dispatch statements of results	Examination Centres	23 April
Examination Centres	Closing date for application of re-marks and re-checks at examination centres	Examination Centres	02 May
Examination Centres	Management of unresolved results: Mop-up Process from 11 April 2019 to 03 May 2019	DHET	03 May 2019
All enquiries must be supported by:			

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	<ul style="list-style-type: none"> ✓ Proof of evidence ✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and propose the way forward. <p>EXTERNAL ASSESSMENT ENQUIRY:</p> <ul style="list-style-type: none"> ✓ Seating Plan of candidate (s) ✓ Attendance Register ✓ Signature of candidate (s) ✓ Copy of the script (s) - L2 & L3 <p>Excel spread sheet with headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ ID of candidate ✓ Name of subject ✓ Level ✓ Mark to be approved. <p>TVET Colleges to enrol candidates timeously for the November Examination – 31 May 2019.</p> <p><u>No enquiries will be administered after 02 May 2019.</u></p>		
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	04 May
DHET	Re-Marking Process	Marking Centres	12 – 13 May
DHET	Capturing of re-mark scores and QA approval processes	QA	18 May
DHET	Mop-up process: Release 1 st set of results	Examination Centres	21 May 2019
DHET	Release results for re-marks and re-checks	Examination Centres	25 May
DHET	Mop-up process: Release Final set of results	Examination Centres	31 May 2019

1.3 THE NOVEMBER 2019 EXAMINATIONS

Examination Centres are responsible for submitting complete and accurate enrolment data. No amendment of marks will be allowed after the resulting process.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	Staff commence at TVET Colleges (1 st Term)	Campuses	07 January
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	
Classes commence at TVET Colleges (1 st Term)			14 January
Closing of TVET Colleges			15 March
Opening of TVET Colleges and commencement of classes (2 nd Term)			02 April
Examination Centres	INTERNAL PRELIM PROCESS AT EXAMINATION CENTRES Closing date for registration of candidates at Examination Centres. 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 for text files loading.	Examination Centres	17 May
Examination Centres	Submit Candidate Entries to the DHET. Txt files to be submitted to the relevant data capturers to upload the files. DCM (Academic) to sign off on prelims.	DHET	20 May
DHET	Uploading of candidates registration text file into the Examination system	DHET	20 May – 5 June
Examination Centres	Submit the completed and signed “ Section C: State of Readiness ” 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
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS E - Mail preliminary entry schedules to Examination Centres. Candidates are not allowed to write more than seven subjects in one examination sitting (Examination Instruction 1 of 2015)	Examination Centres	21 June
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to make corrections on the Word document and submit to the relevant DHET Official in the NC (V) section. DCM (Academic) to sign off on prelims.	DHET	9 July
Closing of TVET Colleges			14 June
Opening of TVET Colleges (3 rd Term)			9 July

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Classes commence at TVET Colleges (3 rd Term)			9 July
DHET	Examination Extracting / Printing / Packing Processes	DHET	16 August
DHET	Dispatch final entry schedule, admission letters and mark sheets (ICASS, ISAT and Written) to Examination Centres.	Examination Centres	13 September
Examination Centres	Submit the completed and signed “ Section C: State of Readiness ” 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	TVET Colleges to submit request for subject clashes and concession to the DHET for approval. <u>No late submissions will be considered after 25 September</u>	DHET	25 September
Examination Centres	Examination Material Procurement 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- 13 October
Examination Centres	Submit the completed and signed “ Section B: Exam Centre Audit ” of the Compliance Tool to the DHET. [This document is to be completed ÖNCE a year by EACH campus to indicate the Campus’ readiness for examinations – which is inclusive of all Programmes at the Campus]	DHET	27 September
Closing of TVET Colleges			20 September
Opening of TVET Colleges (4 th term)			30 September
Commencement of classes (4th Term)			01 October
Examination Centres	Submit all (L2 – L4) completed ICASS and ISAT 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	28 October
DHET	Uploading of L2 – L4 (ICASS and ISAT) text files into Examination system	DHET	28 October – 30 November
DHET	Examination in Session: 25 – 30 October: (LO P2) 31 October – 30 November (All Subjects)	Examination Centres	28 October to 3 December
DHET	Marking process (staggered model)	Marking Centres	03 November – 11 December
Examination Centres	Submit (L2 - L3) written (External Assessment) marks to the DHET via txt files for loading.	DHET	05 December
TVET College Close			07 December

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Uploading of L2 – L3 (Written marks) text files into Examination system	DHET	05 December to 11 December
Marking Centres	Submit L4 written (External Assessment) marks to the DHET via txt files for loading and mark sheets to the Resulting section.	DHET	01 December – 11 December
DHET	Final Marks Capturing/Loading of L4 Written marks into the examination system	DHET	15 December
DHET	Pre standardisation	DHET/PED	To be confirmed
DHET	Standardisation and QA approval processes	DHET	19 - 28 December
DHET	Release schedule of results electronically	Examination Centres	7 January 2020