



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 191
BUSINESS LANGUAGES

2019

BUSINESS STUDIES
2019 ACADEMIC YEAR FOR BUSINESS LANGUAGES

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

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201811 cycle 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 201911 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	Create 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	Create 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 Subject Statements (NSC) Business Languages	DHET	18 March 2019

NOVEMBER 2019 EXAMINATION FOR BUSINESS STUDIES LANGUAGES

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
STAFF COMMENCES 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 FOR NSC			14 January
Examination Centres	<p>INTERNAL REGISTRATION AT TVET COLLEGES PROCESS</p> <p><i>Examination Centres are allowed to enrol candidates for First Language and Second Language of different versions. Candidates are not allowed to enrol First and Second Languages of the same version such as English First and Second Languages at the same time. Note that the examination for languages will be conducted during the November examination only.</i></p>	Examination Centres	22 February to 08 March

Examination Centres	INTERNAL PRELIM PROCESS FOR NSC LANGUAGES 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	11 March 2019
Examination Centres	Submit Candidate Entries to the DHET. Txt files to be submitted to the relevant data capturers to upload the files.	DHET	15 March 2019
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS E Mail preliminary entry schedules to Examination Centres.	Examination Centres	22 March 2019
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS FOR NSC LANGUAGES 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	03-18 April 2019
	STAFF COMMENCES AT TVET COLLEGES (2 nd SEMESTER)	Examination Centres	09 July 2019
	CLASSES COMMENCE AT TVET COLLEGES	Examination Centres	16 July 2019
DHET	Examination Extracting Processes	DHET	22 July 2019
DHET	Printing, sorting and packing process	DHET	24 July 2019
DHET	Dispatch final entry schedule, admission letters and mark sheets (ICASS and Written) to Examination Centres.	Examination Centres	29 July 2019
TVET Colleges Close			20 September
STAFF AND CLASSES COMMENCE AT TVET COLLEGES (2 ND TERM)			30 September
	TVET Colleges open (Staff) and Classes Commence		01 October

Examination Centres	Submit NSC Languages completed ICASS marks txt files to the DATA Section. 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
Examination Centres	Classes end	Examination Centres	12 November
DHET	Examination in Session	Examination Centres	20-29 November 2019
DHET	Marking process	Marking Centres	30 November - 06 December
DHET	Final Marks Capturing Process	DHET	13-15 December
TVET Colleges Close			06 December
UMALUSI	QA Approval	Umalusi	To be confirmed
DHET	Release schedule of results electronically to Examination centres	Examination Centres	7 January 2020