



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

2020

BUSINESS STUDIES

2020 ACADEMIC YEAR

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

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201911 cycle are not exempted from the onus of entering for the 202006 examination before the stipulated date in instances where the outcome of the 201911 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 202006 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 201911 results electronically	Examination Centres	07 January 2020
DHET	Create and print statements of results	DHET	07 January 2020
DHET	Sorting and packing process	DHET	9 January 2020
Staff commence at TVET Colleges (Semester 1 st)			13 January 2020
DHET	Dispatch statements of results	Examination Centres	13 January 2020
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 2020.</u></p>	DHET	31 January 2020

Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	29 January 2020
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	3 February 2020
DHET	Mop-up process: Release results electronically	Examination Centres	17 February 2020
DHET	Re-Marking Process	Marking Centres	15 - 16 February 2020
DHET	Capturing of re-marks and approval process	DHET	28 February 2020
DHET	Release results for re-marks and re-checks	Examination Centres	13 March 2020
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	13 March 2020
DHET	Create and print statements of results for amended marks	DHET	13 March 2020
DHET	Sorting and packing process	DHET	17 March 2020
DHET	Dispatch statements of results for amended marks	Examination Centres	19 March 2020
DHET	Creation of batch Certification (N4 - N6) process	DHET	24 March 2020
DHET	Sorting and packing process	DHET	26 March 2020
DHET	Dispatch certificates	Examination Centres	07 April 2020

• **THE JUNE 2020 EXAMINATIONS (SEMESTER 1)**

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201911 cycle are not exempted from the onus of entering for the 202006 examination before the stipulated date in instances where the outcome of the 201911 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 202006 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 TERM 1)			13 January
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES			20 January
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	28 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</u> file to the DHET DATA section. Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	28 February to 13 March
Examination Centres	Submit Candidate Entries to the DHET. Txt files to be submitted to the relevant data capturers to upload the files.	DHET	16 March
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	19 March
TVET College Close			20 March
STAFF AND CLASSES COMMENCE AT TVET COLLEGES (1 ST SEMESTER TERM 2)			31 March

Examination Centres	<p>PRELIMINARY ENTRY MANAGEMENT PROCESS</p> <p>Examination Centres to effect corrections on the Word document and submit to the relevant 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>	DHET	14 April
DHET	Create data sets for QP stickers	SITA	21 April
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	28 April
DHET	Examination Extracting Processes	DHET	28 April
DHET	Printing, sorting and packing process	DHET	30 April
DHET	Dispatch final entry schedule, admission letters and mark sheets (Term and Written) to Examination Centres.	Examination Centres	6 May
Examination Centres	Classes end	Examination	21 May
DHET	<p>Computer-based examinations in session – to run concurrently while classes continues.</p> <p>The following Computer Subjects will be written prior to the start of the Examination Session to complement the duration of the marking process.</p> <ul style="list-style-type: none"> • Information Processing N4: 15 May (X Paper) • Information Processing N5: 18 May (X Paper) • Computer Practice N4: 19 May (X Paper) • Computer Practice N5: 20 May (X Paper) • Computer Practice N6: 21 May (X Paper) 	Examination Centres	15 – 21 May

Examination Centres	Submit all (N4 – N6) completed ICASS / term 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	22 May
DHET	Examination in Session	Examination Centres	22 May – 12 June
Marking Centres	Submit N4 – N6 written (External Assessment) marks to the DATA section via txt files and mark sheets to the Resulting section.	DHET	24 May
DHET	Marking process (staggered / block model)	Marking Centres	23 May – 24 June
TVET Colleges Closes			12 June
DHET	Final Marks Upload / Capturing Process	DHET	29 June
Staff commence at TVET Colleges			7 July
Classes commence			13 July
DHET	Release schedule of results electronically	Examination Centres	08 July
DHET	Creation and print statements of results	DHET	08 July
DHET	Sorting and packing process	DHET	14 July
DHET	Dispatch statements of results	DHET	14 July

• **MOP-UP AND RE-MARKING PROCESSES OF THE JUNE 2020 EXAMINATIONS**

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202006 cycle are not exempted from the onus of entering for the 202011 examination before the stipulated date in instances where the outcome of the 202006 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 202011 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (SEMESTER 2 TERM 3)			07 July
Classes commence			13 July
DHET	Release schedule of the 202006 results electronically	Examination Centres	08 July
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	DHET	27 July
Examination Centres	Closing date for application of re-marks and re-checks at DHET.	Examination Centres	31 July
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 14 August.</u></p>	DHET	05 August
DHET	Re-Marking Process	Marking Centres	15 – 16 August

DHET	Capturing of re-marks and approval process	DHET	21 August
DHET	Mop-up process: Release results electronically	Examination Centres	18 August
DHET	Release results for re-marks and re-checks	Examination Centres	31 August
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	31 August
DHET	Creation and print statements of results for amended marks	DHET	31 August
DHET	Sorting and packing process	DHET	03 September
DHET	Dispatch statements of results for amended marks	Examination Centres	07 September
DHET	Creation of batch Certification (N4 - N6) process	DHET	09 September
DHET	Sorting and packing process	DHET	14 - 15 September
DHET	Dispatch certificates	Examination Centres	16 September

- **THE NOVEMBER 2020 EXAMINATIONS (SEMESTER 2)**

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202006 cycle are not exempted from the onus of entering for the 202011 examination before the stipulated date in instances where the outcome of the 202006 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 202011 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 (SEMESTER 2 TERM 1)		Examination Centres	07 July
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES		Examination Centres	13 July
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	30 July
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	30 July - 18 August
Examination Centres	Submit Candidate Entries to the DHET. Txt files to be submitted to the relevant data capturers to upload the files.	DHET	21 August
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	25 August

Examination Centres	<p>PRELIMINARY ENTRY MANAGEMENT PROCESS</p> <p>Examination Centres to effect corrections on the Word document and submit to the relevant 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>	DHET	02 September
DHET	Create data sets for QP stickers	SITA	25 September
TVET College Close			18 September
STAFF COMMENCE AT TVET COLLEGES (SEMESTER 2 TERM 2)			28 September
CLASSES COMMENCE			29 September
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 5 October</u></p>	DHET	05 October
DHET	Examination Extraction Processes	DHET	06 October
DHET	Printing, Sorting and Packing Process	DHET	13 October
Examination Centres	Dispatch final entry schedule, admission letters and mark sheets (Term and Written) to Examination Centres.	Examination Centres	15 October
Examination Centres	Classes end	Examination Centres	6 November
DHET	<p>Computer-based examinations in session - to run concurrently while class continues</p> <ul style="list-style-type: none"> • Information Processing N4 – 02 November (X Paper) • Information Processing N5 – 03 November (X Paper) • Computer Practice N4 – 04 November (X Paper) • Computer Practice N5 – 05 November (X Paper) • Computer Practice N6 – 06 November (X Paper) 	Examination Centres	2 - 6 November

Examination Centres	Submit all (N4 – N6) completed ICASS / term 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
DHET	Examination in Session	Examination Centres	9 - 30 November
DHET	Marking process (staggered model)	Marking Centres	07 November – 18 December
DHET	Final Marks Capturing Process	DHET	14 December
TVET College Close			04 December
DHET	Release schedule of results electronically to Examination centres	Examination Centres	06 January 2021