



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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## MANAGEMENT PLAN

FOR

ADMINISTRATION AND MANAGEMENT OF TECHNICAL VOCATIONAL  
EDUCATION & TRAINING EXAMINATIONS

NATED REPORT 190/1  
ENGINEERING STUDIES

2020

## ENGINEERING STUDIES

### 2020 ACADEMIC YEAR

#### 1. MOP-UP AND RE-MARKING PROCESSES OF THE NOVEMBER 2019 EXAMINATIONS

Candidates in the mop-up process and 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 202004 examination before the stipulated date.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 201911 results electronically	Examination Centres	07 January 2020
Staff commence at TVET Colleges (Trimester 1 <sup>st</sup> )			13 January
DHET	Creation and print statements of results	DHET	31 December
DHET	Sorting and packing process	DHET	10 January
DHET	Dispatch statements of results	Examination Centres	13 January
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> <li>✓ Copy of the script (s) where applicable</li> <li>✓ Copy of mark sheet (s) where applicable</li> <li>✓ Copy of the seating plan and attendance register for exams</li> <li>✓ Proof of scripts dispatched to Distribution Point / Marking Centre</li> <li>✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward</li> </ul> <p><b>FORMAT OF ENQUIRY</b></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"> <li>✓ Examination Centre Number</li> <li>✓ Examination Centre Name</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Subject code</li> <li>✓ Mark submitted via txt file</li> <li>✓ Mark to be approved</li> </ul> <p><b><u>No enquiries will be administered after 31 January 2020</u></b></p>	DHET	13-31 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	03 February
DHET	QA Processes	DHET	13 February
DHET	Mop-up process: 1 <sup>st</sup> Release marks electronically	Examination Centres	17 February
DHET	Re-Marking Process	Marking Centres	15-16 February
DHET	Capturing of re-marks and approval process	DHET	28 February
DHET	QA Processes	DHET	11 March
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	13 March

<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>	<b>LOCALITY</b>	<b>FINAL DUE DATE</b>
DHET	Release results for re-marks and re-checks	Examination Centres	13 March
DHET	Creation and print statements of results for amended marks	DHET	13 March
DHET	Sorting and packing process	DHET	19 March
DHET	Dispatch statements of results for amended marks	Examination Centres	20 March
DHET	Create batch and consolidated Certificates of candidates for QA approval	DHET	23 March
DHET	QA Approval and printing process	QA / BETA	24 March
DHET	Certificate consolidation process (Keep certificates in office until college re-opens)	DHET	23 March
DHET	QA Approval and printing process	DHET	24 March
DHET	Sorting and packing process	DHET	26 March
DHET	Dispatch certificates	Examination Centres	07 April

## 2. THE APRIL 2020 EXAMINATIONS (TRIMESTER 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 202004 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 202004 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 <sup>ST</sup> TERM)	Examination Centre	13 January
	CLASSES COMMENCE AT TVET COLLEGES	Examination Centre	20 January
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	04 February
Examination Centres	<b>INTERNAL PRELIM PROCESS</b> 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 <b>DATA section</b>  Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	04-10 February
Examination Centres	Submit Candidate Entries to the DHET DATA section	DHET	11 February
DHET	Uploading of candidates registration text file into the Examination system	DHET	11-21 February
DHET	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b>  E - Mail preliminary entry schedules to Examination Centres  Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	11-23 February
Examination Centres	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b>  Examination Centres to effect corrections on the Word document and submit to the relevant DHET <b>Resulting</b> 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	24 February
Examination Centres	TVET Colleges to submit concession applications to DHET for approval.  Concession Examples: <ul style="list-style-type: none"> <li>➤ Braille Question Paper</li> <li>➤ Large font Question Paper</li> <li>➤ Extra time to complete a paper</li> <li>➤ Scribe to read or write</li> </ul> <b><u>No late submissions will be considered after 28 February</u></b>	DHET	28 February

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
DHET	Examination Extracting Processes	DHET	16 March
DHET	Printing, sorting and packing process	DHET/BETA	19 March
DHET	Dispatch final entry schedule, admission letters and mark sheets (term and written) to Examination Centres	Examination Centres	24 March
Examination Centres	Submit all (N1 – N6) completed <b>ICASS / term marks</b> 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	30 March
DHET	Uploading of (N1-N6) Term Marks into the DHET Examination System	DHET	30 March-14 April
DHET	Drawing examinations in session – to run concurrently while classes continue.  DATE: 30 March Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper)  DATE: 30 March Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper)  DATE: 30 March Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)	Examination Centres	30 March
Examination Centres	Classes end	Examination Centres	27 March
DHET	Examination in Session	Examination Centres	30 March – 21 April
TVET Colleges Close			21 April
DHET	Staggered marking Block marking process	Marking Centres	04/11/18 April 22 April-01May
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via txt files for loading	DHET	21 April
DHET	Uploading of N1 Written Marks into the DHET Examination System	DHET	21 April
Marking Centres	Submit N2 – N6 written (External Assessment) <b>marks</b> to the <b>DATA</b> section via txt files and <u>mark sheets</u> to the <u>Resulting</u> section for filing	DHET	21 Apr-04 May
DHET	Final Marks Capturing Process	DHET	04 May
DHET	Standardisation processes	UMALUSI/QTCO	07 May
DHET	Approval of results	UMALUSI/QTCO	13 May
DHET	Release schedule of results electronically	Examination Centres	15 May

### 3. MOP-UP AND RE-MARKING PROCESSES OF THE APRIL 2020 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer books for the 202004 cycle are not exempted from the onus of entering for the 202008 examination before the stipulated date in instances where the outcome of the 202004 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 202008 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (Trimester 1 <sup>st</sup> )			13 May
DHET	Release schedule of the 202004 results electronically	Examination Centres	15 May
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> <li>✓ Copy of the script (s) where applicable</li> <li>✓ Copy of mark sheet (s) where applicable</li> <li>✓ Copy of the seating plan and attendance register for exams</li> <li>✓ Proof of scripts dispatched to Distribution Point / Marking Centre</li> <li>✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward</li> </ul> <p><b>FORMAT OF ENQUIRY</b></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"> <li>✓ Examination Centre Number</li> <li>✓ Examination Centre Name</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Subject code</li> <li>✓ Mark submitted via txt file</li> <li>✓ Mark to be approved</li> </ul> <p><b><u>No enquiries will be administered after 25 May 2020.</u></b></p>	DHET	15-25 May
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	03 June
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	08 June
DHET	QA Processes	DHET	18 June
DHET	Mop-up process: 1 <sup>st</sup> Release of marks electronically	Examination Centres	22 June
DHET	Re-Marking Process	Marking Centres	20-21 June
DHET	Capturing of re-marks and approval process	DHET	26 June
DHET	QA processes (mop-up and remarks)	DHET	01 July
DHET	Release results for re-marks and re-checks	Examination Centres	03 July
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	03 July
DHET	Create and print statements of results for amended marks	QA / BETA	03 July
DHET	Sorting and packing process	DHET	10 July

<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>	<b>LOCALITY</b>	<b>FINAL DUE DATE</b>
DHET	Dispatch statements of results for amended marks	Examination Centres	13 July
DHET	Create batch Certificates	DHET	20 July
DHET	QA Approval and printing process	QA / BETA	20 July
	Certificate consolidation	DHET	24 July
	QA Approval and printing process		24 July
DHET	Sorting and packing process	DHET	28 July
DHET	Dispatch certificates	Examination Centres	31 July

#### 4. AUGUST 2020 EXAMINATIONS (TRIMESTER 2)

*Candidates applying for the re-marking or re-checking of examination answer books for the 202004 cycle are not exempted from the onus of entering for the 202008 examination before the stipulated date in instances where the outcome of the 202004 re-mark or re-check process has not been published before the closing date for the examinations.*

These candidates must be entered for the 202008 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	04 May
	CLASSES COMMENCE AT TVET COLLEGES	Examination Centre	11 May
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	22 May
Examination Centres	<b>INTERNAL PRELIM PROCESS</b> 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 <b>DATA section</b> .  Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	22-26 May
Examination Centres	Submit Candidate Entries to the DHET DATA section	DHET	27 May
DHET	Uploading of candidates registration text file into the Examination system	DHET	27May-5 June
DHET	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b> 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 May-10 June
Examination Centres	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b> Examination Centres to effect corrections on the Word document and submit to the relevant DHET <b>Resulting</b> 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 May -15 June
DHET	Request for stickers and packing labels	DHET	17 June
Examination Centres	TVET Colleges to submit concession applications to DHET for approval.  Concession Examples: ➤ Braille Question Paper ➤ Large font Question Paper ➤ Extra time to complete a paper ➤ Scribe to read or write  <b><u>No late submissions will be considered after 19 June</u></b>	DHET	19 June



RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
DHET	Examination Extracting Processes	DHET	22 June
DHET	Printing, sorting and packing process	DHET	30 June
DHET	Dispatch final entry schedule, admission letters and mark sheets (term and written) to Examination Centres.	Examination Centres	06 July
Examination Centres	Submit all (N1 – N6) completed <b>ICASS / term marks</b> txt files to the <b>DATA</b> 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	20 July
DHET	Uploading of N1-N6 Term marks text file into the Examination system	DHET	20 July- 13 August
DHET	Drawing examinations in session – to run concurrently while classes continue.  DATE: 20 July Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper)  DATE: 20 July Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper)  DATE: 20 July Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)	Examination Centres	20 July
Examination Centres	Classes end	Examination Centres	17 July
DHET	Examination in Session	Examination Centres	20 July – 07 August
	TVET Colleges Close		07 August
DHET	Staggered marking Block marking process	Marking Centres	25 July-1 Aug 08-17 Aug
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via txt files for loading	DHET	07 August
DHET	Uploading of N1 Written marks text file into the Examination system	DHET	07 August
Marking Centres	Submit N2 – N6 written (External Assessment) <b>marks</b> to the <b>DATA</b> section via txt files and <u>mark sheets</u> to the <u>Resulting</u> section for filing	DHET	07-20 August
DHET	Final Marks Capturing Process	DHET	20 August
DHET	Standardisation processes	UMALUSI/QTCO	26 August
DHET	Approval of Results	UMALUSI/QTCO	04 September
DHET	Release schedule of results electronically to Examination Centres	Examination Centres	08 September

## 5. MOP-UP AND RE-MARKING PROCESSES OF THE AUGUST 2020 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer books for the 202008 cycle are not exempted from the onus of entering for the 202011 examination before the stipulated date in instances where the outcome of the 202008 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 202011 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	Staff commence at TVET Colleges (Trimester 3)		02 September
DHET	Release schedule of the 202008 results electronically	Examination Centres	08 September
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> <li>✓ Copy of the script (s) where applicable</li> <li>✓ Copy of mark sheet (s) where applicable</li> <li>✓ Copy of the seating plan and attendance register for exams</li> <li>✓ Proof of scripts dispatched to Distribution Point / Marking Centre</li> <li>✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward</li> </ul> <p><b>FORMAT OF ENQUIRY.</b></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"> <li>✓ Examination Centre Number</li> <li>✓ Examination Centre Name</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Subject code</li> <li>✓ Mark submitted via txt file</li> <li>✓ Mark to be approved</li> </ul> <p><b><u>No enquiries will be administered after 23 September</u></b></p>	DHET	08-23 September
Examination Centres	Closing date for application of re-marks and re-checks at Examination Centres.	Examination Centres	23 September
Examination Centres	Closing date for application of re-marks and re-checks at DHET.	DHET	30 September
DHET	Re-Marking Process	Marking Centres	10-11 October
DHET	QA Processes	DHET	12 October
DHET	Mop-up process: 1 <sup>st</sup> Release of marks electronically	Examination Centres	14 October
DHET	Capture re-marks and approval process	Examination Centres	16 October
DHET	QA processes (mop-up and remarks)	DHET	21 October
DHET	Release the re-marks and re-checks results electronically	Examination Centres	23 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	23 October

<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>	<b>LOCALITY</b>	<b>FINAL DUE DATE</b>
DHET	Sorting and packing process	DHET	29 October
DHET	Dispatch statements of results for amended marks	Examination Centres	30 October
DHET	Create batch Certificates	DHET	05 November
DHET	QA Approval and printing process	QA / BETA	09 November
DHET	Certificate Consolidation	DHET	16 November
	QA Approval and printing process	DHET	18 November
DHET	Sorting and packing process	DHET	20 November
DHET	Dispatch certificates	Examination Centres	24 November

## 6. THE NOVEMBER 2020 EXAMINATIONS (TRIMESTER 3)

*Candidates applying for the re-marking or re-checking of examination answer books for the 202008 cycle are not exempted from the onus of entering for the 202011 examination before the stipulated date in instances where the outcome of the 202008 re-mark or re-check process has not been published before the closing date for the examinations.*

These candidates must be entered for the 202011 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	02 September
	CLASSES COMMENCE AT TVET COLLEGES	Examination Centre	07 September
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	16 September
Examination Centres	<b>INTERNAL PRELIM PROCESS</b> 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 <b>DATA section</b> .  Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	16 Sept – 23 Sept
Examination Centres	Submit Candidate Entries to the DHET <b>DATA</b> section	DHET	23 September
DHET	Uploading of candidates registration text file into the Examination system	DHET	23 September-09 October
DHET	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b> E - Mail preliminary entry schedules to Examination Centres.  Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	23 September-09 October
Examination Centres	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b>  Examination Centres to effect corrections on the Word document and submit to the relevant DHET <b>Resulting</b> 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	28 September-16 October
DHET	Request for stickers and packing labels	DHET	12 October
DHET	Examination Extracting Processes	DHET	28 October
DHET	Printing, sorting and packing process	DHET	02 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 concession applications to DHET for approval.</p> <p>Concession Examples:</p> <ul style="list-style-type: none"> <li>➤ Braille Question Paper</li> <li>➤ Large font Question Paper</li> <li>➤ Extra time to complete a paper</li> <li>➤ Scribe to read or write</li> </ul> <p><b><u>No late submissions will be considered after 16 October</u></b></p>	DHET	16 October
Examination Centres	Classes end	Examination Centres	13 November
Examination Centres	<p>Submit all (N1 – N6) completed <b>ICASS / term marks</b> txt files to the <b>DATA</b> 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	16-30 November
DHET	<p>Drawing examinations in session – to run concurrently while classes continue.</p> <p>DATE: 16 November Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper)</p> <p>DATE: 16 November Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper)</p> <p>DATE: 16 November Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)</p>	Examination Centres	16 November
DHET	Examination in Session	Examination Centres	16 November to 04 December
	TVET Colleges Close		04 December
DHET	Staggered marking process Block Marking process	Marking Centres	21 Nov and 28 Nov 5-14 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	01-11 December
Marking Centres	Submit N2 – N6 written (External Assessment) <b>marks</b> to the <b>DATA</b> section via txt files and <u>mark sheets</u> to the <u>Resulting</u> section for filing	DHET	01-14 December
DHET	Final Marks Capturing Process	DHET	14 December
DHET	Standardisation Processes	DHET	18 December
DHET	Approval of Results	UMALUSI/QCTO	29 December
DHET	Release schedule of results electronically to Examination Centres	Examination Centres	06 January 2021

