



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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## MANAGEMENT PLAN

FOR

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

NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

2020

# 1. WRITTEN EXAMINATIONS: NQF LEVEL 2 - 4

## 1.1 WRAP-UP PROCESS OF THE NOVEMBER 2019 EXAMINATIONS

	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 201911 results electronically	Examination Centres	7 January 2020
DHET	Create Statements of Results		7 January 2020
DHET	Printing, Sorting, packing of SOR's		10 January 2020
DHET	Dispatching of SOR's		13 January 2020
Staff commence at TVET Colleges (1 <sup>st</sup> Term)			13 January 2020
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"> <li>✓ Proof of evidence</li> <li>✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and propose the way forward.</li> </ul> <p>The following requirements are mandatory:</p> <p><b>ICASS / ISAT ENQUIRY.</b></p> <p>Excel spread sheet with headings:</p> <ul style="list-style-type: none"> <li>✓ Examination Centre Number</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Level</li> <li>✓ Mark to be approved</li> </ul> <p><b>EXTERNAL ASSESSMENT ENQUIRY:</b></p> <ul style="list-style-type: none"> <li>✓ Seating Plan of candidate (s)</li> <li>✓ Attendance Register</li> <li>✓ Signature of candidate (s)</li> <li>✓ Copy of the script (s) - L2 &amp; L3</li> </ul> <p>Excel spread sheet with headings:</p> <ul style="list-style-type: none"> <li>✓ Examination Centre Number</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Level</li> <li>✓ Mark to be approved.</li> </ul> <p>TVET Colleges to enrol candidates timeously for the supplementary examination starting on 17 February 2020.</p> <p><b><u>No enquiries will be administered after 31 January 2020.</u></b></p>	DHET	13 – 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	QA approval process	Umalusi	10 February 2020
DHET	Mop-up process: Release 1 <sup>st</sup> set of results	Examination centres	12 February 2020

	<b>ACTIVITY</b>	<b>LOCALITY</b>	<b>FINAL DUE DATE</b>
DHET	Create updated SOR's		12 February 2020
DHET	Printing, sorting packing and distribution of updated SOR's		14 February 2020
DHET	Re-Marking Process	Marking Centres	15/16 February 2020
DHET	Capturing of re-marks and approval process	DHET	11 March 2020
DHET	Release results for re-marks and re-checks	Examination Centres	13 March 2020
DHET	Mop-up process: Release Final set of results	Examination Centres	13 March 2020
DHET	Create Statements of Results	DHET	13 March 2020
DHET	Printing, sorting, packing and distribution	Examination centres	17 March 2020
DHET	Create first issue certificates per level	Umalusi	17-31 March 2020
DHET	Submit electronically to QA per level for approval	Umalusi	17-31 March 2020
DHET	Receive printed certificates, sorting, packing	DHET	3 April 2020
DHET	Distribution of certificates for 201911	Examination Centres	14 April 2020

## 1.2 THE 2020 SUPPLEMENTARY EXAMINATIONS

**Candidates applying for the re-marking or re-checking of examination answer books for the 201911 cycle are not exempted from the onus of entering for the 202003 examination before the stipulated date in instances where the outcome of the 201911 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 <sup>st</sup> Term)		Campuses	13 January 2020
Examination Centres	Download entry forms from the DHET web –site <a href="http://www.tvetcolleges.co.za">www.tvetcolleges.co.za</a>	Examination Centres	
Examination Centres	Closing date for registration of candidates at Examination Centres	Examination Centres	17 January 2020
Examination Centres	Submit Candidate Entries to the DHET	DHET	20 January 2020
DHET	Up-load Entries received from Examination Centres	DHET	20-24 January 2020
DHET	Extracting for printing of question papers	DHET	27 January 2020
DHET	Examination Extracting / Printing / Packing Processes	DHET	03 February 2020
DHET	Dispatch admission letters and written mark sheets to examination centres	Examination Centres	05 February 2020
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	17 February to 16 March 2020
DHET	Marking process (staggered model)	Marking Centres	22February – 30 March 2020
Exam Centres	Submission of L2 and L3 txt files to data section to upload (Written Marks)	DHET	23 March 2020
DHET	Uploading of L2 and L3 txt files (Written Marks)		23-30 March 2020
Closing of TVET Colleges			20 March 2020
Opening of TVET Colleges and commencement of classes (2 <sup>nd</sup> Term)			31 March 2020
Marking Centres	Submission of L4 txt files (written component) to data section and mark sheets to Resulting section (written marks)	DHET	03 April 2020
DHET	Upload L4 Marks	DHET	03-06 April 2020
DHET	Submit datasets for QA Approval	QA	09 April 2020
QA	QA Approval Processes	DHET	10 April 2020
DHET	Release schedules of results electronically	Examination Centres	15 April 2020
DHET	Dispatch statements of results	Examination Centres	20 April 2020
Examination Centres	Closing date for application of re-marks and re-checks at examination centres	Examination Centres	29 April 2020
Examination centres	Closing date for submission of remarks and rechecks to DHET	DHET	4 May 2020

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	<p>Management of unresolved results: Mop-up Process from 21 April 2020 to 4 May 2020</p> <p>All enquiries must be supported by:</p> <ul style="list-style-type: none"> <li>✓ Proof of evidence</li> <li>✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and propose the way forward.</li> </ul> <p><b>EXTERNAL ASSESSMENT ENQUIRY:</b></p> <ul style="list-style-type: none"> <li>✓ Seating Plan of candidate (s)</li> <li>✓ Attendance Register</li> <li>✓ Signature of candidate (s)</li> <li>✓ Copy of the script (s) - L2 &amp; L3</li> </ul> <p>Excel spread sheet with headings:</p> <ul style="list-style-type: none"> <li>✓ Examination Centre Number</li> <li>✓ ID of candidate</li> <li>✓ Name of subject</li> <li>✓ Level</li> <li>✓ Mark to be approved.</li> </ul> <p>TVET Colleges to enrol candidates timeously for the November Examination – 29 May 2020.</p> <p><b><u>No enquiries will be administered after 04 May 2020.</u></b></p>	DHET	04 May 2020
DHET	Submit to QA for approval	Umalusi	11 May 2020
DHET	Mop-up process: Release 1 <sup>st</sup> set of Results	Examination centres	13 May 2020
DHET	Create Statements of Results for mop-up		
DHET	Receive, sort, pack and distribute SOR	Examination centres	15 May 2020
DHET	Re-Marking Process	Marking Centres	16-17 May 2020
DHET	Capturing of re-mark scores and QA approval processes	QA	22 May 2020
DHET	Submit to QA	QA	25 May 2020
DHET	Release results for re-marks and re-checks	Examination Centres	29 May 2020
DHET	Mop-up process: Release Final set of results	Examination centres	29 May 2020
DHET	Create updated Statements of Results		29 May 2020
DHET	Printing, sorting, packing and distribution	Examination centres	2 June 2020
DHET	Consolidate November with supplementary records Create consolidated certificates and submit to QA per level	Umalusi	4 – 19 June 2020
DHET	Receive, sort, pack and distribute certificates	Examination centres	22-30 June 2020
DHET	Consolidate records across all previous exam cycles, per level		1 July 2020
DHET	Submit to QA for approval and printing per level	QA	1-10 July 2020
DHET	Receive consolidated certificates, sort, pack and distribute	Examination centres	13-31 July 2020

### 1.3 THE NOVEMBER 2020 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 <sup>st</sup> Term)		Campuses	13 January 2020
Examination Centres	Download entry forms from the DHET website <a href="http://www.tvetcolleges.co.za">www.tvetcolleges.co.za</a>	Examination Centres	
Classes commence at TVET Colleges (1 <sup>st</sup> Term)			20 January 2020
Closing of TVET Colleges			20 March 2020
Opening of TVET Colleges and commencement of classes (2 <sup>nd</sup> Term)			31 March 2020
Examination Centres	<b>INTERNAL PRELIM PROCESS AT EXAMINATION CENTRES</b>  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 DATA section.	Examination Centres	15 May 2020
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	18 May 2020
DHET	Uploading of candidates registration txt files into the Examination System	DHET	18 May – 4 June 2020
Closing of TVET Colleges			12 June 2020
Opening of TVET Colleges and commencement of classes (3 <sup>rd</sup> Term)			7 July 2020
DHET	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b>  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	5 June 17 July 2020
Examination Centres	<b>PRELIMINARY ENTRY MANAGEMENT PROCESS</b>  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	17 July 2020
DHET	Examination Extracting / Printing / Packing Processes	DHET	17 August 2020
Closing of TVET colleges			18 September 2020

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	TVET Colleges to submit request for subject clashes and concession to the DHET for approval.  <b><u>No late submissions will be considered after 25 September</u></b>	DHET	28 September 2020
Opening of TVET Colleges (4 <sup>th</sup> term)			28 September 2020
Commencement of classes (4th Term)			29 September 2020
Examination Centres	Submit all (L2 – L4) completed <b>ICASS and ISAT</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	26 October – 20 November 2020
DHET	Examination in Session:  26 – 30 October: (LO P2) 2 November – 1 December (All Subjects)	Examination Centres	26 October to 1 December 2020
DHET	Marking process (staggered model)	Marking Centres	31 October – 14 December 2020
Examination Centres	Submit L2 / L3 written (External Assessment) marks to the DHET via txt files – DATA section.	DHET	04-14 December 2020
TVET Colleges Close			04 December 2020
Marking Centres	Submit L4 written (External Assessment) marks to the DATA section via txt files and mark sheets to the Resulting section.	DHET	14 December 2020
DHET	Final Marks Capturing Process	DHET	15 December 2020
DHET	Pre standardisation	DHET/PED	19 December 2020
DHET	Standardisation meeting	Umalusi	20 December 2020
DHET	Standardisation and QA approval processes	DHET	21-29 December 2020
DHET	Release schedule of results electronically	Examination Centres	6 January 2021
DHET	Create Statements of Results		6 January 2021