



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

2020

BUSINESS STUDIES

2020 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	07 January 2020
DHET	Create and print statements of results	DHET	07 January 2020
DHET	Sorting and packing process	DHET	09 January 2020
DHET	Dispatch statements of results	DHET	13 January 2020
Examination Centres	Staff commence at TVET Colleges (Semester 1 st)	DHET	13 January 2020
Examination Centres	Classes Commence	Examination Centres	20 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	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 UMALUSI	Closing date for application of re-marks and re-checks at the DHET. QA Data Approval	DHET UMALUSI	03 February 2020 13 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
UMALUSI	QA Data Approval	UMALUSI	11 March 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	19 March 2020
DHET	Dispatch statements of results for amended marks	Examination Centres	23 March 2020
DHET	Creation of batch Subject Statements (NSC) Business Languages (Subject certificates)	DHET	30 March 2020

NOVEMBER 2020 EXAMINATION FOR BUSINESS STUDIES LANGUAGES

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
STAFF COMMENCES AT TVET COLLEGES (1 ST SEMESTER)			13 January 2020
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES FOR NSC			20 January 2020
Examination Centres	<p>INTERNAL REGISTRATION AT TVET COLLEGES PROCESS</p> <p>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.</p> <p>Note that the examination for languages will be conducted during the November examination only.</p>	Examination Centres	20 February to 09 March 2020
Examination Centres	<p>INTERNAL PRELIM PROCESS FOR NSC LANGUAGES</p> <p>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.</p> <p>Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table</p>	Examination Centres	11 March 2020
Examination Centres	<p>Submit Candidate Entries to the DHET.</p> <p>Txt files to be submitted to the relevant data capturers to upload the files.</p>	DHET	16 March 2020
DHET	<p>PRELIMINARY ENTRY MANAGEMENT PROCESS</p> <p>E – Mail preliminary entry schedules to Examination Centres.</p>	Examination Centres	23 March 2020
Examination Centres	<p>PRELIMINARY ENTRY MANAGEMENT PROCESS FOR NSC LANGUAGES</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	03-17 April 2020

	<i>STAFF COMMENCES AT TVET COLLEGES (2nd SEMESTER)</i>	<i>Examination Centres</i>	07 July 2020
	<i>CLASSES COMMENCE AT TVET COLLEGES</i>	<i>Examination Centres</i>	13 July 2020
DHET	Stickers printing	DHET	25 September 2020
DHET	Examination Extracting Processes	DHET	06 October 2020
DHET	Printing, sorting and packing process	DHET	13 October 2020
DHET	Dispatch final entry schedule, admission letters and mark sheets (ICASS and Written) to Examination Centres.	Examination Centres	15 October 2020
TVET Colleges close			
(2 ND TERM)			
	<u>TVET College open (Staff Commence)</u>		<u>28 September 2020</u>
<u>Examination Centres</u>	<u>Classes Commence</u>	<u>Examination centre</u>	<u>29 September 2020</u>
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 2020
Examination Centres	Classes end	Examination Centres	06 November
DHET	Examination in Session	Examination Centres	09-30 November 2020
DHET	Marking process (Staggered &Block)	Marking Centres	05 -14 December 2020
DHET	Final Marks Capturing Process	DHET	-14 December 2020
TVET College Close			04 December
UMALUSI	QA Approval	Umalusi	18 December 2020
DHET	Release schedule of results electronically to Examination centres	Examination Centres	6 January 2021