



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

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**TO: EXAMINATION CENTRES
CAMPUS MANAGERS**

MEMORANDUM NO 19 OF 2009

Dear Sir / Madam

1. NOVEMBER 2009 EXAMINATION: NC (V) QUESTION PAPERS

Please contact the following officials in the event of a shortage of any NC (V) Question papers:

Ms Mariëtte Swanepoel: (012) 312 – 6015 / Swanepoel.m@doe.gov.za
Ms Celia de Beer: (012) 312 – 6015 / debeer.ca@doe.gov.za
Ms Michelle Malherbe: (012) 312 – 5861 / malherbe.m@doe.gov.za

2. MARK SHEETS

All mark sheets need to be completed and no blank spaces or tippex are allowed on the mark sheets. The mark sheets must either reflect a 999 indicator for candidates who are absent or have a mark in the appropriate column.

All original mark sheets (NVC L2 – L3) must accompany the marked scripts to the DoE.

All original mark sheets (NCV L4) must accompany the unmarked scripts to the Marking Centre at the following address:

Coastal KZN FET - Umbumbulu Campus
50051 Old Main Road
KwaMakhuta
4126

Contact Person: Ms Mary Smith

Tel: 031-9057000
Fax: 031-9051399
Cell: 083 652 4984
E-mail: mary@coastalkzn.co.za

For the NC (V) ICASS component a 999 indicator must be used to indicate that the candidate was absent for this component.

No additional hand written entries on the computer generated marks sheets are allowed.

3. ELECTRONIC TRANSFER OF MARKS: NC (V) L2 & L3 SCRIPTS

All marks of the NC (V) L2 and L3 scripts must be submitted to the DoE electronically as soon as marking is completed (at the latest within seven days after the subject was written). Send all electronic marks to the following officials:

Ms Sharon Harmse: harmse.s@doe.gov.za

Mr Jerome Bukes: bukes.j@doe.gov.za

Ms Hannie Venter: venter.h@doe.gov.za

4. IRREGULARITIES

Report all examination irregularities on a daily basis per College (**not per Campus**) to the DoE for the attention of Mr John Nkabinde. Please fax reports to:

- (012) 328 – 2620 (General Studies Section)
- (012) 312 – 5804 (NCV Section)
- (012) 323 – 0170 (Natural Sciences Studies Section)

A nil report is required if no irregularities occurred.

5. ELECTRONIC TRANSFER OF ENTRIES / MARKS (2010)

As from 2010 the following must be submitted electronically to the DoE:

- Report 191 entries (with the exception of the Government Certificate of Competency);
- NC(V) L2 – L4 entries;
- Report 191 year/term marks;
- NC (V) L2 – L4 ISAT marks;
- NC (V) L2 – L4 ICASS marks;
- NC (V) L2 and NC (V) L3 examination marks.

It is therefore a requirement that all Examination Centres must have E-mail facilities.

All the above mentioned electronic entries / marks must be forwarded to the following officials:

Ms Sharon Harmse: harmse.s@doe.gov.za

Mr Jerome Bukes: bukes.j@doe.gov.za

Ms Hannie Venter: venter.h@doe.gov.za

Kind regards

Pierre de Villiers

CES: Resulting and Certification (FET College Examinations)

Date: 21 October 2009