



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 22 OF 2009

Dear Sir / Madam

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

This memorandum refers to paragraph 3 of Memorandum No 19 of 2009.

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 has been written). Submission of electronic marks can be made 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

Please note that:

- Prior to the electronic submission of these marks to the DoE, examination centres must have obtained approval from their service provider to ensure that the examination structure was programmatically upgraded. Please take note that **only** the following structural codes should be used:
 - ✓ EB = ICASS mark
 - ✓ CC = ISAT Mark
 - ✓ AC = Written Examination
- Marks submitted electronically must be done per centre and **not** per subject.
- Note that: In the case of paper 1 and 2, marks need to be submitted separately.
- Notwithstanding the electronic submission of marks, the original mark sheets clearly indicating that the marks have already been submitted electronically must be sent to the DoE.
- Labels these mark sheets as **"ELECTRONICALLY SUBMITTED"** in capital letters on the mark sheet to ensure that the DoE data capturers can identify which marks need to be captured manually and which were sent electronically.
- All electronically submitted marks must be at the DoE by 30 November 2009.

Kind regards

N POTE

DIRECTOR: FET EXAMINATIONS AND ASSESSMENT (FET COLLEGES & ABET)

DATE: 28 OCTOBER 2009