



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

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TO: FET COLLEGES ADVISORY COMMITTEE (ADCOM)
UMALUSI
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
CAMPUS MANAGERS
SOUTH AFRICAN COLLEGE PRINCIPALS ORGANISATION (SACPO)

EXAMINATION INSTRUCTION NO 18 OF 2008

FET EXAMINATIONS & ASSESSMENT: COLLEGES NC (V) 2009/2010 MANAGEMENT PLAN

As stipulated in section 15 of the *National Policy on the Conduct, Administration and Management of the Assessment of the National Certificates (Vocational)* as promulgated in Government Gazette 30287 of 12 September 2007, the Department of Education is responsible for the compilation of a detailed management plan regarding the management and administration of FET College examinations.

Attached please find the management plan for 2009/10.

You are kindly requested to adhere to the time frames stipulated in the plan to facilitate the timely completion of all processes. Failure to submit information on the stipulated due dates will compromise the administration of FET College examinations and be viewed in a very serious light.



SNP SISHI

CHIEF DIRECTOR: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

DATE: 2009 ———— 11 ———— 11



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REPUBLIC OF SOUTH AFRICA

FET EXAMINATIONS & ASSESSMENT: COLLEGES

NATIONAL CERTIFICATES (VOCATIONAL)

MANAGEMENT PLAN

2009/10

INTRODUCTION

The National Certificate (Vocational) [NC (V)] qualification comprises a written examination component and a site-based assessment component per subject for the 7 subjects offered by candidates per level. This management plan addresses the administration and conduct of written examinations and site-based assessment for the 2009 and 2010 academic years as activities relevant to both falls within the 2009/10 financial period.

WRITTEN EXAMINATION: NQF LEVELS 2-4

The NC (V) examinations consist of two written examination sessions per level per academic year: the November examinations and the supplementary examinations which follow on the November examinations of the previous academic year. The Department of Education is responsible for the administration and conduct of all NC(V) examination processes in consultation with and support from provinces and colleges.

SITE-BASED ASSESSMENT: NQF LEVELS 2, 3 & 4

Site-based assessment in the NC (V) comprises both ICASS and ISAT tasks in the vocational subjects and ICASS tasks only in the fundamental subjects. The Department of Education is responsible for the monitoring and moderation all NC (V) site-based assessment in consultation with and support from provinces and colleges.

The tables below provide an indication of the responsible parties, activities, localities and dates relevant to the NC (V) written examination and site-based assessment processes.

2009 ACADEMIC YEAR

1. WRITTEN EXAMINATION: NQF LEVELS 2-4

1.1 NOVEMBER 2009 EXAMINATIONS: NQF LEVELS 2, 3 & 4			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DoE	- Exam papers set and internally moderated - Formatting and editing	DoE	January – June 2009
DoE	Dispatch entry forms to Colleges	DoE	02 February 2009
Examination Centres	Closing date for the registration	DoE	17 April 2009
DoE	Capturing / download of data	DoE	31 March to 30 April 2009
DoE	Dispatch first preliminary schedules	Examination Centres	06 May 2009
DoE	Dispatch examination timetable	Examination Centres	15 May 2009
Examination Centres	Closing date for receipt of first amended preliminary schedules	DoE	29 May 2009
DoE	Dispatch exemplar question papers (NQF Level 4)	Examination Centres	31 May 2009
DoE PEDs & Examination Centres	- Finalise marking plan for Level 4 - Submit marking plans for Levels 2 and 3	DoE	31 May 2009
DoE & PEDs	Identification of marking centres	Province	31 May 2009
Umalusi	- External moderation of question papers - Formatting and editing	Umalusi DoE	May – July 2009
DoE	Dispatch examination instruction regarding appointment of markers and application forms to colleges	Examination Centres / PEDs	15 June 2009
DoE	Dispatch second preliminary schedules to FET Colleges	Examination Centres	15 June 2009

1.1 NOVEMBER 2009 EXAMINATIONS: NQF LEVELS 2, 3 & 4			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DoE	Closing date for receipt of applications for markers	Examination Centres / PEDs	30 June 2009
Examination Centres	Closing date for receipt of second amended preliminary schedules	DoE	03 July 2009
DoE	Dispatch information on number of markers to be recruited to PEDs	PEDs	31 July 2009
DoE	Dispatch mark sheets, admission permits, final entry schedules and address books	Examination Centres	14 August 2009
DoE & PEDs	Appointment of marking centre officials / markers	DoE / PED	31 August 2009
DoE	Production: Printing and packing of question papers	DoE	June – September 2009
DoE	Production: Dispatch of question papers	DoE	October 2009
DoE	Dispatch MCM requirements	Marking Centres	06 October 2009
DoE	Dispatch Question Papers to FET Colleges	Examination Centres	16 October 2009
EXAM CENTRES	Receipt of ISAT / ICASS mark sheets	DoE	23 October 2009
DoE	Examinations in session	Examination Centres	26 October to 24 November 2009
DoE & PEDs	- Monitor examination and marking process - Verify moderation process	Examination Centres and Marking Centres	26 October to 24 November 2009
DoE	NC(V) Marking	Marking Centres	06 November to 05 December 2009
MCM	Submit scripts and completed mark sheets	DoE	07 December 2009
DoE & PEDs	Pre-Standardisation Meeting	DoE	17 December 2009
DoE & UMALUSI	Standardisation Meeting	UMALUSI	18 December 2009
DoE	Distribute the schedule of the November 2009 results	Examination Centres	24 December 2009 Embargoed: 31 December 2009
DoE	Distribute the statement of results	Examination Centres	13 January 2010
Examination Centres	Closing date for application to re-mark and re-check	DoE	01 February 2010
DoE Umalusi	- Distribution of Certificates: L2 - L3 - Distribution of Certificates: L4	Examination Centres	30 April 2010

1.2 2010 SUPPLEMENTARY EXAMINATIONS: NQF LEVELS 2, 3 & 4			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DoE	- Exam papers set and internally moderated - Formatting and editing	DoE	31 August 2009
Umalusi	- External moderation - Formatting and editing	Umalusi DoE	15 November 2009 15 December 2009
DoE	Distribute entry forms for the supplementary examinations to colleges	Examination Centres	13 January 2010
DoE	Production: Printing of question papers	DoE	December 2009 – January 2010
Examination Centres	Closing date for registration	DoE	18 January 2010
DoE	Capture/download examination entries	DoE	20 - 26 January 2010
DoE	Establish Marking Centres and appoint Marking Officials	Marking Centres	29 January 2010
DoE	Production: Packing of question papers	DoE	28 Jan. – 05 February 2010
DoE	Dispatch Mark Sheets	Examination Centres	05 February 2010
DoE	Production: Dispatch question papers	Examination Centres	12 February 2010
DoE	Transfer the ISAT/ ICASS marks from the November 2009 Examinations	DoE	10 February 2010
DoE	Examinations in session	Examination Centres	16 Feb. 2010 – 19 March 2010
DoE	- Monitor examination and marking processes - Verify moderation process	Examination - & Marking Centres	16 Feb. 2010 – 19 March 2010
DoE	Marking	Marking Centres	17 Feb. – 26 March 2010
MCM	Submit scripts and completed final mark sheets to DoE	DoE	31 March 2010
DoE	Publish and dispatch results to FET Colleges	DoE	16 April 2010
DoE	Closing date for re-marks and re-checks	Examination Centres	17 May 2010
DoE Umalusi	- Distribution of Certificates: L2 - L3 - Distribution of Certificates: L4	Examination Centres	30 July 2010

2. SITE-BASED ASSESSMENT: NQF LEVELS 2, 3 & 4

2.1 ICASS & ISAT			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	- Facilitate teaching, learning and assessment - Administer site-based assessment	Examination Centres	15 January 2009 to 30 September 2009
DoE	Dispatch ISAT tasks (NQF Levels 2-4)	Examination Centres	16 April 2009
DoE & PEDs	Finalise ICASS and ISAT monitoring and moderation plan	DoE	15 May 2009
Examination Centres	Submit ICASS and ISAT moderation plan	DoE	31 May 2009
DoE	Appoint internal moderators	DoE	30 June 2009
DoE	Dispatch ICASS and ISAT mark sheets	Examination Centres	14 August 2009
Examination Centres	- Complete ISAT tasks - Complete ICASS tasks	Examination Centres	30 September 2009
DoE	Dispatch ISAT tasks (NQF Level 2 for 2010)	Examination Centres	30 October 2009
Examination Centres	INTERNAL MODERATION - Moderate at least 10% of all marked ICASS tasks - Report on internal moderation to DoE	Moderation Committee at College level	01 – 09 October 2009
PEDs	PROVINCIAL MONITORING - Monitor ICASS and ISAT - Prepare sample portfolios for DoE Moderation	Centralised Moderation Venues	Ongoing 12 – 16 October 2009
DoE	DoE MODERATION - ISAT - Sample moderation of ICASS	Centralised Moderation Venues	Ongoing 16 – 18 October 2009
UMALUSI	EXTERNAL MODERATION - ISAT - Sample moderation of ICASS	Centralised Moderation Venues	Ongoing 23 – 25 October 2009
Examination Centres	Submit ISAT & ICASS marks and mark sheets	DoE	26 October 2009

2010 ACADEMIC YEAR

1. WRITTEN EXAMINATION: NQF LEVELS 2-4

1.1 NOVEMBER 2010 EXAMINATIONS: NQF LEVELS 2, 3 & 4			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DoE	Release examination timetable	Examination Centres	13 November 2009
DoE	- Question papers set and internally moderated - Formatting and editing	DoE	31 March 2010
Examination Centres	Closing date for the registration	DoE	30 April 2010
DoE	Capture/download of Examination Entries	DoE	30 April 2010 – 09 June 2010
Umalusi	- External moderation of question papers - Formatting and editing	Umalusi DoE	31 May 2010
DoE	Dispatch first and FINAL preliminary schedules	Examination Centres	01 June 2010
DoE	Production: Printing and packing of question papers	DoE	June – September 2010
Examination Centres	Closing date for receipt of first and FINAL amended preliminary schedules	DoE	13 July 2010
DoE	Correction of Examination Entries	DoE	23 July 2009 – 06 August 2009
DoE	Extracting Process	DoE	10 August 2009
DoE	Production Line; Packing of question Papers	DoE	16 August 2010 – 30 September 2010
DoE	Pack & dispatch mark sheets, admission permits, final entry schedules and address books	Examination Centres	13 August 2010
DoE	Identification of marking centres	Colleges / DoE	30 August 2010
DoE	Production: Dispatch of question papers	DoE	October 2010
DoE	Appointment of Marking Centre Officials	Colleges / DoE	30 September 2010
DoE	Dispatch MCM requirements	Marking Centres	06 October 2010
DoE	Dispatch mark sheets	Examination Centres	27 September 2010
	Dispatch question papers	Examination Centres	08 October 2010
EXAMINATION CENTRES	Receipt of ISAT/ICASS mark sheets	DoE	22 October 2010
DoE	NC (V) examinations in session	Examination Centres	22 Oct. – 26 Nov. 2010
DoE & PEDs	Monitor examination and marking process/ Verify Moderation process	Colleges and Marking Centres	22 Oct. - 26 Nov. 2010
DoE	NC (V) Marking	Marking Centres	30 Oct. – 03 Dec. 2010
MCM	Submit scripts and completed mark sheets to DoE	DoE	06 December 2010
DoE & PED	Pre-Standardisation Meeting	DoE	20 December 2010
DoE & UMALUSI	Standardisation Meeting	UMALUSI	21 December 2010
DoE	Email results to FET Colleges / Embargoed until 31 December 2011	DoE	23 December 2010
DoE	Dispatch of results (hard copies)	DoE	13 January 2011

2. SITE-BASED ASSESSMENT: NQF LEVELS 2, 3 & 4

2.1 ICASS & ISAT			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DoE	Set and internally moderate L2 ISAT tasks	DoE	31 September 2009
Umalusi	Externally moderate L2 ISAT task	Umalusi	21 October 2009
DoE	Dispatch ISAT tasks (NQF Level 2)	FET Colleges	1 November 2009
FET COLLEGES & CAMPUSES	- Facilitate teaching, learning and assessment - Administer site-based assessment	FET Colleges	January to September 2010
DoE	Finalise ICASS and ISAT monitoring and moderation plan	DoE	15 May 2010
FET COLLEGES	Submit ICASS and ISAT moderation plan	DoE	31 May 2010
DoE	Appoint internal moderators	DoE	30 June 2010
DoE	Dispatch ICASS and ISAT mark sheets	Colleges	14 August 2010
FET COLLEGES & CAMPUSES	- Complete ISAT tasks - Complete ICASS tasks	Colleges	30 September 2010
DoE	Dispatch ISAT tasks (NQF Level 2 for 2010)	FET Colleges	30 October 2010
FET COLLEGES	INTERNAL MODERATION - Moderate at least 10% of all marked ICASS tasks - Report on internal moderation to DoE	Moderation Committee at College level	01 – 09 October 2010
PEDs	PROVINCIAL MONITORING - Monitor ICASS and ISAT - Prepare sample portfolios for DoE Moderation	Centralised Moderation Venues	Ongoing 12 – 16 October 2010
DoE	DoE MODERATION - ISAT - Sample moderation of ICASS	Centralised Moderation Venues	Ongoing 16 – 18 October 2010
UMALUSI	EXTERNAL MODERATION - ISAT - Sample moderation of ICASS	Centralised Moderation Venues	Ongoing 23 – 25 October 2010
FET COLLEGES	Submit ISAT & ICASS marks and mark sheets	DoE	26 October 2010