



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

Private Bag X110, Pretoria, 0001, South Africa, Van der Stel Building, 179 Pretorius Street, PRETORIA,
0002. Tel: +27 12 312 5717, Fax: 012 328 6878, <http://www.education.gov.za>

Enquiries: Pierre de Villiers
Tel.: (012) 312 5760 / 082 697 0982
Fax: 012 328 - 2037
E-mail: devilliers.p@doe.gov.za

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 19 OF 2009

FET EXAMINATIONS & ASSESSMENT: COLLEGES 2010 MANAGEMENT PLAN: REPORT 191

As stipulated in section 4.1 of the *National Policy relating to the Examination of Formal Technical College Instruction Programmes as promulgated in Government Gazette 22760 of 26 October 2001*, 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 2010.

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.


S. P. SISHI

CHIEF DIRECTOR: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

DATE: 2009 _____ 11 _____ 20



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

FET EXAMINATIONS & ASSESSMENT: COLLEGES

REPORT 190 / 191 PROGRAMMES

MANAGEMENT PLAN

2010

1. THE WRITTEN EXAMINATION PROCESS: GENERAL STUDIES			
1.1 NSC 2010 SUPPLEMENTARY EXAMINATIONS			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
EXAMINATION CENTRES	Closing date for registration	DoE	20 January 2010
DoE	Capturing of examination entries	DoE	20 January 2010 To 27 January 2010
DoE	Dispatch Question Papers	Examination Centres	01 February 2010
DoE	Dispatch Mark sheets for term marks	Examination Centres	03 February 2010
EXAMINATION CENTRES	Return completed mark sheets with term marks	DoE	19 February 2010
DoE	Examinations Commences	Examination Centres	10 February 2010 To 24 February 2010
DoE	Monitor examination and marking process Verify Moderation process	Examination and Marking Centres	10 February 2010 To 24 February 2010
DoE	Marking	Marking Centres.	15 February 2010 To 15 March 2010
MCM	Submit scripts and completed mark sheets	DoE	16 March 2010
DoE	Dispatch results	Examination Centres	01 April 2010

1.2 NSC & N4 – N6 JUNE 2010 EXAMINATIONS

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
MARKING CENTRES	Closing date for application to re-mark and re-check (November 2009 candidates)	DoE	25 January 2010
EXAMINATION CENTRES	Closing date for registration	DoE	19 March 2010
DoE	Capturing/download of examination entries	DoE	23 March 2010 To 09 April 2010
DoE	Dispatch preliminary schedules	Examination Centres	15 April 2010
EXAMINATION CENTRES	Closing date for receipt of amended preliminary schedules	DoE	27 April 2010
DoE	Dispatch mark sheets for term marks	Examination Centres	06 May 2010
DoE	Dispatch Question Papers	Examination centres	11 May 2010
DoE	Dispatch MCM requirements	Marking centres	18 May 2010
EXAMINATION CENTRES	Return complete mark sheets with term marks	DoE	21 May 2010
DoE	Examination Commences	Examination centres	24 May 2010 to 04 June 2010
DoE & PED's	Monitor examination and marking process Verify Moderation process	Examination and Marking Centres	24 May 2010 to 04 June 2010
DoE	Marking	Marking Centres	28 May 2010 to 11 June 2010
MCM	Submit scripts and completed mark sheets	DoE.	11 June 2010
DoE & PED	Pre-Standardisation Meeting	DoE	29 June 2010
DoE & UMALUSI	Standardisation Meeting	UMALUSI	30 June 2010
DoE	Dispatch results	DoE	05 July 2010

2.3. NSC & N4 – N6 NOVEMBER 2010 EXAMINATIONS

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
EXAMINATION CENTRES	Closing date for application to re-mark and re-check. (June 2010 candidates)	DoE	16 July 2010
FET COLLEGES	Closing date for registration	DoE	10 August 2010
DoE	Capturing/download of examination entries.	DoE	11 August 2010 To 23 August 2010
DoE	Dispatch preliminary schedules	Examination Centres	30 August 2010
EXAMINATION CENTRES	Closing date for receipt of amended preliminary schedules	DoE	13 September 2010
DoE	Dispatch mark sheets for term marks	Examination Centres	01 October 2010
DoE	Dispatch MCM requirements	Marking centres	15 October 2010
DoE	Dispatch Question Papers	Examination centres	25 October 2010
EXAMINATION CENTRES	Return complete mark sheets with term marks	DoE	29 October 2010
DoE	Examination Commences	Examination Centres	08 Nov. 2010 to 22 Nov. 2010
DoE & PED's	Monitor examination and marking process Verify Moderation process	Examination and Marking Centres	08 Nov. 2010 to 22 Nov. 2010
DoE	Marking	Marking Centres	10 Nov. 2010 to 03 Dec. 2010
MCM	Submit scripts and completed mark sheets	DoE.	07 Dec. 2010
DoE & PED	Pre-Standardisation Meeting	DoE	17 Dec. 2010
DoE & UMALUSI	Standardisation Meeting	UMALUSI	18 December 2010
DoE	Dispatch results (Embargoed until 30 December 2010)	DoE	22 Dec. 2010
DoE	Release of results	DoE	30 Dec. 2010

2. THE WRITTEN EXAMINATION PROCESS: NATURAL SCIENCES STUDIES			
2.1 APRIL 2010 EXAMINATION			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
EXAMINATION CENTRES	Closing date for application to re-mark and re-check. (November 2009 candidates)	DoE	21 January 2010
EXAMINATION CENTRES	Closing date to apply for outstanding results November 2008 examinations	DoE	21 January 2010
EXAMINATION CENTRES	Closing date for registration at the DoE	DoE	10 February 2010
DoE	Capturing/download of examination entries	DoE	11 February 2010 To 19 February 2010
DoE	Dispatch preliminary schedules	Examination Centres	11 February 2010 To 19 February 2010
EXAMINATION CENTRES	Closing date for receipt of amended preliminary schedules	DoE	23 February 2010
DoE	Dispatch Mark sheets, admission letters and final schedules	Examination Centres	01 March 2010
DoE	Dispatch Question Papers	Examination Centres	10 March 2010
EXAMINATION CENTRES	Return completed term mark sheets with term marks to DoE	DoE	16 March 2010
DoE	Examinations Commences	Examination Centres	23 March 2010 To 09 April 2010
DoE & PDE's	Monitor examination	Examination Centres	23 March 2010 To 09 April 2010
DoE	Monitor examination and marking process Verify Moderation process	Marking Centres.	23 March 2010 To 16 April 2010
MCM	Final submission of scripts and completed mark sheets	DoE.	20 April 2010
DoE	Capturing of examination marks	DoE	26 March 2010 to 22 April 2010
DoE & PED	Pre-Standardisation Meeting	DoE	04 May 2010
DoE & UMALUSI	Standardisation Meeting	UMALUSI	05 May 2010
DoE	Dispatch the April 2010 results and the registration forms of the August 2010 examinations	FET Institutions, Correctional services and SADC countries	10 May 2010

2.2 AUGUST 2010 EXAMINATION			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
EXAMINATION CENTRES	Closing date for application to re-mark and re-check (April 2010 candidates)	DoE	24 May 2010
EXAMINATION CENTRES	Closing date to apply for outstanding results April 2010 examinations	DoE	24 May 2010
EXAMINATION CENTRES	Closing date for registration	DoE	04 June 2010
DoE	Capturing/download of examination entries	DoE	07 June 2010 To 18 June 2010
DoE	Dispatch preliminary schedules	Examination Centres	18 June 2010
EXAMINATION CENTRES	Final date for receipt of amended preliminary schedules	DoE	23 June 2010
DoE	Dispatch Mark sheets, admission letters and final schedules	Examination Centres	01 July 2010
DoE	Dispatch Question Papers	Examination Centres	07 July 2010
EXAMINATION CENTRES	Return completed term mark sheets with term marks	DoE	14 July 2010
DoE	Examinations Commences	Examination Centres	21 July 2010 To 11 August 2010
DoE & PED's	Monitor examination	Examination Centres	21 July 2010 To 11 August 2010
DoE	Monitor examination and marking process Verify Moderation process	Marking Centres.	22 July 2010 To 17 August 2010
MCM	Final submission of scripts and completed mark sheets	DoE.	18 August 2010
DoE	Capturing of examination marks	DoE	23 July 2010 to 18 August 2010
DoE & PED	Pre-Standardisation Meeting	DoE	24 August 2010
DoE & UMALUSI	Standardisation Meeting	UMALUSI	25 August 2010
DoE	Dispatch the August 2010 results and the registration forms of the November 2010 examinations	FET Institutions, Correctional services and SADEC countries	30 August 2010

2.3 NOVEMBER 2010 EXAMINATION			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
EXAMINATION CENTRES	Closing date for application to re-mark and re-check. (August 2010 candidates)	DoE	13 September 2010
EXAMINATION CENTRES	Closing date to apply for outstanding results August 2010 examinations	DoE	13 September 2010
EXAMINATION CENTRES	Closing date for registration	DoE	23 September 2010
DoE	Capturing/download of examination entries	DoE	27 September 2010 To 08 October 2010
DoE	Dispatch preliminary schedules	Examination Centres	28 September 2010 To 12 October 2010
EXAMINATION CENTRES	Closing date for receipt of amended preliminary schedules	DoE	19 October 2010
DoE	Dispatch Mark sheets, admission letters and final schedules	Examination Centres	21 October 2010
DoE	Dispatch Question Papers	Examination Centres	25 October 2010
EXAMINATION CENTRES	Return completed term mark sheets with term marks	DoE	04 November 2010
DoE	Examinations Commences	Examination Centres	10 November 2010 To 25 November 2010
DoE & PED's	Monitor examination	Examination Centres	10 November 2010 To 25 November 2010
DoE	Monitor examination and marking process Verify Moderation process	Marking Centres.	10 November 2010 To 27 November 2010
MCM	Final submission of scripts and completed mark sheets	DoE.	08 December 2010
DoE	Capturing of examination marks	DoE	13 November 2010 to 08 December 2010
DoE & PED	Pre-Standardisation Meeting	DoE	17 December 2010
DoE & UMALUSI	Standardisation Meeting	UMALUSI	18 December 2010
DoE	Dispatch the November 2010 results and the registration forms of the April 2010 examinations.	FET Institutions, Correctional services and SADEC countries	23 December 2010 Embargoed to 30 December 2010

2.4 CERTIFICATE OF COMPETENCY: JUNE 2010 EXAMINATIONS			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
EXAMINATION CENTRES	Closing date for registration	DoE	19 March 2010
DoE	Capturing of examination entries and corrections	DoE	23 March 2010 To 26 March 2010
DoE	Dispatch Question Papers	Examination Centres	21 May 2010
DoE	Dispatch Mark sheets, admission letters and final schedules	Examination Centres	21 May 2010
DoE	Examinations Commences	Examination Centres	04 June 2010 And 07 June 2010.
EXAMINATION CENTRES	Return unmarked scripts	DoE	22 June 2010
DoE	Dispatch unmarked scripts to Markers	Markers	24 June 2010
MARKERS, DEPARTMENT OF LABOUR & DEPARTMENT OF MINERALS	Submit scripts and completed mark sheets (Marked and moderated)	DoE.	03 July 2010
DoE	Dispatch results for FET Colleges	DoE	16 July 2010

2.5 CERTIFICATE OF COMPETENCY: NOVEMBER 2008 EXAMINATIONS			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
EXAMINATION CENTRES	Closing date for registration	DoE	23 September 2010
DoE	Capturing of examination entries and corrections	DoE	28 September 2010 To 08 October 2010
DoE	Dispatch Mark sheets, admission letters and final schedules	Examination Centres	22 October 2010
DoE	Dispatch Question Papers	Examination Centres	29 October 2010
DoE	Examinations Commences	Examination Centres	12 November 2010 And 15 November 2010.
EXAMINATION CENTRES	Return unmarked scripts	DoE	30 November 2010
DoE	Dispatch unmarked scripts to Markers.	Markers	03 December 2010
MARKERS, DEPARTMENT OF LABOUR & DEPARTMENT OF MINERALS	Submit scripts and completed mark sheets (Marked and moderated)	DoE.	10 December 2010
DoE	Dispatch results for FET Colleges	DoE	23 December 2010 Embargoed to 30 December 2010

2.6 PROFESSIONAL EXAMINATION SUPPORT**2.6.1 NATIONAL IRREGULARITY COMMITTEE (NIC)**

RESPONSIBILITY	ACTIVITY / MEETING	LOCALITY	FINAL DUE DATE
DoE	Send letters to FET Institutions with reported irregularities during the November 2008 examination. Required a response within 21 days.	DoE	16 January 2010
DoE	NIC MEETING: Finalise all outstanding cases from 2009 Examinations: General Studies, Natural Sciences Studies and NC (V)	DoE	30 January 2010
DoE	NIC MEETING: Cases reported during November 2008 Examinations: General Studies, Natural Sciences Studies and NC (V)	DoE	27 February 2010
DoE	Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 February 2010) Visit FET Institutions with serious and/or repeated irregularities.	FET Institutions	06 March 2010
DoE	Send letters to FET Institutions with reported irregularities during the supplementary and April 2010. Required a response within 21 days.	DoE	30 April 2010
DoE	NIC MEETING: Cases reported during NSC and NC (V) 2010 Supplementary Examinations Cases reported during the April 2010 Examinations: Natural Sciences Studies Finalise all outstanding cases	DoE	27 May 2010
DoE	Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 May 2010) Visit FET Institutions with serious and/or repeated irregularities.	FET Institutions	05 June 2010
DoE	Send letters to FET Institutions with reported irregularities during the June 2010 General Studies Examination. Required a response within 21 days.	DoE	30 June 2010
DoE	NIC MEETING: Cases reported during the June 2010 General studies Examination Finalise all outstanding cases.	DoE	29 July 2010
DoE	Notice letters to FET Institutions to notify candidates of the outcome of the meeting (29 July 2010) Visit FET Institutions with serious and/or repeated irregularities.	FET Institutions	07 August 2010
DoE	Send letters to FET Institutions with reported irregularities during the August 2010 Natural Sciences Studies Examination. Requiring a response within 21 days.	DoE	21 August 2010
DoE	NIC MEETING: Cases reported during the August 2010 Natural Sciences Studies Examinations Finalise all outstanding cases	DoE	16 Sept. 2010
DoE	Notice letters to FET Institutions to notify candidates of the outcome of the meeting (16 September 2010) Visit FET Institutions with serious and/or repeated irregularities.	FET Institutions	25 Sept. 2010