



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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TO: FET COLLEGES ADVISORY COMMITTEE (ADCOM)
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PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
HEADS OF PRIVATE INSTITUTIONS OFFERING COLLEGE PROGRAMMES
EXAMINATION CENTRE MANAGERS
EXAMINATION ADMINISTRATORS
SOUTH AFRICAN COLLEGE PRINCIPALS ORGANISATION (SACPO)

MEMORANDUM 13 OF 2010

MONITORING AND SUPPORT VISITS FOR THE NOVEMBER 2010 NATIONAL FET COLLEGE EXAMINATIONS

The Department of Higher Education and Training (DHET), in accordance with the monitoring function allocated to it, is engaging in a routine monitoring process to determine the state of readiness of FET Colleges and private providers to administer the 2010 national examinations in both Report 190/1 and NC (V) programmes.

The following monitoring and support visits are to be undertaken collectively by the two directorates comprising the Chief Directorate: National Examinations and Assessment during the period September to December 2010:

- Support visits to the 9 provinces to address examination-related administrative matters in FET College examinations with examination officers located at all college examination centres;
- State of readiness visits to select FET Colleges across the 9 provinces for the Report 190/1 and National Certificate (Vocational) examinations;
- Monitoring visits to examination centres during both the conduct and marking of FET College examinations.

The support visits to the 9 provinces will take the form of a 1-day workshop (09:00 – 15:00) at a centralised college venue per province during which serious challenges currently experienced in the FET College examination cycle will be addressed. Special emphasis will be placed on the submission of marks and the resulting process to ensure that outstanding results are minimized in future FET College resulting processes. It is expected that the examinations officer, campus manager and marking centre manager located at each of the respective college and private provider examination centres in a province should attend on the dates indicated below:

DATE OF VISIT	PROVINCE
01 September 2010	Gauteng
06 September 2010	Eastern Cape
07 September 2010	Western Cape
08 September 2010	Free State
13 September 2010	Northern Cape
14 September 2010	KwaZulu-Natal
15 September 2010	North West
20 September 2010	Limpopo
21 September 2010	Mpumalanga

DHET monitors are about to embark on visits to selected FET Colleges and private providers for the colleges sector to determine whether examination-related administrative processes are in progress and on track for the 2010 national examinations. Examination centres that are targeted for state of readiness visits during September 2010 will be informed on an individual basis of when to expect a DHET monitor. Site visits to colleges will commence on 06 September 2010.

You are kindly requested to complete the attached instrument to provide an indication of the processes in place to conduct national examinations. The instrument is based on selected key indicators that reflect an assessment system that is effective and efficient. It is compulsory for all FET Colleges and private providers offering FET College programmes to complete and submit this instrument. Please submit the instrument directly to Mr MP Mativandelela in electronic format by **no later than 10:00 on Friday, 27 August 2010** on the email address Mativandelela.p@dhet.gov.za.

Unannounced monitoring visits will be undertaken to FET College and private provider examination centres during November and December 2010 and will focus on both the conduct and marking of national examinations. DHET monitors will not only prioritise examination centres known to present challenges during the conduct of examinations, but will also visit and encourage those examination centres that adopt good practice.

Your college can make contact with Mr Mativandelela on the telephone number (012) 357 – 3881 should you have any queries.

Your cooperation in this important process is greatly appreciated.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Nadine Pote', with a stylized flourish extending to the right.

Nadine Pote
Director: FET Examinations and Assessment (Colleges & ABET)
Date: 20 August 2010