



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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

MEMORANDUM NO 17 OF 2010

SUBMISSION OF NATIONAL CERTIFICATE (VOCATIONAL) MARKS

All NC (V) marks are to be submitted electronically for the November 2010 examinations as well as for NC (V) examinations beyond this. The official hard copies of the mark sheets issued by the Department of Higher Education and Training (DHET) must also be completed and submitted to facilitate the verification process. DHET will not accept or capture any scanned or faxed mark sheets. Manually generated mark sheets will also not be accepted.

Due to challenges experienced in the printing process, the admission permits and the mark sheets for the NC (V) November 2010 examinations will be dispatched to examination centres by 06 October 2010.

Kindly note that the due date for all NC (V) ICASS and ISAT marks has been extended to 20 October 2010. Examination paper marks for NC (V) Level 2 and 3 are due by 06 December 2010. Mark sheets for examination paper marks for NC (V) Level 4 must be submitted to the national marking centre along with the scripts.

1. ELECTRONIC SUBMISSION OF ICASS, ISAT AND EXAMINATION PAPER MARKS

1.1 EXAMINATION CENTRES WITH IT SERVICE PROVIDERS AND EMAIL CONNECTIVITY

All ICASS and ISAT marks for NC (V) L2 – L4 must be submitted to electronically to DHET. The txt files must be emailed to **one** of the following officials:

NAME	E-MAIL	TEL	PROVINCE
Mr Jerome Bukes	Bukes.j@dhet.gov.za	012 357 – 3956	Eastern Cape KwaZulu-Natal
Ms Sharon Harmse	Harmse.s@dhet.gov.za	012 357 – 3957	Western Cape KwaZulu-Natal
Mr Andrew Maponyane	Maponyane.a@dhet.gov.za	012 357 – 3964	Free State
Ms Sandra Nkhwashu	Nkhwashu.s@dhet.gov.za	012 357 – 3953	Northern Cape
Ms Patricia Rasodi	Rasodi.m@dhet.gov.za	012 357 - 3596	Limpopo
Ms Sinah Skhosana	Skhosana.s@dhet.gov.za	012 357 – 3955	Mpumalanga
Ms Ina van Heerden	Vanheerden.i@dhet.gov.za	012 357 – 3950	North West
Ms Hannie Venter	Venter.h@dhet.gov.za	012 357 – 3949	Gauteng North West

Please note that:

- Prior to the electronic submission of marks to DHET, examination centres must have obtained approval from their IT 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 mark
- Marks submitted electronically must be done per centre and **not** per subject.
- Marks must be submitted in a **txt** format. (No scanned or faxed mark sheets will be allowed.)
- Notwithstanding the electronic submission of marks, the original mark sheets as issued by DHET must be completed in full and submitted as per Memorandum 12 of 2010.

1.2 EXAMINATION CENTRES WITHOUT AN IT SERVICE PROVIDER AND/OR EMAIL CONNECTIVITY

If your examination centre does not have reliable email connectivity or alternatively that you do not have a service provider to manage your IT requirements, you must utilise the electronic mark sheet capture FET MSA program as provided by SITA. This program is applicable to examination centres situated primarily at Correctional Services and Private Colleges. Examination centres that need to make use of this option must apply in writing to Pierre de Villiers on the email address devilliers.p@dhet.gov.za on or before 08 October 2010.

These examination centres will receive the electronic program with a mark sheet data CD and a training manual from SITA to facilitate the capturing of NC (V) marks. You will need an access number and user password to execute the FET MSA program. The access number will be your centre number. The user password may be obtained from the SITA function support centre. You are required to identify the person that will capture these marks at the examination centre, complete the service request form (attached) and fax it to 086 714 0182 before a password can be generated. Please contact Ms Lungi Maduna from SITA at (012) 470 1301 or email lungi.maduna@sita.co.za to activate your password and for any functional support needed.

Once the ICASS and ISAT marks for Levels 2 to 4 have been captured, the data must be saved on a separate CD per examination centre and each CD must be submitted to DHET using a courier service for the attention of the Ms Mathilda Visser, Assistant Director: NC (V) Resulting, 222 Struben Street, Work Station SF 1009, PRETORIA.

2. ICASS, ISAT AND EXAMINATION PAPER MARK SHEETS

All official mark sheets need to be completed in full and no blank spaces or Tippex will be accepted on the mark sheets. The mark sheets must either reflect a:

- Valid mark (0 – 100), a mark of zero (0) is not allowed for ISAT and ICASS
- 999 indicator for candidates who are absent
- 888 indicator for candidates who are withdrawn

The official hard copy mark sheets must be submitted to DHET using a courier service for the attention of Ms Mathilda Visser, Assistant Director: NC (V) Resulting, 222 Struben Street, Work Station SF 1009, PRETORIA. DHET will make use of these mark sheets to verify the electronic marks received from the different examination centres.

It is strongly advised that marks be captured directly from the official mark sheets on which marks have been captured by hand to avoid discrepancies arising in the resulting process.

Kind regards



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

DATE: 05 October 2010

SERVICE REQUEST FOR: Hosting Services: Centurion System Software

Please register request at SITA Service Management Centre

Details of Customer/Requestor:

Name:

Position:

Department/Company:

Tel. Nr. : Fax Nr. :

E-Mail:

Date: Signature:

Service Management Centre:

E-Mail: sitasc@sita.co.za

Fax: (012) 672-2173

Call: 0800-115575 or (012) 672-1818

Please provide the ITSM Request Number if already received

ITSM Request Number: INC.....

For Attention: Marlene/Anette/Elardus/Suerita/Hannelie

ITSM: Assigned Group:

Hostings: Nucleus: DBA1

Detail of Service	NEW	DELETE	CHANGE/REASSIGN	PASSWORD RESET
Type of Service	PROJECT	USER ID'S	DATASETS	OTHER

Request Description:**USER ID****Surname and Names****Designation****OTHER DETAILS****Accounting Information: (Only if NEW Project or Customer)**

Contact Person:

Tel. Nr. : Fax Nr. :

E-Mail:

Department/Company:

Postal Address:

Postal Code:

FOR OFFICE USE ONLY:

Work Authorization Nr. (WA):

Customer Id. :

Cost Centre:

Dept. Nr. :

Partition:

Project Name:

GBS Project:

RACF Group:

Catalog Alias:

FOR OFFICE USE ONLY:

ROUTE	MARK:					SIGN OFF:	DATE:
1. GBS							
2. DBA	1	2	3	4	5		
3. RACF							
4. MVS							
5. STORAGE							
6. TCP/IP & VPS							

All RACF User Ids are subject to periodic revision and will be revoked if unused