



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

Private Bag X110, Pretoria, 0001, South Africa, 222 Struben Street, PRETORIA, 0002.
Tel: +27 12 357 3892, Fax: 012 328 6878, <http://www.education.gov.za>

Enquiries: Pierre de Villiers
Tel.: (012) 357 3966 / 082 697 0982
Fax: (086) 714 0182
E-mail: devilliers.p@dhet.gov.za

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

MEMORANDUM 12 OF 2010

GUIDELINES ON THE ADMINISTRATION OF THE NATIONAL CERTIFICATE (VOCATIONAL) NOVEMBER 2010 EXAMINATIONS

Dear Colleague

The purpose of this memorandum is to facilitate a streamlined and timeous resulting process for all institutions involved in the NC (V) November 2010 examinations. It would be appreciated if the content thereof could be communicated to all relevant role players before embarking on the conduct of examinations and campus managers / examination officers could see to it that the processes are implemented as described.

1. MARKING AND SUBMISSION OF SCRIPTS

The marking model to be used for the NC (V) November 2010 examinations is the same as was used for the November 2009 examinations. This means that colleges and their respective campuses are responsible for the management of the marking of NC (V) Level 2 and 3 scripts, while the NC (V) Level 4 scripts will be marked at the national marking centre at Ekurhuleni East FET College, Springs Campus in Gauteng. The marking plan per FET College is to be submitted to Mr Shaun Vasuthevan via email on the address vasuthevan.s@dhet.gov.za by Friday, 22 October 2010. See *Annexure A* for the MARKING PLAN template.

It is expected that marking of L2 and L3 scripts will take place on a staggered basis to ensure that scripts and mark sheets are timeously delivered to the Chief Directorate: National Examinations and Assessment for capturing by 06 December 2010.

Only ten (10) marked Level 2 and ten (10) marked L3 scripts per subject per paper per marking centre must be submitted on a regular basis, that is, **within 7 working days** of a paper being written to the Chief Directorate: National Examinations and Assessment. A covering sheet must be completed and signed off by the campus manager / examination officer and submitted along with the scripts. See *Annexure B* for an example of the CONTROL SHEET FOR SCRIPTS.

Five (05) of these scripts per subject per paper at each level should have been moderated internally at the marking centre and the remaining five (05) are scripts which have not been moderated. The ten scripts should be selected across the attainment range in accordance with Table 1 below:

Table 1: Attainment range

Number of scripts	Rating	Marks (%)
1	Outstanding	80 – 100
1	Meritorious	70 – 79
2	Substantial	60 – 69
2	Adequate	50 – 59
2	Moderate	40 – 49
1	Elementary	30 – 39
1	Not achieved	00 – 29

These Level 2 and 3 scripts must be submitted to:

Ms Mathilda Visser
Assistant Director: NC (V) Resulting
Sol Plaatje Building
222 Struben Street
Work Station SF 1009
PRETORIA
0001

The last day for dispatch of **Level 2 and 3 scripts and marks** for papers written in the last week of the examination timetable is **Monday, 06 December 2010**.

All **Level 4 scripts** must be dispatched to the national marking centre **within 24 hours** of a paper being written at the following address:

Ms Ronel Brockway
Marking Centre Manager
Ekurhuleni East FET College
Springs Campus
c/o Gold and Plantation Streets
SPRINGS
Gauteng
1560

Ms Brockway's contact details are as follows:

Email: ronelb@eec.edu.za OR ronel.brockway@yahoo.com
Tel: (011) 730 6600
Cell: 083 760 5675

Kindly ensure that only the scripts belonging to a single mark sheet are batched together in one belly band and not scripts for different mark sheets.

2. MARKING GUIDELINES

All campuses on the mailing list will receive the marking guidelines for NC (V) subjects within 48 hours after the writing session of a paper has elapsed. Queries regarding marking guidelines for Levels 2 and 3 should be directed to:

Ms Mariëtte Swanepoel
Email address: swanepoel.m@dhet.gov.za
Fax: 086 6247 168
Tel: (012) 357 3544

3. COMPLETION AND SUBMISSION OF MARK SHEETS

Where candidates were absent for a paper the letter “a” must be entered in the attendance column on the mark sheet and a “999” is to be recorded in the % column. Where candidates were withdrawn from a programme or subject but are reflected on a mark sheet, then the letter “w” must be entered in the attendance column on the mark sheet and an “888” is to be recorded in the % column. Where candidates were present for a paper, a tick (✓) must be entered in the attendance column on the mark sheet and the % achieved by the candidate in the paper is to be recorded in the % column.

All original copies of the green mark sheet are to be submitted to the Chief Directorate: National Examinations and Assessment. Two copies of the completed and signed off original green mark sheets must be made on white paper **after** moderation has taken place. One of the white copies must be placed inside the belly band on top of the batch of scripts it belongs to, while the other white copy must be retained and filed by the campus for record purposes.

The original green mark sheets are to be placed in a separate envelope clearly labelled MARK SHEETS for the attention of Ms Mathilda Visser with a covering sheet indicating the centre number, unique mark sheet numbers, levels and subjects being submitted at a time. This should be checked and signed off by the campus manager / examination officer prior to dispatch to the Chief National: Examinations and Assessment. This envelope of mark sheets is to be submitted along with the scripts it belongs to. See *Annexure C* for an example of the CONTROL SHEET FOR MARK SHEETS.

4. MODERATION OF MARKING

As in November 2009, markers are expected to complete marking reports and 10% of the scripts per paper written for a subject are to be moderated at the marking site before submitting the ten (10) scripts per subject to the Chief Directorate: National Examinations and Assessment. See *Annexure D* and *E* for the templates to be used for MARKING REPORTS and MODERATION REPORTS respectively.

All marking and marking moderation reports must be submitted on the same day that the scripts are dispatched to the Department from the marking centre. The reports are to be submitted to Mr Anand Bodasing via email on the address Bodasing.a@dhet.gov.za with a covering sheet indicating the centre number, levels and subjects for which reports are included. This should be checked by the campus manager / examination officer prior to dispatch thereof. See *Annexure F* for an example of the CONTROL SHEET FOR REPORTS.

Umalusi will undertake script moderation of Levels 2 and 3 at the Department in the week following the completion of the NC (V) examinations.

5. REPORTING ON THE DAILY CONDUCT OF THE 2010 NATIONAL CERTIFICATE (VOCATIONAL) NOVEMBER 2010 EXAMINATION

It is mandatory for daily reports on the conduct of a national examination to be submitted to the Chief Directorate: National Examinations and Assessment within the stipulated timeframes. All examination irregularities are to be reported, irrespective of the nature and degree of seriousness.

College head offices need to collect reports from their respective campuses, complete all sections of the attached Daily Report and submit it to Mr Patrick Mativandela on the email address Mativandela.p@dhet.gov.za by 09:00 every day. The Daily Report must cover the subjects written in the morning and afternoon sessions of the same day and be submitted to the Directorate: National Examinations and Assessment by 09:00 the following morning. See *Annexure G* for the DAILY REPORT template.

All irregularities must be included in the Daily Report submitted to the Chief Directorate: National Examinations and Assessment. A comprehensive report is to follow within 3 days after the occurrence of an irregularity when additional investigation is required, providing details which were not available at the time when the irregularity was initially reported.

Irregularities of a serious nature, that is, where the security or integrity of a question paper has been breached or the wrong question paper has been opened, must be reported immediately to the Director, Ms N Pote, on the email address pote.n@dhet.gov.za or the fax number (086) 714 0115. It is the responsibility of college head offices to ensure that such irregularities do not occur.

6. STORAGE OF SCRIPTS AND MARK SHEETS

Examination Centres are requested to retain and store examination answer scripts for Levels 2 and 3 after the marking process for a period of six months with effect from the November 2010 examination. Level 2 and Level 3 scripts must be readily available for verification purposes.

Original mark sheets must be sent to the Chief Directorate: National Examinations and Assessment and copies kept at the examination centre.

7. HANDLING OF APPLICATIONS FOR RE-MARK / RE-CHECK (L2 AND L3 ONLY)

Examination Centres that receive applications for re-mark or re-check must ensure that the administrative fee is paid to facilitate the release of the result upon re-mark or re-check. The postal order or cheque must be made payable to DHET in accordance with Examination Instruction 11 of 2009 (Tariff List):

- R 81.00 for a re-mark
- R 14.50 for a re-check

The College will be responsible for the re-mark / re-check of the L2 and L3 examination answer scripts. After the scripts have been re-marked / re-checked the College must forward the application for the re-mark / re-check along with the re-marked script together with the postal order or cheque to Ms Mathilda Visser.

All applications for re-marking / re-checking scripts must be finalised within three days of receiving the application and the closing date for submission to the Department is 14 February 2011.

Amended marks where applicable will be effected by and released by the Chief Directorate: National Examinations and Assessment.

Certification of Level 2 and 3 will be done by the Chief Directorate: National Examinations and Assessment and Level 4 by Umalusi.

Wishing you a successful end of the year examination.

Kind regards



N Pote

Director: FET Examinations and Assessment (Colleges and ABET)

Date: 13 October 2010

NC(V) COLLEGE MARKING PLAN 2010

NAME OF COLLEGE:

NAME OF COLLEGE OFFICIAL DEALING WITH ENQUIRIES:

CONTACT DETAILS:

	CAMPUS 1
1. CAMPUSES TO SERVE AS MARKING CENTRES FOR NC(V) LEVEL 2 AND 3	
2. MARKING CENTRE MANAGER (PER CAMPUS)	
3. DEPUTY CENTRE MARKING MANAGER (PER CAMPUS)	
4. SUBJECTS TO BE MARKED AT EACH CENTRE	

EMAIL: _____

[illegible]

[illegible]

ANNEXURE B: CONTROL SHEET FOR SUBMISSION OF SCRIPTS

NAME OF COLLEGE		NAME OF CAMPUS		CENTRE NO.	
-----------------	--	----------------	--	------------	--

No.	UNIQUE MARK SHEET NUMBER	LEVEL	SUBJECT	PAPER (✓)		No. of scripts
				1	2	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Name of campus manager / examination officer:	
Contact number:	
Signature:	
Date:	

ANNEXURE C: CONTROL SHEET FOR SUBMISSION OF MARK SHEETS

NAME OF COLLEGE		NAME OF CAMPUS		CENTRE NO.	
-----------------	--	----------------	--	------------	--

No.	UNIQUE MARK SHEET NUMBER	LEVEL	SUBJECT	PAPER (✓)	
				1	2
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Name of campus manager / examination officer:	
Contact number:	
Signature:	
Date:	

ANNEXURE D: REPORT TEMPLATE FOR MARKING



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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

FET COLLEGES: MARKER'S / CHIEF MARKER'S REPORT

INSTRUCTIONS FOR COMPLETION

- The report on marking will serve the following objectives:
 - Provide feedback on the standard of the question paper.
 - Provide feedback on the quality of the marking guideline.
 - Provide an overview of student performance in the paper.
- Sections 1, 2 and 3 are to be completed in consultation with the Internal Moderator.
- The report must be completed in detail and single word responses will not be accepted.
- Where additional space is required, use a separate page which must be attached to this report.
- All reports are to be submitted via email when each batch of scripts is submitted to the Department.

PROVINCE:					
NAME OF COLLEGE:					
NAME OF CAMPUS:			CENTRE NUMBER:		
OFFERING: (✓)	NATED			NC (V)	
LEVEL:			PAPER: (✓)	1	2
SUBJECT:					
DURATION OF PAPER:			TOTAL MARKS FOR PAPER:		
DATE ON WHICH PAPER WAS WRITTEN:			DATE(S) ON WHICH SCRIPTS WERE MARKED:		
NAME OF MARKER / CHIEF MARKER:					
CONTACT DETAILS OF MARKER / CHIEF MARKER:	Tel No:				
	Cell No:				
	Email:				

PART 1: MARKING PROCESS

ITEM	Y	N	If no, explain
1. Was a marking guideline discussion convened prior to starting with the marking of scripts?			
2. Was a question marking or whole script approach used?			

PART 2: STANDARD OF THE QUESTION PAPER

ITEM	Y	N	If no, explain and provide reasons / examples from the paper and mention the specific questions
1. Are the instructions on the question paper clear, unambiguous and easy to interpret?			
2. Is the paper of a technically good quality, i.e. numbering and layout correct?			
3. Is the paper of an appropriate standard for the NATED / NC (V) level?			
4. Does the paper cover the prescribed content and weighting as indicated in the curriculum?			
5. Is the language used appropriate for the NATED / NC (V) level?			
6. Were candidates able to complete the question paper in the stipulated time?			
7. Does the question paper adequately cover the different cognitive levels?			
8. OTHER			

PART 3: STANDARD OF THE MARKING GUIDELINE

ITEM	Y	N	If no, explain and provide reasons / examples from the paper and mention the specific question numbers
1. Does the marking guideline correlate with the question paper regarding mark allocation and numbering?			
2. Do the suggested responses match the questions?			
3. Did any amendments have to be made to the marking guideline? If yes, complete the form attached at the end of this report.			
4. Does the marking guideline cater for alternative responses, where applicable?			
5. Are marks appropriately allocated according to responses expected from students, e.g. 1 mark for one-word response and 2-3 marks for a definition?			
6. OTHER			

PART 4: LEARNER PERFORMANCE

Question Number	Rate learner performance per question			If learner performance is weak, provide an explanation, e.g. question too difficult for level
	Weak	Average	Good	
1				
2				
3				
4				
5				
6				
7				
8				

PART 5: IRREGULARITIES

1. Were any irregularities picked up in student responses? If yes, provide the examination number and a brief description of the nature of the irregularity.

PART 6: INTERVENTIONS

Interventions implemented to support teaching and learning in the subject during the course of the academic year:

Nature (Lecturer training / Holiday school / etc.)	Target audience (Lecturers / Students)	Name of service provider (Province / National / Company / Organisation)	Focus (Curriculum content Development of assessment tasks / etc.)

PART 7: RECOMMENDATION

1. Based on your experience as a marker / chief marker, your evaluation of the question paper and comparing this paper to that of previous years, do you recommend that the raw marks be accepted as is, adjusted downwards or adjusted upwards and by what percentage? Motivate your recommendation.

Recommendation	(✓)	%	Motivation
a) Raw Marks accepted			
b) Adjustment upwards			
c) Adjustment downwards			

Name of Marker / Chief Marker:

Signature:

Date:

Name of Internal Moderator:

Signature:

Date:

RECORD OF AMENDMENTS TO MARKING GUIDELINE
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[illegible]

Name of Marker / Chief Marker:

Signature:

Date:

Name of Internal Moderator:

Signature:

Date:

ANNEXURE E: REPORT TEMPLATE FOR MODERATION OF MARKING



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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

FET COLLEGES: INTERNAL MARKING MODERATOR'S REPORT

INSTRUCTIONS FOR COMPLETION

- The moderator's report on marking will serve the following objective:
 - Provide feedback on the standard and quality of the marking process.
- The report must be completed in detail and single word responses will not be accepted.
- Where additional space is required, use a separate page which must be attached to this report.
- All reports are to be submitted via email when each batch of scripts is submitted to the Department.

PROVINCE:					
NAME OF COLLEGE:					
NAME OF CAMPUS:			CENTRE NUMBER:		
OFFERING: (✓)	NATED			NC (V)	
LEVEL:			PAPER: (✓)	1	2
SUBJECT:					
DATE ON WHICH PAPER WAS WRITTEN:			DATE ON WHICH SCRIPTS WERE MODERATED:		
NAME OF INTERNAL MODERATOR:					
CONTACT DETAILS OF INTERNAL MODERATOR:	Tel No:				
	Cell No:				
	Email:				

PART 1: MODERATION PROCESS

1. Was the work of all markers or only selected markers moderated? Provide a motivation for the approach used.
2. Was a selected question or a whole script approach used for moderation? Provide a motivation for the approach used.
3. How many scripts were moderated? Provide a record of the scripts moderated on the attached sheet.

PART 2: STANDARD OF MARKING

ITEM	Y	N	If no, explain and provide reasons / examples from the paper and mention the specific questions
1. Was there consistency in the allocation of marks? If no, state examples.			
2. Was the marking guideline adhered to? If no, state examples.			
3. Were marks accurately totaled? If no, state examples.			
4. Were marks transferred accurately? If no, state examples.			

PART 3: MARKER PERFORMANCE

Question Number	Rate marker performance per question			If marker performance is weak, provide an explanation, e.g. marking guideline unclear
	Weak	Average	Good	
1				
2				
3				
4				
5				
6				
7				
8				

PART 4: MARKING IRREGULARITIES

1. Were any irregularities picked up in how a marker approached the marking process? If yes, provide a brief description of the nature of the irregularity and how the situation was resolved.

PART 5: RECOMMENDATION

1. Based on your experience as an internal moderator, your evaluation of the marking process and comparing this paper to that of previous years, do you recommend that the raw marks be accepted as is, adjusted downwards or adjusted upwards and by what percentage? Motivate your recommendation.

Recommendation	(✓)	%	Motivation
a) Raw Marks accepted			
b) Adjustment upwards			
c) Adjustment downwards			

Name of Internal Moderator:

Signature:

Date:

RECORD OF SCRIPTS MODERATED

Number of candidates that wrote the subject: _____

Number of scripts moderated: _____

NO.	EXAMINATION NUMBER	MARKER'S MARK	MODERATOR'S MARK
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			

Name of Internal Moderator:

Signature:

Date:

ANNEXURE F: CONTROL SHEET FOR SUBMISSION OF MARKERS' AND MARKING MODERATORS' REPORTS

NAME OF COLLEGE		NAME OF CAMPUS		CENTRE NO.	
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No.	LEVEL	SUBJECT	PAPER (✓)		REPORTS (✓)	
			1	2	Marker	Moderator
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Name of campus manager / examination officer:	
Contact number:	
Signature:	
Date:	

ANNEXURE G: DAILY REPORTING



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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DATE: ____ / ____ / 2010
TO: Mr MP Mativandlela
EMAIL: Mativandlela.p@dhet.gov.za
NUMBER OF PAGES: ____

DAILY REPORT: CONDUCT OF FET COLLEGE EXAMINATIONS

1.	COLLEGE:			PROVINCE:		
2.	DATE OF EXAMINATION:					
3.	SUBJECT(S) WRITTEN:	MORNING SESSION		N / NC(V) LEVEL	AFTERNOON SESSION	
		1			1	
		2			2	
		3			3	
		4			4	
		5			5	
		6			6	
		7			7	
		8			8	
		9			9	
		10			10	
		11			11	
		12			12	
		13			13	

4. REPORT ON THE CONDUCT OF THE EXAMINATION

4.1 Were there any irregularities encountered in the conduct of the examinations?

YES	NO

4.2 If YES, fill in the details on the table provided below.

Number of centres at which irregularities occurred:	
Number of subjects in which irregularities occurred:	
Number of irregularities reported:	

4.3 Provide the details of the centres, subjects, nature of irregularities and action taken with regard to the information provided in 4.2.

NAMES OF CENTRES AT WHICH IRREGULARITIES OCCURRED		NAMES OF SUBJECTS IN WHICH IRREGULARITIES OCCURRED PER CENTRE		NUMBER AND NATURE OF IRREGULARITIES REPORTED PER CENTRE		ACTION TAKEN	
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	

5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	

5. RESPONSIBLE OFFICIAL AT COLLEGE HEAD OFFICE

NAME OF OFFICIAL: _____

SIGNATURE: _____

DESIGNATION: _____

DATE: _____

TELEPHONE NUMBER: _____