



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 COMMITTEE
UMALUSI
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
CAMPUS MANAGERS
EXAMINATIONS OFFICERS
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
FURTHER EDUCATION AND TRAINING COLLEGES EXECUTIVE COMMITTEE (FETCEO)

MEMORANDUM NO. 21 OF 2010

NATIONAL CERTIFICATE (VOCATIONAL) MANAGEMENT PLAN 2011

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

Attached please find the NC (V) management plan for 2011.

You are kindly requested to adhere to the time frames stipulated in the plan to facilitate the timeous 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 serious light.

Ms Nadine Pote
Director: Examinations and Assessment (Colleges & ABET)
Date: 11 November 2011



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NATIONAL EXAMINATIONS & ASSESSMENT: FET COLLEGES

NATIONAL CERTIFICATE (VOCATIONAL)

MANAGEMENT PLAN 2011

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 period 01 January to 31 December 2011.

WRITTEN EXAMINATION: NQF LEVELS 2-4

The NC (V) examinations consist of two written examination sessions per level per calendar year: the supplementary examinations following on from the previous academic year and the November examinations for the current academic year. The Department of Higher Education and Training is responsible for the administration and conduct of all NC (V) examination processes in consultation with Public FET Colleges, Correctional Services and private providers.

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 Higher Education and Training is responsible for the monitoring and moderation all NC (V) site-based assessment in consultation with and support from with Public FET Colleges, Correctional Services and private providers.

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 which will take place during the period 01 January to 31 December 2011.

2011 CALENDAR YEAR

1. WRITTEN EXAMINATION: NQF LEVELS 2-4

1.1 WRAP-UP OF NOVEMBER 2010 EXAMINATIONS: NQF LEVELS 2, 3 & 4			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release individual statements of results	Examination Centres	13 January 2011
Examination Centres	Closing date for November 2010 re-marks and re-checks	DHET	31 January 2011
DHET	Release results of re-marks and re-checks	Examination Centres	15 March 2011
DHET and UMALUSI	Dispatch 1 st batch of certificates for November 2010 examinations	Examination Centres	29 April 2011

1.2 2011 SUPPLEMENTARY EXAMINATIONS: NQF LEVELS 2, 3 & 4			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Dispatch entry forms for the supplementary examinations	Examination Centres	22 November 2010
Examination Centres	Closing date for registration of candidates	DHET	19 January 2011
DHET	Activate National Marking Centre and appoint marking officials for L4	Marking Centres	29 January 2011
Marking Centres	Submit Marking Plans for Level 2 and 3	DHET	07 February 2011
DHET	Dispatch Mark Sheets for written paper only	Examination Centres	07 February 2011
DHET	Dispatch Question Papers	Examination Centres	10 February 2011
DHET	Examinations in session 14 – 18 Feb. 2011: Life Orientation Paper 2 21 Feb. – 25 March 2011: Papers for all other subjects	Examination Centres	14 Feb. – 25 March 2011
DHET, UMALUSI and Examination Centres	Monitor examination, marking and marking moderation processes	Examination & Marking Centres	14 Feb. – 30 March 2011
DHET and Marking Centres	Marking - Level 2 and 3 – at colleges - Level 4 – Ekurhuleni East FET College, Springs Campus	Marking Centres	17 Feb. – 30 March 2011 05 – 10 April 2011
Marking Centres	Submit scripts and Mark Sheets - Level 2 and 3 to DHET - Level 4 to national marking centre	DHET	31 March 2011
DHET	Release results and individual statements of results	Examination Centres	19 April 2011
Examination Centres	Closing date for re-marks and re-checks	DHET	12 May 2011
DHET	Release results of re-marks and re-checks	Examination Centres	31 May 2011
DHET and UMALUSI	Dispatch 2 nd batch of certificates for November 2010 examinations	Examination Centres	31 July 2011

1.3 2011 NOVEMBER EXAMINATIONS: NQF LEVELS 2, 3 & 4

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Dispatch entry forms for the November examinations	Examination Centres	01 April 2011
Examination Centres	Closing date for registration of candidates	DHET	29 April 2011
DHET	Dispatch preliminary schedule for verification	Examination Centres	03 June 2011
Examination Centres	Closing date for amendments to preliminary schedule	DHET	20 June 2011
DHET	Identification of national marking centre for L4	Colleges	30 August 2011
DHET	Dispatch Mark Sheets, Admission Permits, Final Entry Schedules and Address Books	Examination Centres	15 September 2011
DHET	Establish National Marking Centre and appoint marking officials for L4	National Marking Centre / DHET	30 September 2011
DHET	Dispatch Question Papers	DHET	05 October 2011
DHET	Examinations in session 10 – 20 Oct. 2011: Life Orientation Paper 2 21 Oct. – 25 Nov. 2011: Papers for all other subjects	Examination Centres	10 Oct. – 25 Nov. 2011
DHET, UMALUSI and Examination Centres	Monitor examination, marking and marking moderation processes	Examination & Marking Centres	10 Oct. - 25 Nov. 2011
DHET and Marking Centres	Marking - Level 2 and 3 – at colleges - Level 4	Marking Centres	10 Oct. – 03 Dec. 2011 26 Nov. – 09 Dec. 2011
Marking Centres	Submit scripts and Mark Sheets for Level 2 and 3	DHET	05 December 2011
DHET	Pre-Standardisation Meeting	DHET	19 December 2011
DHET	Standardisation Meeting	UMALUSI	20 December 2011
DHET	Release results and individual statements of results to FET Colleges / Embargoed until 31 December 2011	DHET	23 December 2011

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

2.1 ICASS & ISAT			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
FET COLLEGES	CURRICULUM DELIVERY - Facilitate teaching, learning and assessment - Administer site-based assessment	FET Campuses	January to September 2011
DHET	Dispatch ICASS and ISAT mark sheets	Examination Centres	15 September 2011
FET COLLEGES	Complete ICASS and ISAT tasks	Examination Centres	30 September 2011
FET COLLEGES	INTERNAL MODERATION - Moderate at least 10% of all marked ICASS and ISAT tasks - Report on internal moderation to DoE	Moderation Committee at College level	Ongoing End of 3 rd academic quarter 2011
Provincial Departments of Education	PROVINCIAL MONITORING - Monitor ICASS and ISAT - Prepare sample portfolios for Moderation	Centralised Moderation Venues	Ongoing Last week of the 3 rd academic quarter
DHET	DHET MONITORING AND MODERATION - ICASS and ISAT - Sample moderation	FET campuses	Ongoing End of 3 rd academic quarter 2011
UMALUSI	EXTERNAL MONITORING AND MODERATION - ISAT - Sample moderation of ICASS	Centralised Moderation Venues	Ongoing 30 September 2011
Examination Centres	Submit ISAT and ICASS mark sheets	DHET	14 October 2011
DHET	Dispatch ISAT tasks for implementation in 2012	Examination Centres	01 November 2011