



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Private Bag X110, PRETORIA, 0001, South Africa, Sol Plaatje House, 222 Struben Street, PRETORIA, 0002
Tel: +27 12 357 3897, Fax: +27 12 323 3387, <http://www.education.gov.za>

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

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

MEMORANDUM NO. 23 OF 2010

2011 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 2011.

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.

Kind regards

MS EM MALINDI

DIRECTOR: EXAMINATION ADMINISTRATION SUPPORT AND IT SYSTEM ADMINISTRATION
DATE: 12 NOVEMBER 2010

2011 MANAGEMENT PLAN

CONDUCT OF THE 2011 FET COLLEGE EXAMINATIONS & ASSESSMENT

REPORT 190/191 PROGRAMMES

PER MONTH

JANUARY 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
FET COLLEGES	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Closing date for registration	20 Jan 2011
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Capturing of examination entries.	20 Jan 2011 To 27 Jan 2011
FET COLLEGES	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Closing date for registration	20 Jan 2011
MARKING CENTRES	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Closing date for application to re-mark and re-check. (November 2009 candidates)	25 Jan 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Capturing of examination entries.	20 Jan 2011 To 27 Jan 2011
FET COLLEGES	ENGINEERING STUDIES	Closing date for application to re-mark and re-check. (November 2010 candidates)	21 Jan 2011
FET COLLEGES	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Closing date to apply for outstanding results November 2010 examinations.	21 Jan 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Finalise all outstanding cases from 2010 Examinations: General Studies, Natural Sciences Studies and NC (V) L2/3	30 Jan 2011

FEBRUARY 2011

RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Dispatch Question Papers to FET Colleges	03 Feb 2011
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Dispatch Mark sheets for term marks to Colleges.	03 Feb 2011
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Dispatch Question Papers to FET Colleges	03 Feb 2011
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Examinations Commences	09 Feb 2011 To 24 Feb 2011
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	- Monitor examination and marking process. - Verify Moderation process	09 Feb 2011 To 24 Feb 2011
FET COLLEGES	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Closing date for registration at the DoE	10 Feb 2011
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Capturing/download of examination entries.	11 Feb 2011 To 20 Feb 2011
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Dispatch preliminary schedules to FET Colleges.	11 Feb 2011 To 20 Feb 2011
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Marking.	15 Feb 2011 To 15 Mar 2011

FET COLLEGES	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Return completed mark sheets with term marks to DoE.	19 Feb 2011
FET COLLEGES	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Closing date for receipt of amended preliminary schedules.	23 Feb 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Cases reported during November 2008 Examinations: General Studies, Natural Sciences Studies	27 Feb 2011

MARCH 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Dispatch Mark sheets, admission letter and final schedule to Colleges.	1 Mar 2011
DHET	NATIONAL ENGINEERING IRREGULARITY COMMITTEE (NEIC)	- 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.	06 Mar 2011
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Dispatch Question Papers to FET Colleges	10 Mar 2011
MCM	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Submit scripts and completed mark sheets to DoE.	16 Mar 2011
FET COLLEGES	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Return completed term mark sheets with term marks to DoE.	16 Mar 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Capturing/download of examination entries.	22 Mar 2011 To 09 Apr 2011
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Examinations Commences	23 Mar 2011 To 09 Apr 2011

DHET & PDE's	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Monitoring of examinations	23 Mar 2011 To 16 Apr 2011
DHET	CERTIFICATE OF COMPETENCY JUNE 2011 EXAMINATION	Capturing of examination entries and corrections thereof.	25 Mar 2011 To 27 Mar 2011
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Capturing of examination marks	26 Mar 2011 to 27 Mar 2011

APRIL 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Dispatch results to FET Colleges	01 Apr 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Dispatch first preliminary schedules to FET Colleges.	15 Apr 2011
FET COLLEGES	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Closing date for receipt of amended preliminary schedules.	19 Apr 2011
MCM	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Final submission of scripts and completed mark sheets to DoE.	20 Apr 2011
FET COLLEGES	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Closing date for receipt of amended preliminary schedules.	27 Apr 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Send letters to FET Institutions with reported irregularities during the supplementary and April 2010 required a response within 21 days.	30 Apr 2011

MAY 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET & PED	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Pre-Standardisation Meeting	05 May 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Dispatch mark sheets for term marks to FET Colleges	06 May 2011
DHET & UMALUSI	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Standardisation Meeting.	06 May 2011
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Dispatch the April 2010 results and the registration forms of the August 2010 examinations.	10 May 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Dispatch Question Papers to FET Colleges	11 May 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Dispatch MCM requirements	18 May 2011
DHET	CERTIFICATE OF COMPETENCY JUNE 2011 EXAMINATION	Dispatch Question Papers to FET Colleges	18 May 2011
EXAMINATION CENTRES	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Return complete mark sheets with term marks to the DOE	21 May 2011
DHET	CERTIFICATE OF COMPETENCY JUNE 2011 EXAMINATION	Dispatch Mark sheets, admission letter and final schedule to Colleges.	22 May 2011
FET COLLEGES	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Closing date for application to re-mark and re-check. (April 2010 candidates)	24 May 2011
DHET & PED's	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011	Monitor examination and marking	24 May 2011

	EXAMINATIONS	process.	to
DHET	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	- Verify Moderation process - Examination Commences	04 June 2011 24 May 2011 to 04 June 2011
FET COLLEGES	NATURAL SCIENCE AUGUST 2011 EXAMINATION	Closing date to apply for outstanding results April 2010 examinations.	24 May 2011
DHET	NATIONAL ENGINEERING STUDIES IRREGULARITY COMMITTEE (NEIC)	- Cases reported during NSC and NC (V) 2010 Supplementary Examinations - Cases reported during the April 2010 Examinations: Natural Sciences Studies - Finalise all outstanding cases	27 May 2011

JUNE 2011

RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
FET COLLEGES	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Closing date for registration	04 Jun 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 May 2010)	05 Jun 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 May 2010)	05 Jun 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Capturing/download of examination entries.	07 Jun 2011 To 19 Jun 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Dispatch preliminary schedules to FET Colleges.	08 Jun 2011 To

			18 Jun 2011
DHET	CERTIFICATE OF COMPETENCY JUNE 2011 EXAMINATION	Examinations Commences	11 Jun 2011 And 19 Jun 2011.
MCM	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Submit scripts and completed mark sheets to DHET	22 Jun 2011
FET COLLEGES	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Final date for receipt of amended preliminary schedules.	23 Jun 2011
DHET & PED	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Pre-Standardisation Meeting	30 Jun 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Send letters to FET Institutions with reported irregularities during the June 2010 General studies Examination required a response within 21 days.	30 Jun 2011

JULY 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET & UMALUSI	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011 EXAMINATIONS	Standardisation Meeting.	01 Jul 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Dispatch Mark sheets, admission letter and final schedule to Colleges.	01 Jul 2011
MARKERS, DEPARTMENT OF LABOUR & DEPARTMENT OF MINERALS	CERTIFICATE OF COMPETENCY JUNE 2011 EXAMINATION	Submit scripts and completed mark sheets to DOE. Marked and moderated.	03 Jul 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 JUNE 2011	Dispatch results to FET Colleges	05 Jul 2011

	EXAMINATIONS		
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Dispatch Question Papers to FET Colleges	07 Jul 2011
FET COLLEGES	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Return completed term mark sheets with term marks to DoE.	14 Jul 2011
FET COLLEGES	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Closing date for application to re-mark and re-check. (June 2010 candidates)	16 Jul 2011
DHET	CERTIFICATE OF COMPETENCY JUNE 2011 EXAMINATION	Dispatch results for FET Colleges	17 Jul 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Examinations Commences	21 Jul 2011 To 11 Aug 2011
DHET & PED's	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Monitoring of examination	21 Jul 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Monitor examination and marking process.	22 Jul 2011 To 17 Aug 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Capturing of examination marks	23 Jul 2011 to 18 Aug 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	- Cases reported during the June 2010 General studies Examination - Finalise all outstanding cases	29 Jul 2011

AUGUST 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	- 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.	07 Aug 2011
FET COLLEGES	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	- Closing date for registration	10 Aug 2011
FET COLLEGES	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Closing date for registration	10 Aug 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Capturing/download of examination entries.	11 Aug 2011 To 23 Aug 2011
MCM	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Final submission of scripts and completed mark sheets to DoE.	18 Aug 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Send letters to FET Institutions with reported irregularities for the August 2010 Natural Sciences Studies Examination, requiring a response within 21 days.	21 August 2011
DHET & PED	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Pre-Standardisation Meeting	25 Aug 2011
DHET & UMALUSI	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Standardisation Meeting.	26 Aug 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Dispatch the August 2010 results and the registration forms of the November 2010 examinations.	30 Aug 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Dispatch first preliminary schedules to FET Colleges.	30 Aug 2011

SEPTEMBER 2011

RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
FET COLLEGES	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Closing date for receipt of first amended preliminary schedules.	13 Sept 2011
FET COLLEGES	NATURAL SCIENCE NOVEMBER 2011 EXAMINATION	Closing date for application to re-mark and re-check. (August 2010 candidates)	13 Sept 2011
FET COLLEGES	NATURAL SCIENCE NOVEMBER 2011 EXAMINATION	Closing date to apply for outstanding results August 2010 examinations.	13 Sept 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	- Cases reported during the August 2010 Natural Sciences Studies Examinations - Finalise all outstanding cases	16 Sept. 2011
FET COLLEGES	NATURAL SCIENCE NOVEMBER 2011 EXAMINATION	Closing date for registration	24 Sept 2011
FET COLLEGES	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION	Closing date for registration	25 Sept 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	- 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.	25 Sept. 2011
DHET	NATURAL SCIENCE NOVEMBER 2011 EXAMINATION	Capturing/download of examination entries.	27 Sept 2011 To 09 Oct 2011
DHET	NATURAL SCIENCE NOVEMBER 2011 EXAMINATION	Dispatch preliminary schedules to FET Colleges.	28 Sept 2011 To 12 Oct 2011
DHET	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION	Capturing of examination entries and corrections thereof.	28 Sept 2011 To 09 October 2011

OCTOBER 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Dispatch mark sheets for term marks to FET Colleges	01 Oct 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Dispatch MCM requirements	15 Oct 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Dispatch Question Papers to FET Colleges	15 Oct 2011
FET COLLEGES	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Closing date for receipt of amended preliminary schedules.	19 Oct 2011
DHET	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Dispatch Mark sheets, admission letter and final schedule to Colleges.	21 Oct 2011
DHET	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION	Dispatch Mark sheets, admission letter and final schedule to Colleges.	23 October 2011
DHET	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Dispatch Question Papers to FET Colleges	28 Oct 2011
EXAMINATION CENTRES	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Return complete mark sheets with term marks to the DoE	29 Oct 2011

NOVEMBER 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
FET COLLEGES	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Return completed term mark sheets with term marks to DoE.	04 Nov 2011
FET COLLEGES	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Return completed term mark sheets with term marks to DoE.	04 Nov 2011

DHET	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION	Dispatch Question Papers to FET Colleges	04 Nov 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Examination Commences	05 Nov. 2011 to 26 Nov. 2011
DHET & PED's	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	- Monitor examination and marking process. - Verify Moderation process	08 Nov. 2011 to 22 Nov. 2011
DHET	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Examinations Commences	10 Nov 2011 To 25 Nov 2011
DHET & PED's	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Monitor examination	11 Nov 2011 To 25 Nov 2011
DHET	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	- Monitor examination and marking process. - Verify Moderation process	12 Nov 2011 To 27 Nov 2011
DHET	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Capturing of examination marks	13 Nov 2011 to 08 Dec 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Marking.	15 Nov. 2011 to 03 Dec. 2011
DHET	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION	Examinations Commences	19 Nov 2011 And 25 Nov 2011.

DECEMBER 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
MCM	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Submit scripts and completed mark sheets to DoE.	07 Dec. 2011
MCM	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Final submission of scripts and completed mark sheets to DoE.	08 Dec 2011
MARKERS, DEPARTMENT OF LABOUR & DEPARTMENT OF MINERALS	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION	Submit scripts and completed mark sheets to DoE. Marked and moderated.	11 Dec 2011
DHET & PED	BUSINESS STUDIES AND ENGINEERING STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Pre-Standardisation Meeting	14 Dec. 2011
DHET & UMALUSI	BUSINESS STUDIES AND ENGINEERING STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Standardisation Meeting.	17 Dec 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	- Dispatch results to FET Colleges - Embargoed until 30 December 2010	22 Dec. 2011
DHET	BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2011 EXAMINATIONS	Release of results.	22 Dec. 2011