



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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TO: HEADS OF PROVINCIAL DEPARTMENTS OF EDUCATION
FET COLLEGES COMMITTEE
UMALUSI
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
EXAMINATION CENTRE MANAGERS
FURTHER EDUCATION AND TRAINING COLLEGES EXECUTIVE
ORGANISATION (FETCEO)
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)

EXAMINATION INSTRUCTION NO. 5 OF 2010

**APPROACH ADOPTED FOR MARKING OF N1 AND NC (V) LEVEL 2 AND 3
OFFERINGS AT FET COLLEGES**

1. The option of an FET College to follow either a centralized or decentralized approach to internal marking has created tensions in the system as lecturers who are engaged in a centralized model find themselves paying out of their own pockets to mark and/or moderate scripts for N1 and NC (V) Level 2 and 3.
2. All FET Colleges are required to adopt a uniform approach to the internal marking of scripts through the implementation of the following directives:

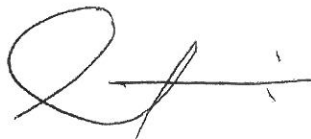
- (a) Internal marking will be applied to all N1 and NC (V) Level 2 and 3 offerings.
- (b) All internal marking should be campus-based to eliminate out of pocket expenses for lecturers.
- (c) If there is only one subject specialist lecturing at the examination centre, the Examinations Officer of the particular FET College is responsible for ensuring that moderation of scripts for the affected subject takes place. This may be done by allowing scripts to be transported / couriered at a cost to the College and not the lecturer; however any marker who already incurred expenses for the 2010 marking process relating to own transport from and to a marking centre which is situated away from his/her normal workplace shall be re-imbursed for in terms of the prescribed fuel rates provided that the College did not offer official transport and prior approval had been given for use of own transport.
- (d) Where it is deemed necessary for a moderator to travel and it is further required that he/she must use own transport, expenses to be incurred must be substantiated by the Principal of the College and further approved by the DHET.
- (e) To facilitate the internal moderation of scripts, 10% of the scripts for a paper per subject where there is enrolment of up to 1 000 candidates need to be moderated across the attainment range on completion of the marking process. Similarly, where the enrolment exceeds 1 000, 100 of the scripts need to be moderated across the attainment range indicated in the table below:

Table 1: Attainment range

Number of scripts	Rating	Marks (%)
10%	Outstanding	80 – 100
10%	Meritorious	70 – 79
20%	Substantial	60 – 69
20%	Adequate	50 – 59
20%	Moderate	40 – 49
10%	Elementary	30 – 39
10%	Not achieved	00 – 29

- (f) FET Colleges are not to remunerate lecturers for the marking or moderation of scripts marked internally.

- (g) The management of the FET College should manage the invigilation and marking of scripts for N1 and NC (V) Level 2 and 3 offerings in such a manner that lecturers are given opportunity to mark and moderate during official working hours.
- (h) Markers in both categories will be required to complete the marking process in the time allocated by College management taking into consideration the applicable working hours.
- (i) Expenses incurred for moderation (where a moderator must travel) should first be substantiated and discussed with DHET before being approved.



Mr GF Qonde

Acting Director-General

Date: 11/11/2010