



higher education & training

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Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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

MEMORANDUM NO. 3 OF 2011

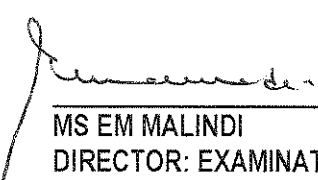
2011 MANAGEMENT PLAN: REPORT 191

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 updated management plan for 2011. Memorandum no 3 of 2011 replaces memorandum no 23 of 2010.

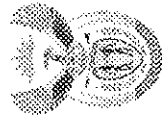
You are kindly requested to adhere to the time frames stipulated in the plan to facilitate the timely completion of all processes. Failure to submit information on the stipulated due dates will compromise the administration of FET College examinations and be viewed in a very serious light.

Kind regards



MS EM MALINDI

DIRECTOR: EXAMINATION ADMINISTRATION SUPPORT AND IT SYSTEM ADMINISTRATION
DATE: 14 JANUARY 2011



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& training

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REPUBLIC OF SOUTH AFRICA

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 January 2011
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Capturing of examination entries.	20 January 2011 To 27 January 2011
FET COLLEGES	ENGINEERING STUDIES	Closing date for application to re-mark and re-check. (November 2010 candidates)	21 January 2011
FET COLLEGES	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Closing date to apply for outstanding results November 2010 examinations.	21 January 2011
MARKING CENTRES	BUSINESS STUDIES N4 -- N6 JUNE 2011 EXAMINATION	Closing date for application to re-mark and re-check. (November 2010 candidates)	25 January 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 January 2011

FEBRUARY 2011

RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY	Dispatch Question Papers to FET	01 February 2011

	EXAMINATION	Colleges	
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Dispatch Mark sheets for term marks to Colleges.	02 February 2011
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Examinations Commences	09 February 2011 To 24 February 2011
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	- Monitor examination and marking process. - Verify Moderation process	09 February 2011 To 24 February 2011
FET COLLEGES	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Closing date for registration at the DHET	10 February 2011
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Capturing/download of examination entries.	11 February 2011 To 20 February 2011
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Dispatch preliminary schedules to FET Colleges.	11 February 2011 To 21 February 2011
DHET	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Marking.	15 February 2011 To 15 March 2011
FET COLLEGES	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Return completed mark sheets with term marks to DHET.	18 February 2011
FET COLLEGES	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Closing date for receipt of amended preliminary schedules.	23 February 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Cases reported during November 2010 Examinations: General Studies, Natural Sciences Studies	27 February 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 March 2011	
DHET	NATIONAL ENGINEERING IRREGULARITY COMMITTEE (NEIC)	- Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 February 2011) - Visit FET Institutions with serious and/or repeated irregularities.	06 March 2011	
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Dispatch Question Papers to FET Colleges	10 March 2011	
MCM	BUSINESS STUDIES NSC 2011 SUPPLEMENTARY EXAMINATION	Submit scripts and completed mark sheets to DHET.	16 March 2011	
FET COLLEGES	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Return completed term mark sheets with term marks to DHET.	16 March 2011	
FET COLLEGES	BUSINESS STUDIES N4-N6 JUNE 2011 EXAMINATIONS	Closing date for registration	18 March 2011	
DHET	BUSINESS STUDIES N4 – N6 JUNE 2011 EXAMINATIONS	Capturing/download of examination entries.	22 March 2011 To 09 April 2011	
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Examinations Commences	23 March 2011 To 08 April 2011	
DHET & PDE's	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Monitoring of examinations	23 March 2011 To 15 April 2011	
FET COLLEGES	CERTIFICATE OF COMPETENCY JUNE 2011 EXAMINATION	Closing date for registration	21 March 2011	
DHET	CERTIFICATE OF COMPETENCY JUNE 2011	Capturing of examination entries and	25 March 2011	

	EXAMINATION	corrections thereof.	To 28 March 2011
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Capturing of examination marks	25 March 2011 to 27 March 2011

APRIL 2011

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

MAY 2011

RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET & PED	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Pre-Standardisation Meeting	04 May 2011

DHET	BUSINESS STUDIES 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.	05 May 2011
DHET	ENGINEERING STUDIES APRIL 2011 EXAMINATION	Dispatch the April 2011 results and the registration forms of the August 2010 examinations.	10 May 2011
DHET	BUSINESS STUDIES N4 – N6 JUNE 2011 EXAMINATIONS	Dispatch Question Papers to FET Colleges	11 May 2011
DHET	BUSINESS STUDIES 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 N4 – N6 JUNE 2011 EXAMINATIONS	Return complete mark sheets with term marks to the DHET	20 May 2011
DHET	CERTIFICATE OF COMPETENCY JUNE 2011 EXAMINATION	Dispatch Mark sheets, admission letter and final schedule to Colleges.	23 May 2011
FET COLLEGES	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Closing date for application to re-mark and re-check. (April 2011 candidates)	24 May 2011
DHET & PED's	BUSINESS STUDIES N4 – N6 JUNE 2011 EXAMINATIONS	Monitor examination and marking process.	24 May 2011 to 14 June 2011
DHET	BUSINESS STUDIES N4 – N6 JUNE 2011 EXAMINATIONS	- Verify Moderation process - Examination Commences	24 May 2011 to 14 June 2011
FET COLLEGES	NATURAL SCIENCE AUGUST 2011 EXAMINATION	Closing date to apply for outstanding	24 May 2011

DHET	NATIONAL ENGINEERING STUDIES IRREGULARITY COMMITTEE (NEIC)	results April 2011 examinations.	27 May 2011
DHET	BUSINESS STUDIES N4-N6 JUNE 2011 EXAMINATIONS	- Cases reported during NSC and NC (V) 2011 Supplementary Examinations - Cases reported during the April 2011 Examinations: Natural Sciences Studies - Finalise all outstanding cases - Marking	27 May-24 June 2011

JUNE 2011

RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
FET COLLEGES	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Closing date for registration	03 June 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 May 2011)	05 June 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 May 2011)	05 June 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Capturing/download of examination entries.	07 June 2011 To 20 June 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Dispatch preliminary schedules to FET Colleges.	08 June 2011 To 17 June 2011
DHET	CERTIFICATE OF COMPETENCY JUNE 2011 EXAMINATION	Examinations Commences	13 June 2011 And 20 June 2011.

MCM	BUSINESS STUDIES N4 – N6 JUNE 2011 EXAMINATIONS	Submit scripts and completed mark sheets to DHET	24 June 2011
FET COLLEGES	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Final date for receipt of amended preliminary schedules.	23 June 2011
DHET & PED	BUSINESS STUDIES N4 – N6 JUNE 2011 EXAMINATIONS	Pre-Standardisation Meeting	30 June 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	Send letters to FET Institutions with reported irregularities during the June 2011 General studies Examination required a response within 21 days.	30 June 2011

JULY 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET & UMALUSI	BUSINESS STUDIES 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 DHET. Marked and moderated.	04 Jul 2011
DHET	BUSINESS STUDIES N4 – N6 JUNE 2011 EXAMINATIONS	Dispatch results to FET Colleges	05 July 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Dispatch Question Papers to FET Colleges	07 July 2011
FET COLLEGES	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Return completed term mark sheets with term marks to DHET.	14 July 2011

FET COLLEGES	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS	Closing date for application to re-mark and re-check (June 2011 candidates)	15 July 2011
DHET	CERTIFICATE OF COMPETENCY JUNE 2011 EXAMINATION	Dispatch results for FET Colleges	18 July 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Examinations Commences	20 July 2011 To 10 August 2011
DHET & PED's	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Monitoring of examination	20 July 2011 To 10 August 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Monitor examination and marking process.	22 July 2011 To 17 August 2011
DHET	ENGINEERING STUDIES AUGUST 2011 EXAMINATION	Capturing of examination marks	22 July 2011 To 18 August 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	- Cases reported during the June 2011 General studies Examination - Finalise all outstanding cases	29 July 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 2011) - Visit FET Institutions with serious and/or repeated irregularities.	07 August 2011

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

SEPTEMBER 2011

RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
FET COLLEGES	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS	Closing date for receipt of first amended preliminary schedules.	13 September 2011
FET COLLEGES	NATURAL SCIENCE NOVEMBER 2011 EXAMINATION	Closing date for application to re-mark and re-check. (August 2011 candidates)	13 September 2011

FET COLLEGES	NATURAL SCIENCE NOVEMBER 2011 EXAMINATION	Closing date to apply for outstanding results August 2011 examinations.	13 September 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	- Cases reported during the August 2011 Natural Sciences Studies Examinations - Finalise all outstanding cases	16 September 2011
FET COLLEGES	NATURAL SCIENCE NOVEMBER 2011 EXAMINATION	Closing date for registration	23 September 2011
FET COLLEGES	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION	Closing date for registration	26 September 2011
DHET	NATIONAL EXAMINATION IRREGULARITY COMMITTEE (NEIC)	- Notice letters to FET Institutions to notify candidates of the outcome of the meeting (16 September 2011) - Visit FET Institutions with serious and/or repeated irregularities	25 September 2011
DHET	NATURAL SCIENCE NOVEMBER 2011 EXAMINATION	Capturing/download of examination entries.	27 September 2011 To 10 October 2011
DHET	NATURAL SCIENCE NOVEMBER 2011 EXAMINATION	Dispatch preliminary schedules to FET Colleges.	28 September 2011 To 12 October 2011
DHET	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION	Capturing of examination entries and corrections thereof.	28 September 2011 To 10 October 2011

OCTOBER 2011

RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS	Dispatch mark sheets for term marks to FET Colleges	03 October 2011
DHET	BUSINESS STUDIES N4 – N6 NOVEMBER 2011	Dispatch MCM requirements	14 October 2011

	EXAMINATIONS		
DHET	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS	Dispatch Question Papers to FET Colleges	20 October 2011
FET COLLEGES	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Closing date for receipt of amended preliminary schedules.	19 October 2011
DHET	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Dispatch Mark sheets, admission letter and final schedule to Colleges.	21 October 2011
DHET	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION	Dispatch Mark sheets, admission letter and final schedule to Colleges.	24 October 2011
DHET	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Dispatch Question Papers to FET Colleges	28 October 2011
EXAMINATION CENTRES	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS	Return complete mark sheets with term marks to the DHET	28 October 2011

NOVEMBER 2011			
RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
DHET	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS	Examination Commences	03 November. 2011 To 26 November. 2011
DHET & PED's	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS	- Monitor examination and marking process. - Verify Moderation process	03 November. 2011 To 26 November. 2011
FET COLLEGES	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Return completed term mark sheets with term marks to DoE.	04 November 2011
DHET	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS	Marking.	07 November. 2011 to

				03 December, 2011
DHET	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION		Examinations Commences	09 November 2011 To 25 November 2011
DHET & PED's	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION		Monitor examination	09 November 2011 To 25 November 2011
DHET	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION		- Monitor examination and marking process. - Verify Moderation process	11 November 2011 To 28 November 2011
DHET	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION		Capturing of examination marks	13 Nov 2011 to 08 Dec 2011
DHET	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION		Examinations Commences	18 November 2011 And 25 November 2011

DECEMBER 2011

RESPONSIBILITY	EXAMINATION	ACTIVITY	FINAL DUE DATE
MCM	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS	Submit scripts and completed mark sheets to DHET.	07 Dec. 2011
MCM	ENGINEERING STUDIES NOVEMBER 2011 EXAMINATION	Final submission of scripts and completed mark sheets to DHET.	08 Dec 2011
MARKERS, DEPARTMENT OF LABOUR & DEPARTMENT OF	CERTIFICATE OF COMPETENCY NOVEMBER 2011 EXAMINATION	Submit scripts and completed mark sheets to DHET. Marked and	12 Dec 2011

MINERALS			moderated.	
DHET & PED	BUSINESS STUDIES AND ENGINEERING STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS		• Pre-Standardisation Meeting	14 Dec. 2011
DHET & UMALUSI	BUSINESS STUDIES AND ENGINEERING STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS		• Standardisation Meeting.	17 Dec 2011
DHET	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS		• Dispatch results to FET Colleges • Embargoed until 30 December 2011	22 Dec. 2011
DHET	BUSINESS STUDIES N4 – N6 NOVEMBER 2011 EXAMINATIONS		• Release of results.	22 Dec. 2011