



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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

MEMORANDUM 07 OF 2011

GUIDELINES ON THE ADMINISTRATION OF THE 2011 NATIONAL CERTIFICATE (VOCATIONAL) SUPPLEMENTARY EXAMINATIONS

Dear Colleague

The purpose of this memorandum is to facilitate a streamlined and timeous resulting process for all institutions involved in the 2011 NC (V) Supplementary 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.

Admission permits and mark sheets will be dispatched to your examination centre by Monday, 14 February 2011. Please see Section 9 for guidance on how to deal with post-examination entries for candidates who have not yet been registered due to outstanding results.

1. MARKING AND SUBMISSION OF SCRIPTS

The marking model to be used for the NC (V) Supplementary 2011 examinations is the same as was used for the November 2010 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, 18 February 2011. 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 April 2011.

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 for external moderation. 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

Note that Level 2 and Level 3 will be marked internally and Level 4 scripts must be submitted to the national marking centre.

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 **Wednesday, 06 April 2011**.

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. Furthermore, please make sure that every batch of scripts sent to the Department and/or the national marking centre has a mark sheet included with the batch.

2. MARKING GUIDELINES

All campuses on the mailing list will receive the marking guidelines for NC (V) subjects written in both the morning and afternoon sessions by 09:00 the following morning. 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

Where any serious amendments are effected to the marking guidelines for Level 2 and 3, i.e. 10 marks or more per question / section, these amendments must be submitted directly to Mr A Bodasing on the email address bodasing.a@dhet.gov.za as soon as the marking guideline has been finalised for the marking process.

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 pink 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 pink mark sheets are to be placed in **ONE** 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 2010, 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 Ms Jabu Manzini via email on the address manzini.j@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. The content of the reports must be captured electronically on the templates and emailed as a Word document. Kindly do not **pdf** the documents. Scanned and faxed documents will be rejected. The report should be saved using the last 4 digits of the centre number and the name and level of the subject being reported on.

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. SUBMISSION OF MARKS

It is expected of all examination centres that have the facilities to submit the marks for the written question papers in electronic format to the Department. Please submit your marks to the relevant data capturer indicated on the list below.

NAME	E-MAIL	TEL	PROVINCE
Mr Jerome Bukes	Bukes.j@dhet.gov.za	012 357 – 3956	Eastern Cape KwaZulu-Natal
Ms Sharon Harmse	Harmse.s@dhet.gov.za	012 357 – 3957	Western Cape KwaZulu-Natal
Mr Andrew Maponyane	Maponyane.a@dhet.gov.za	012 357 – 3964	Free State
Ms Sandra Nkhwashu	Nkhwashu.s@dhet.gov.za	012 357 – 3953	Northern Cape
Ms Patricia Rasodi	Rasodi.m@dhet.gov.za	012 357 - 3596	Limpopo
Ms Sinah Skhosana	Skhosana.s@dhet.gov.za	012 357 – 3955	Mpumalanga
Ms Ina van Heerden	Vanheerden.i@dhet.gov.za	012 357 – 3950	North West
Ms Hannie Venter	Venter.h@dhet.gov.za	012 357 – 3949	Gauteng North West

Only marks for the written question papers are to be submitted as the ICASS and ISAT marks for November 2010 will be automatically transferred on the system. No ICASS and ISAT marks are to be submitted.

Please note that:

- **Only** the following structural code is used for the written component:
✓ AC = Written mark
- Marks submitted electronically must be done per centre and **not** per subject.
- Marks must be submitted in a **txt** format. (No scanned or faxed mark sheets are allowed.)

Before submitting the pink mark sheets kindly indicate on the top right hand corner of the mark sheet whether the marks will be submitted electronically or not. Use the letter **E** to indicate electronic submission and the letter **M** to indicate manual submission. Where an E appears the data capturers will verify the electronic version of the marks and download the file on the system and where an M appears the data capturers will capture the marks provided on the mark sheets on the system.

6. REPORTING ON THE DAILY CONDUCT OF THE 2011 NATIONAL CERTIFICATE (VOCATIONAL) SUPPLEMENTARY 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 Ms Michelle Malherbe on the email address malherbe.m@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 Chief 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.

7. 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 Supplementary 2011 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.

8. HANDLING OF APPLICATIONS FOR RE-MARKS / RE-CHECKS

Level 2 and 3

Examination Centres that receive applications for re-mark or re-check for L2 and L3 must ensure that the administrative fee is paid to facilitate the release of the result upon re-mark or re-check. The fee must be paid directly into the bank account of the Department of Higher Education and Training as communicated in Memorandum 24 of 2010. The fees as published in Instruction 11 of 2009 (Tariff List) are as follows:

- 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 proof of deposit to Ms Mathilda Visser.

The closing date for remarks / re-checks is 12 May 2011. All re-marking / re-checking processes must be finalised within three days of receiving the application and the closing date for submission to the Department is 20 May 2011.

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

Level 4

Examination Centres that receive applications for re-mark or re-check for L4 must ensure that all applications are submitted to the Department on or before 20 May 2011 and that the administrative fee is paid upfront to facilitate the re-mark or re-check process. The fee must be paid directly into the bank account of the Department of Higher Education and Training as communicated in Memorandum 24 of 2010. The fees as published in Instruction 11 of 2009 (Tariff List) are as follows:

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

The Department will be responsible for the re-mark / re-check of the L4 examination answer scripts. The College must forward the application for the re-mark / re-check along with the proof of deposit to Ms Mathilda Visser on or before 20 May 2011. All re-marking / re-checking processes will be finalised by 31 May 2011.

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

9. POST- EXAMINATION ENTRIES FOR THE 2011 SUPPLEMENTARY EXAMINATIONS

The respective entry and amendment deadlines for the 2011 supplementary examinations has passed and only candidates who are awaiting final marks for November 2010 will be able to register as post-examination entries for the supplementary examinations. No other withdrawals and/or amendments will be effected for other candidates.

The above candidates will not receive admission permits and will therefore be treated as post-examination entries. The marks of these candidates must be captured and submitted on the blank mark sheet provided and each mark sheet must be accompanied by a hard copy of the registration form for the candidates listed on the mark sheet (Annexure H). Failure to provide an entry form will culminate in the candidate not being captured and resulted. The Department will capture the marks of these candidates on the system.

Note that the mark sheets and scripts must be submitted in accordance with Section 1 of this memorandum.

10. CANDIDATES ELIGIBLE FOR ENTRY INTO THE SUPPLEMENTARY EXAMINATIONS

Candidates who registered for the November 2010 examinations and did not sit for the examinations cannot register for the supplementary examinations without providing proof of legitimate absenteeism and requesting a concession for entry into the supplementary examinations.

Candidates who did not register for the November 2010 examinations are not eligible to sit for the 2011 supplementary examinations and will not be permitted entry into the supplementary examinations.

All queries arising during the writing of a question paper must be reported directly to Ms N Pote on the email: pote.n@dhet.gov.za; tel.: (012) 357 3893 / 4 or cell: 082 695 6079.

Please ensure compliance of all examination processes in terms of the national conduct policy and Memorandum 21 of 2010. The results of the supplementary examinations will be released on 19 April 2011. Kindly direct your resulting enquires to the relevant staff members indicated on the attached list.

Annexures A – H are provided in Word format to facilitate the completion and submission thereof.

Wishing you a successful 2011 supplementary examination.

Kind regards



N Pote
Director: FET Examinations and Assessment (Colleges and ABET)
Date: 10 February 2011

National Certificate (Vocational) – Resulting officials

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

FUNCTION	PROVINCE	NAME	TEL	E-MAIL	FAX TO E-MAIL
Entries L2 –L4 General Enquiries	Western Cape	Andriëtte Nel	012 357 3968	Nel.a@dhet.gov.za	086 714 0128
Entries L2 –L4 General Enquiries	Northern Cape Province North West Province	Eugene Nkhwashu	012 357 3973	Nkhwashu.e@dhet.gov.za	086 628 8856
Entries L2 –L4 General Enquiries	Free State Province	Moses Ramalekana	012 357 3971	Ramalekana.m@dhet.gov.za	086 714 0301
Entries L2 –L4 General Enquiries	Eastern Cape Province	Martin Groenewald	012 357 3972	Groenewald.m@dhet.gov.za	086 628 8857
Entries L2 –L4 General Enquiries	KZN Province Centres 0502 - 0562	Mabel Sibeko	012 357 3970	Sibeko.m@dhet.gov.za	086 714 0085
Entries L2 –L4 General Enquiries	KZN Province Centres 5501 - 5554	Julia Mapatjie	012 357 3969	Mapatjie.j@dhet.gov.za	086 714 0156
Entries L2 –L4 General Enquiries	Mpumalanga Province	Mancha Moshokoa	012 357 3975	Moshokoa.c@dhet.gov.za	086 628 8854
Entries L2 –L4 General Enquiries Irregularities	Limpopo	Elizabeth Phago	012 357 3967	Phago.e@dhet.gov.za	086 628 8859
Entries L2 –L4 General Enquiries	Gauteng Centres 0801 – 0882	Mathilda Visser	012 357 3978	Visser.m@dhet.gov.za	086 714 0050
Entries L2 –L4 General Enquiries	Gauteng Centres 0883 - 5872	Lukas du Plooy	012 357 3977	Duplooy.l@dhet.gov.za	086 7140179