



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 10 OF 2011

AMENDED DATES FOR THE ADMINISTRATION OF THE 2011 NATIONAL CERTIFICATE (VOCATIONAL) SUPPLEMENTARY AND NOVEMBER EXAMINATIONS

Dear Colleague

This memorandum must be read in conjunction with Memorandum 07 of 2011.

While the processes outlined for the administration of the 2011 NC (V) Supplementary Examinations remain unchanged, the dates for processes in both the supplementary and November 2011 examinations have had to be amended due to the delay brought about in the ending of the supplementary examination timetable which now concludes on 01 April 2011 instead of 25 March 2011.

Attached please find the calendar of amended dates. The Department has been mindful of vacation dates in arriving at these new dates.

Kindly note the following:

1. Candidates who did not register for the November 2010 examinations are not eligible to write the 2011 supplementary examinations and will not be resulted.
2. Candidates who did not complete the ISAT and/or ICASS component for a subject and who write the supplementary examination in that subject will still be resulted as incomplete. A mark is required for all the assessment components making up a subject before the final promotion mark in a subject can be calculated.
3. All mark sheets are to be completed in full – no blank spaces are to be left alongside an examination number appearing on the mark sheet.
4. Marked scripts and hard copies of Level 2 and 3 mark sheets must be submitted on a regular basis and not be stockpiled until the final due date which is 18 April 2011. The marked scripts and mark sheets for Level 2 and 3 subjects written on or before 25 March 2011 must all be dispatched to the Department by 01 April 2011. Only the marked scripts and mark sheets for subjects written in the last week (28 March to 01 April 2011) may be submitted by 18 April 2011.

5. Similarly, the last batch of Level 4 scripts and mark sheets must be dispatched to the national marking centre at Springs campus in Gauteng on 01 April 2011 when the examination ends without exception. Arrangements must be made with your courier company to ensure that the scripts and mark sheets reach the centre by Monday 04 April 2011 at the latest.
6. The correctness of the data submitted via *txt* files remains the responsibility of the college. An analysis of the gaps which occurred in results when the data was downloaded onto the system for the November 2010 shows that incorrect programme and subject codes were the major challenge. In some instances the structure of the data submitted was not compatible with the electronic examination system. Colleges are requested to ensure that all information is validated before submission to the Department.

Your cooperation in ensuring that the examinations and resulting are successfully conducted is greatly appreciated.

Kind regards

A handwritten signature in blue ink, appearing to be 'N Pote', with a stylized, cursive script.

N Pote

Director: FET Examinations and Assessment (Colleges and ABET)

Date: 04 March 2011

AMENDED DATES FOR THE ADMINISTRATION OF THE 2011 NATIONAL CERTIFICATE (VOCATIONAL) SUPPLEMENTARY AND NOVEMBER EXAMINATIONS

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	REVISED 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	14 Feb. – 01 April 2011
DHET, UMALUSI and Examination Centres	Monitor examination, marking and marking moderation processes	Examination & Marking Centres	14 Feb. – 30 March 2011	14 Feb. – 18 April 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	17 Feb. – 18 April 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	18 April 2011 01 April 2011
DHET	Release results and individual statements of results	Examination Centres	19 April 2011	06 May 2011
Examination Centres	Closing date for re-marks and re-checks	DHET	12 May 2011	06 June 2011
DHET	Release results of re-marks and re-checks	Examination Centres	31 May 2011	23 June 2011
DHET and UMALUSI	Dispatch 2 nd batch of certificates for November 2010 examinations	Examination Centres	31 July 2011	23 August 2011

1.3 2011 NOVEMBER EXAMINATIONS: NQF LEVELS 2, 3 & 4				
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE	REVISED DATE
DHET	Dispatch entry forms for the November examinations	Examination Centres	01 April 2011	11 April 2011
Examination Centres	Closing date for registration of candidates	DHET	29 April 2011	20 May 2011
DHET	Dispatch preliminary schedule for verification	Examination Centres	03 June 2011	18 July 2011
Examination Centres	Closing date for amendments to preliminary schedule	DHET	20 June 2011	01 August 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	