



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: FET EXAMINATIONS AND ASSESSMENT

Private Bag X110, Pretoria, 0001, South Africa, 222 Struben Street, PRETORIA, 0002.
Tel: +27 12 357 3892, Fax: 012 328 6878, <http://www.education.gov.za>

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

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

MEMORANDUM 14 OF 2011

Please find enclosed the 2011 Supplementary NC (V) individual statement of results for candidates at your examination centre and a detailed list of candidates with incomplete marks. Revised entry forms for the November 2011 NC (V) examinations are included and must be used for the submission of entries as they reflect the correct programme and subject codes. These entry forms may also be downloaded at:
<http://www.thutong.doe.gov.za/examinationspace/General/tabid/4234/Default.aspx>.

Alternatively visit the Thutong website at www.thutong.doe.gov.za, and click on **Curriculum and Examinations**. Then click on the drop down menu **Assessment** under **FET College Learning Space**.

1. MANAGEMENT OF INCOMPLETE RESULTS

Where the examination centre identifies a candidate with incomplete marks, Annexure A needs to be completed and submitted along with a copy of the relevant mark sheet. This information should then be faxed or emailed to the Assistant Director: Ms Mathilda Visser (refer to Annexure B for her contact details).

The ICASS and ISAT marks were carried over electronically and the only mark that could be outstanding is the written examination mark. Please take note of the meaning of the structural codes representing a component with an outstanding mark:

- EB = ICASS mark
- CC = ISAT Mark
- AC = Written Examination

Examination centres will be given the opportunity to attend to these incomplete results until 31 May 2011. The results of these candidates will be released on an ad hoc basis, but by 30 June 2011 at the latest. Late registration of **only** these candidates will be allowed until 08 July 2011. The DHET may request PoEs (where applicable) to be submitted for verification purposes.

Any outstanding marks on mark sheets at the Department of Higher Education and Training (DHET) on 31 May 2011 will be managed as follows:

- All marks will be captured as “absent” (999) and candidates will be resulted accordingly.
- These results will reflect that the candidate was absent and will therefore conclude all outstanding results with reference to the November 2010 and 2011 Supplementary Examinations.

2. MANAGEMENT OF CANDIDATE ENROLMENTS FOR THE NOVEMBER 2011 EXAMINATIONS

Please ensure compliance in terms of Memorandum 21 of 2010 and Memorandum 10 of 2011. Examination centres submitting entries electronically must ensure that a **validation programme** is run prior to submitting entries to the DHET.

Candidate enrolments must be emailed to the DHET in a txt format to **one** of the following officials:

NAME	E-MAIL	TEL	PROVINCE
Mr Jerome Bukes	Bukes.j@dhet.gov.za	012 357 – 3956	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
Mr Mashudu Lisoga	Lisoga.m@dhet.gov.za	012 357 - 3947	Eastern Cape Northern Cape
Ms Sandra Nkhwashu	Nkhwashu.s@dhet.gov.za	012 357 – 3953	Eastern Cape 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	Gauteng North West
Ms Hannie Venter	Venter.h@dhet.gov.za	012 357 – 3949	Gauteng North West

Please note that:

- Entries submitted electronically must be done per centre and **not** per subject.
- Entries must be submitted in a **txt** format. (No scanned or faxed entry forms are allowed.)
- Do not submit entries electronically to more than one official because it becomes an administrative challenge.
- Do not submit entries in hard copy when you submit electronically since it increases the administrative workload. Hard copies of the forms should be filed at the examination centre for verification purposes.

Only Correctional Services and Private FET Colleges will be allowed to forward hard copy enrolments to the DHET.

These entries must be forwarded to:

The Assistant Director: National Certificate (Vocational)

For Attention: Ms Mathilda Visser

222 Struben Street, PTA 0002

Work Station: SF 1009

No entries will be accepted after the closing date, 31 May 2011. Examination Centres must apply to Ms N Mjajubana, Chief Director: FET Examinations and Assessment to register any late entries.

3. IMPORTANT DATES FOR THE NOVEMBER 2011 EXAMINATIONS

- The closing date for registration of candidates for the November 2011 examination is 31 May 2011 at examination centres.
- All entry to be submitted to the DHET latest 03 June 2011.
- The first and FINAL preliminary schedules will be forwarded to Examination Centres on 18 July 2011.
- The closing date for amended preliminary schedules to the DHET is 01 August 2011.

Please direct your enquires to the relevant staff members indicated in annexure B.

Kind regards

A handwritten signature in blue ink, appearing to be 'N Pote', with a stylized flourish at the end.

Ms N Pote
Director: Examinations and Assessment (Colleges and ABET)
Date: 30 May 2011

Annexure A

Enquiry of candidates with incomplete results

[illegible]

Annexure B

National Certificates (Vocational)

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