



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## CHIEF DIRECTORATE: NATIONAL 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 3866 / 082 697 0982  
**Fax:** (086) 714 0182  
**E-mail:** [devilliers.p@dhet.gov.za](mailto:devilliers.p@dhet.gov.za)

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

**MEMORANDUM 27 OF 2011**

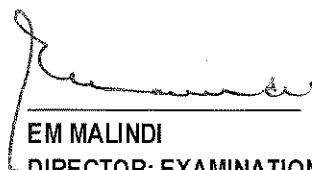
### 2012 MANAGEMENT PLANS

Enclosed are the management plans regarding the management and administration of FET College Examinations for the following sections:

- National Certificates (Vocational) )
- Natural Sciences Studies
- Business Studies

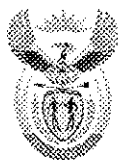
You are kindly requested to adhere to the time frames stipulated in the plan to facilitate the timeous completion of all processes. Failure to submit information on the stipulated due dates will compromise the administration of FET College Examinations and will contribute to delays in resulting and certification.

Your support and assistance in this matter is sincerely appreciated.



**EM MALINDI**  
**DIRECTOR: EXAMINATION MANAGEMENT & MONITORING**

**DATE:** 11/2/2011



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

---

## MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF FET COLLEGE  
EXAMINATIONS

NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

2012

## NATIONAL CERTIFICATE (VOCATIONAL)

### 2012 ACADEMIC YEAR

#### 1. WRITTEN EXAMINATIONS: NOF LEVEL 2 -4

| RESPONSIBILITY                                         | ACTIVITY                                                                                | LOCALITY            | FINAL DUE DATE  |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|---------------------|-----------------|
| <b>1.1 WRAP-UP OF THE NOVEMBER 2011 EXAMINATIONS</b>   |                                                                                         |                     |                 |
| DHET                                                   | Release schedule of results electronically                                              | Examination Centres | 06 January      |
| *Staff commence at FET Colleges (1 <sup>st</sup> Term) |                                                                                         | Examination Centres | 09 January      |
| DHET / Examination Centres                             | Follow-up on incomplete results                                                         | Examination Centres | 13 - 20 January |
| DHET                                                   | Dispatch schedule of results and the individual statement of results                    | Examination Centres | 25 January      |
| Examination Centres                                    | Closing date for application of re-marks and re-checks at examination centres           | Examination Centres | 01 February     |
| Examination Centres                                    | Closing date for receipt of marks with reference to the re-mark and re-check processes. | DHET                | 15 February     |
| DHET                                                   | Release results for re-marks and re-checks                                              | Examination Centres | 16 March        |

*\* Provincial Calendars may vary.*

| RESPONSIBILITY                                         | ACTIVITY                                                                                                                                                                                                                                                   | LOCALITY            | FINAL DUE DATE          |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------|
| <b>1.2 THE 2012 SUPPLEMENTARY EXAMINATIONS</b>         |                                                                                                                                                                                                                                                            |                     |                         |
| *Staff commence at FET Colleges (1 <sup>st</sup> Term) |                                                                                                                                                                                                                                                            | Examination Centres | 09 January              |
| Examination Centres                                    | Down load entry forms from the Thutong website @ <a href="http://www.thutong.doe.gov.za/examinationspace/NCVocationalEntryForms/tabid/4978/Default.aspx">http://www.thutong.doe.gov.za/examinationspace/NCVocationalEntryForms/tabid/4978/Default.aspx</a> | Examination Centres |                         |
| Examination Centres                                    | Closing date for registration of candidates                                                                                                                                                                                                                | DHET                | 23 January              |
| DHET                                                   | Dispatch admission letters and mark sheets                                                                                                                                                                                                                 | Examination Centres | 13 February             |
| DHET                                                   | Examination in Session (Memorandum 19 of 2011)                                                                                                                                                                                                             | Examination Centres | 20 February to 22 March |
| *FET Colleges Close                                    |                                                                                                                                                                                                                                                            | Examination Centres | 30 March                |
| *Staff commence at FET Colleges (2 <sup>nd</sup> Term) |                                                                                                                                                                                                                                                            | Examination Centres | 10 April                |
| Marking Centres                                        | Submission of L4 scripts and L2 – L4 Mark Sheets                                                                                                                                                                                                           | DHET                | 13 April                |
| DHET                                                   | Release schedule of results electronically                                                                                                                                                                                                                 | Examination Centres | 07 May                  |
| DHET                                                   | Dispatch individual statement of results                                                                                                                                                                                                                   | Examination Centres | 14 May                  |
| Examination Centres                                    | Closing date for application of re-marks and re-checks at examination centres                                                                                                                                                                              | Examination Centres | 23 May                  |
| Examination Centres                                    | Closing date for receipt of marks with reference to the re-mark and re-check processes.                                                                                                                                                                    | DHET                | 06 June                 |
| DHET                                                   | Release results for re-marks and re-checks                                                                                                                                                                                                                 | Examination Centres | 12 June                 |
| *FET Colleges Close                                    |                                                                                                                                                                                                                                                            | Examination Centres | 15 June                 |

**Note:**

*Candidates applying for the remarking or rechecking of examination answer books are not exempted from the onus of entering for the following examination before the stipulated date.*

*Candidates applying for writing the supplementary examination are not exempted from the onus of entering for the November examination before the stipulated date.*

*The DHET therefore recommends that candidates enrolled for the supplementary examination must also enroll for the November 2012 examination and commence with classes.*

| RESPONSIBILITY                                              | ACTIVITY                                                                                                                                                                                                                                                   | LOCALITY            | FINAL DUE DATE               |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------|
| <b>1.2 THE NOVEMBER 2012 EXAMINATIONS</b>                   |                                                                                                                                                                                                                                                            |                     |                              |
| *Staff commence at FET Colleges (1 <sup>st</sup> Term)      |                                                                                                                                                                                                                                                            | Examination Centres | 09 January                   |
| *FET College Close                                          |                                                                                                                                                                                                                                                            | Examination Centres | 30 March                     |
| *Staff commence at FET Colleges (2 <sup>nd</sup> Term)      |                                                                                                                                                                                                                                                            | Examination Centres | 10 April                     |
| Examination Centres                                         | Down load entry forms from the Thutong website @ <a href="http://www.thutong.doe.gov.za/examinationspace/NCVocationalEntryForms/tabid/4978/Default.aspx">http://www.thutong.doe.gov.za/examinationspace/NCVocationalEntryForms/tabid/4978/Default.aspx</a> | Examination Centres |                              |
| Examination Centres                                         | Closing date for registration of candidates                                                                                                                                                                                                                | DHET                | 31 May                       |
| *FET College Close                                          |                                                                                                                                                                                                                                                            | Examination Centres | 15 June                      |
| *Staff commence at FET Colleges (3 <sup>rd</sup> Term)      |                                                                                                                                                                                                                                                            | Examination Centres | 09 July                      |
| DHET                                                        | Dispatch 1 <sup>st</sup> set of Prelims for verification                                                                                                                                                                                                   | Examination Centres | 10 July                      |
| Examination Centres                                         | Submit 1 <sup>st</sup> set of amended Prelims                                                                                                                                                                                                              | DHET                | 24 July                      |
| DHET                                                        | Dispatch 2 <sup>nd</sup> and final set of Prelims for verification                                                                                                                                                                                         | Examination Centres | 15 August                    |
| Examination Centres                                         | Submit 2 <sup>nd</sup> and final set of amended Prelims                                                                                                                                                                                                    | DHET                | 30 August                    |
| DHET                                                        | Dispatch admission letters, mark sheets (ISAT/ICASS & Written) and final entry schedules.                                                                                                                                                                  | Examination Centres | 19 September                 |
| *FET College Close                                          |                                                                                                                                                                                                                                                            | Examination Centres | 28 September                 |
| *Staff commence at FET Colleges (4 <sup>th</sup> Term)      |                                                                                                                                                                                                                                                            | Examination Centres | 08 October                   |
| Examination Centres                                         | Submit ICASS / ISAT marks electronically and hard copy Mark Sheets: (L2 –L4)                                                                                                                                                                               | DHET                | 15 October                   |
| DHET                                                        | Examination in Session:<br>15 – 26 October : (LO P2)<br>29 October – 23 November (All Subjects)                                                                                                                                                            | Examination Centres | 15 October to<br>23 November |
| Examination Centres                                         | Submit written marks electronically and hard copy Mark Sheets                                                                                                                                                                                              | DHET                | 03 December                  |
| *FET College Close                                          |                                                                                                                                                                                                                                                            | Examination Centres | 05 December                  |
| *Staff commence at FET Colleges (1 <sup>st</sup> Term 2013) |                                                                                                                                                                                                                                                            | Examination Centres | 09 January 2013              |
| DHET                                                        | Release schedule of results electronically                                                                                                                                                                                                                 | Examination Centres | 05 January 2013              |
| DHET                                                        | Dispatch individual statement of results                                                                                                                                                                                                                   | Examination Centres | 24 January 2013              |

## MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF FET COLLEGE EXAMINATIONS

REPORT 190/191 PROGRAMMES

2012

PER MONTH

| JANUARY 2012    |                                                 |                                                                                                                                                                                           |                 |
|-----------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| RESPONSIBILITY  | EXAMINATION                                     | ACTIVITY                                                                                                                                                                                  | FINAL DUE DATE  |
| DHET            | PUBLISH NOVEMBER 2011 RESULTS                   | <ul style="list-style-type: none"> <li>Dispatch Results</li> </ul>                                                                                                                        | 09 January 2012 |
| FET COLLEGES    | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Closing date for registration</li> </ul>                                                                                                           | 20 January 2012 |
| MARKING CENTRES | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Closing date for application to re-mark and re-check. (November 2011)</li> </ul>                                                                   | 25 January 2012 |
| DHET            | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Capturing of examination entries.</li> </ul>                                                                                                       | 20 January 2012 |
|                 |                                                 | To                                                                                                                                                                                        | 27 January 2012 |
| FET COLLEGES    | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Closing date for application to re-mark and re-check. (November 2011 candidates)</li> </ul>                                                        | 20 January 2012 |
| FET COLLEGES    | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Closing date to apply for outstanding results November 2011 examinations.</li> </ul>                                                               | 20 January 2012 |
| DHET            | NATIONAL IRREGULARITY COMMITTEE (NIC)           | <ul style="list-style-type: none"> <li>Send letters to FET Institutions with reported irregularities during the November 2011 examination, required a response within 21 days.</li> </ul> | 16 January 2012 |
| DHET            | NATIONAL IRREGULARITY COMMITTEE (NIC)           | <ul style="list-style-type: none"> <li>NIC MEETING:</li> <li>Finalise all outstanding cases from 2011 Examinations: General Studies, Natural Sciences Studies</li> </ul>                  | 30 January 2012 |

| FEBRUARY 2012  |                                                 |                                                                                                                                                                                     |                                            |
|----------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| RESPONSIBILITY | EXAMINATION                                     | ACTIVITY                                                                                                                                                                            | FINAL DUE DATE                             |
| FET COLLEGES   | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Closing date for registration at the DHET</li> </ul>                                                                                         | 10 February 2012                           |
| DHET           | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Capturing/download of examination entries.</li> </ul>                                                                                        | 13 February 2012<br>To<br>24 February 2012 |
| DHET           | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Dispatch preliminary schedules to FET Colleges.</li> </ul>                                                                                   | 13 February 2012<br>To<br>24 February 2012 |
| FET COLLEGES   | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Closing date for receipt of amended preliminary schedules.</li> </ul>                                                                        | 27 February 2012                           |
| DHET           | NATIONAL IRREGULARITY COMMITTEE (NIC)           | <ul style="list-style-type: none"> <li>NIC MEETING:</li> <li>Cases reported during November 2008 Examinations: General Studies, Natural Sciences Studies and NC (V) L2/3</li> </ul> | 27 February 2012                           |
| MARCH 2012     |                                                 |                                                                                                                                                                                     |                                            |
| RESPONSIBILITY | EXAMINATION                                     | ACTIVITY                                                                                                                                                                            | FINAL DUE DATE                             |
| FET COLLEGES   | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Closing date for registration</li> </ul>                                                                                                     | 20 March 2012                              |
| DHET           | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Capturing/download of examination entries.</li> </ul>                                                                                        | 22 March 2012<br>To<br>10 April 2012       |
| DHET           | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Dispatch Mark sheets, admission letters and final schedule to Colleges.</li> </ul>                                                           | 5 March 2012                               |

|              |                                                 |                                                                                                                                                                                                                                         |                                     |
|--------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| DHET         | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Dispatch Question Papers to FET Colleges</li> </ul>                                                                                                                                              | 8 March 2012                        |
| FET COLLEGES | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Submit term mark to DHET</li> </ul>                                                                                                                                                              | 16 March 2012                       |
| DHET         | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Examinations Commences</li> </ul>                                                                                                                                                                | 20 March 2012<br>To<br>5 April 2012 |
| DHET & PDE's | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Monitor examination</li> </ul>                                                                                                                                                                   | 20 March 2012<br>To<br>5 April 2012 |
| DHET         | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Capturing of examination marks</li> </ul>                                                                                                                                                        | 10 March 2012<br>to<br>2 May 2012   |
| FET COLLEGES | CERTIFICATE OF COMPETENCY JUNE 2012 EXAMINATION | <ul style="list-style-type: none"> <li>Closing date for registration</li> </ul>                                                                                                                                                         | 20 March 2012                       |
| DHET         | CERTIFICATE OF COMPETENCY JUNE 2012 EXAMINATION | <ul style="list-style-type: none"> <li>Capturing of examination entries and corrections thereof.</li> </ul>                                                                                                                             | 22 March 2012<br>To<br>5 April 2012 |
| DHET         | NATIONAL IRREGULARITY COMMITTEE (NIC)           | <ul style="list-style-type: none"> <li>Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 February 2012)</li> <li>Visit FET Institutions with serious and/or repeated irregularities.</li> </ul> | 06 March 2012                       |

| APRIL 2012          |                                                 |                                                                                                                                                                                             |                                   |  |
|---------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--|
| RESPONSIBILITY      | EXAMINATION                                     | ACTIVITY                                                                                                                                                                                    | FINAL DUE DATE                    |  |
| DHET                | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Dispatch first preliminary schedules to FET Colleges.</li> </ul>                                                                                     | 12 April 2012                     |  |
| FET COLLEGES        | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Closing date for receipt of amended preliminary schedules.</li> </ul>                                                                                | 20 April 2012                     |  |
| MCM                 | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>Final submission of scripts and completed mark sheets to DHET.</li> </ul>                                                                            | 4 May 2012                        |  |
| DHET                | NATIONAL IRREGULARITY COMMITTEE (NIC)           | <ul style="list-style-type: none"> <li>Send letters to FET Institutions with reported irregularities during the supplementary and April 2012 required a response within 21 days.</li> </ul> | 30 April 2012                     |  |
| MAY 2012            |                                                 |                                                                                                                                                                                             |                                   |  |
| RESPONSIBILITY      | EXAMINATION                                     | ACTIVITY                                                                                                                                                                                    | FINAL DUE DATE                    |  |
| DHET                | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Dispatch mark sheets for term marks to FET Colleges</li> </ul>                                                                                       | 07 May 2012                       |  |
| FET COLLEGES        | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Closing date for receipt of amended preliminary schedules.</li> </ul>                                                                                | 26 April 2012                     |  |
| DHET                | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Dispatch Question Papers to FET Colleges</li> </ul>                                                                                                  | 11 May 2012                       |  |
| EXAMINATION CENTRES | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Return complete mark sheets with term marks to the DHET</li> </ul>                                                                                   | 21 May 2012                       |  |
| DHET                | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Dispatch MCM requirements</li> </ul>                                                                                                                 | 18 May 2012                       |  |
| DHET                | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Examination Commences</li> </ul>                                                                                                                     | 24 May 2012<br>to<br>04 June 2012 |  |

|                           |                                                 |                                                                                                                                                                                                                                                                                   |                             |
|---------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <b>DHET &amp; PED's</b>   | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>• Monitor examination and marking process.</li> <li>• Verify Moderation process</li> </ul>                                                                                                                                                 | 24 May 2012 to 14 June 2012 |
| <b>DHET &amp; PED</b>     | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>• Pre-Standardisation Meeting</li> </ul>                                                                                                                                                                                                   | 08 May 2012                 |
| <b>DHET &amp; UMALUSI</b> | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>• Standardisation Meeting.</li> </ul>                                                                                                                                                                                                      | 09 May 2012                 |
| <b>DHET</b>               | NATURAL SCIENCE APRIL 2012 EXAMINATION          | <ul style="list-style-type: none"> <li>• Print and dispatch the April 2012 results and the registration forms of the August 2012 examinations.</li> </ul>                                                                                                                         | 11 May 2012 to 15 May 2012  |
| <b>FET COLLEGES</b>       | NATURAL SCIENCE AUGUST 2012 EXAMINATION         | <ul style="list-style-type: none"> <li>• Closing date for application to re-mark and re-check. (April 2012)</li> </ul>                                                                                                                                                            | 25 May 2012                 |
| <b>FET COLLEGES</b>       | NATURAL SCIENCE AUGUST 2012 EXAMINATION         | <ul style="list-style-type: none"> <li>• Closing date to apply for outstanding results April 2012 examinations.</li> </ul>                                                                                                                                                        | 25 May 2012                 |
| <b>DHET</b>               | CERTIFICATE OF COMPETENCY JUNE 2012 EXAMINATION | <ul style="list-style-type: none"> <li>• Dispatch Question Papers to FET Colleges</li> </ul>                                                                                                                                                                                      | 18 May 2012                 |
| <b>DHET</b>               | CERTIFICATE OF COMPETENCY JUNE 2012 EXAMINATION | <ul style="list-style-type: none"> <li>• Dispatch Mark sheets, admission letter and final schedule to Colleges.</li> </ul>                                                                                                                                                        | 18 May 2012                 |
| <b>DHET</b>               | NATIONAL IRREGULARITY COMMITTEE (NIC)           | <ul style="list-style-type: none"> <li>• NIC MEETING:</li> <li>• Cases reported during NSC and NC (V) 2012 Supplementary Examinations</li> <li>• Cases reported during the April 2010 Examinations: Natural Sciences Studies</li> <li>• Finalise all outstanding cases</li> </ul> | 28 May 2012                 |

| JUNE 2012      |                                                 |                                                                                                                                                                                                                                    |                                      |
|----------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| RESPONSIBILITY | EXAMINATION                                     | ACTIVITY                                                                                                                                                                                                                           | FINAL DUE DATE                       |
| MCM            | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Submit scripts and completed mark sheets to DHET</li> </ul>                                                                                                                                 | 22 June 2012                         |
| DHET & PED     | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Pre-Standardisation Meeting</li> </ul>                                                                                                                                                      | 29 June 2012                         |
| FET COLLEGES   | NATURAL SCIENCE AUGUST 2012 EXAMINATION         | <ul style="list-style-type: none"> <li>Closing date for registration</li> </ul>                                                                                                                                                    | 08 June 2012                         |
| DHET           | NATURAL SCIENCE AUGUST 2012 EXAMINATION         | <ul style="list-style-type: none"> <li>Capturing/download of examination entries.</li> </ul>                                                                                                                                       | 08 June 2012<br>To<br>22 June 2012   |
| DHET           | NATURAL SCIENCE AUGUST 2012 EXAMINATION         | <ul style="list-style-type: none"> <li>Dispatch preliminary schedules to FET Colleges.</li> </ul>                                                                                                                                  | 08 June 2012<br>To<br>22 June 2012   |
| FET COLLEGES   | NATURAL SCIENCE AUGUST 2012 EXAMINATION         | <ul style="list-style-type: none"> <li>Final date for receipt of amended preliminary schedules.</li> </ul>                                                                                                                         | 25 June 2012                         |
| DHET           | CERTIFICATE OF COMPETENCY JUNE 2012 EXAMINATION | <ul style="list-style-type: none"> <li>Examinations Commences</li> </ul>                                                                                                                                                           | 06 June 2012<br>And<br>11 June 2012. |
| FET COLLEGES   | CERTIFICATE OF COMPETENCY JUNE 2012 EXAMINATION | <ul style="list-style-type: none"> <li>Return unmarked scripts to DHET</li> </ul>                                                                                                                                                  | 22 June 2012                         |
| DHET           | CERTIFICATE OF COMPETENCY JUNE 2012 EXAMINATION | <ul style="list-style-type: none"> <li>Dispatch unmarked scripts to Markers.</li> </ul>                                                                                                                                            | 25 June 2012                         |
| DHET           | NATIONAL IRREGULARITY COMMITTEE (NIC)           | <ul style="list-style-type: none"> <li>Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 May 2011)</li> <li>Visit FET Institutions with serious and/or repeated irregularities.</li> </ul> | 05 June 2012                         |

|                  |                                                     |                                                                                                                                                                                                                                    |                                      |
|------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| DHET             | NATIONAL IRREGULARITY COMMITTEE (NIC)               | <ul style="list-style-type: none"> <li>Send letters to FET Institutions with reported irregularities during the June 2011 General studies Examination required a response within 21 days.</li> </ul>                               | 29 June 2012                         |
| DHET             | NATIONAL IRREGULARITY COMMITTEE (NIC)               | <ul style="list-style-type: none"> <li>Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 May 2010)</li> <li>Visit FET Institutions with serious and/or repeated irregularities.</li> </ul> | 05 June 2012                         |
| <b>JULY 2012</b> |                                                     |                                                                                                                                                                                                                                    |                                      |
| RESPONSIBILITY   | EXAMINATION                                         | ACTIVITY                                                                                                                                                                                                                           | FINAL DUE DATE                       |
| DHET & UMALUSI   | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS     | <ul style="list-style-type: none"> <li>Standardisation Meeting.</li> </ul>                                                                                                                                                         | 04 July 2012                         |
| DHET             | BUSINESS STUDIES N4 – N6 JUNE 2012 EXAMINATIONS     | <ul style="list-style-type: none"> <li>Dispatch results to FET Colleges</li> </ul>                                                                                                                                                 | 05 July 2012                         |
| FET COLLEGES     | BUSINESS STUDIES N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Closing date for application to re-mark and re-check. (June 2010 candidates)</li> </ul>                                                                                                     | 20 July 2012                         |
| DHET             | NATURAL SCIENCE AUGUST 2012 EXAMINATION             | <ul style="list-style-type: none"> <li>Dispatch Mark sheets, admission letter and final schedule to Colleges.</li> </ul>                                                                                                           | 02 July 2012                         |
| DHET             | NATURAL SCIENCE AUGUST 2012 EXAMINATION             | <ul style="list-style-type: none"> <li>Dispatch Question Papers to FET Colleges</li> </ul>                                                                                                                                         | 06 July 2012                         |
| FET COLLEGES     | NATURAL SCIENCE AUGUST 2012 EXAMINATION             | <ul style="list-style-type: none"> <li>Submit term mark to DHET.</li> </ul>                                                                                                                                                        | 13 July 2012                         |
| DHET             | NATURAL SCIENCE AUGUST 2012 EXAMINATION             | <ul style="list-style-type: none"> <li>Examinations Commences</li> </ul>                                                                                                                                                           | 20 July 2012<br>To<br>02 August 2012 |

|                                                        |                                                     |                                                                                                                                                                                 |                                        |
|--------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| DHET & PED's                                           | NATURAL SCIENCE AUGUST 2012 EXAMINATION             | <ul style="list-style-type: none"> <li>Monitor the examination &amp; marking process</li> </ul>                                                                                 | 23 July 2010<br>To<br>07 August 2012   |
| MCM                                                    | NATURAL SCIENCE AUGUST 2012 EXAMINATION             | <ul style="list-style-type: none"> <li>Final submission of scripts and completed mark sheets to DHET.</li> </ul>                                                                | 17 August 2012                         |
| DHET                                                   | NATURAL SCIENCE AUGUST 2012 EXAMINATION             | <ul style="list-style-type: none"> <li>Capturing of examination marks</li> </ul>                                                                                                | 23 July 2012<br>to<br>17 August 2012   |
| MARKERS, DEPARTMENT OF LABOUR & DEPARTMENT OF MINERALS | CERTIFICATE OF COMPETENCY JUNE 2012 EXAMINATION     | <ul style="list-style-type: none"> <li>Submit scripts and completed mark sheets to DHET. Marked and moderated.</li> </ul>                                                       | 04 July 2012                           |
| DHET                                                   | CERTIFICATE OF COMPETENCY JUNE 2012 EXAMINATION     | <ul style="list-style-type: none"> <li>Dispatch results for FET Colleges</li> </ul>                                                                                             | 17 July 2012                           |
| DHET                                                   | NATIONAL IRREGULARITY COMMITTEE (NIC)               | <ul style="list-style-type: none"> <li>NIC MEETING:</li> <li>Cases reported during the June 2012 General Studies Examination</li> <li>Finalise all outstanding cases</li> </ul> | 30 July 2012                           |
| <b>AUGUST 2011</b>                                     |                                                     |                                                                                                                                                                                 |                                        |
| RESPONSIBILITY                                         | EXAMINATION                                         | ACTIVITY                                                                                                                                                                        | FINAL DUE DATE                         |
| FET COLLEGES                                           | BUSINESS STUDIES N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Closing date for registration</li> </ul>                                                                                                 | 10 August 2012                         |
| DHET                                                   | BUSINESS STUDIES N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Capturing/download of examination entries.</li> </ul>                                                                                    | 10 August 2012<br>To<br>23 August 2012 |
| DHET                                                   | BUSINESS STUDIES N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Dispatch first preliminary schedules to FET Colleges.</li> </ul>                                                                         | 30 August 2012                         |

|                       |                                                           |                                                                                                                                                                                                                                     |                       |
|-----------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| DHET & PED            | NATURAL SCIENCE AUGUST 2012 EXAMINATION                   | <ul style="list-style-type: none"> <li>Pre-Standardisation Meeting</li> </ul>                                                                                                                                                       | 23 August 2012        |
| DHET & UMALUSI        | NATURAL SCIENCE AUGUST 2012 EXAMINATION                   | <ul style="list-style-type: none"> <li>Standardisation Meeting.</li> </ul>                                                                                                                                                          | 24 August 2012        |
| DHET                  | NATURAL SCIENCE AUGUST 2012 EXAMINATION                   | <ul style="list-style-type: none"> <li>Dispatch the August 2012 results and the registration forms of the November 2012 examinations.</li> </ul>                                                                                    | 28 August 2012        |
| DHET                  | NATIONAL IRREGULARITY COMMITTEE (NIC)                     | <ul style="list-style-type: none"> <li>Notice letters to FET Institutions to notify candidates of the outcome of the meeting (29 July 2011)</li> <li>Visit FET Institutions with serious and/or repeated irregularities.</li> </ul> | 07 August 2012        |
| DHET                  | NATIONAL IRREGULARITY COMMITTEE (NIC)                     | <ul style="list-style-type: none"> <li>Send letters to FET Institutions with reported irregularities during the August 2011 Natural Sciences Studies Examination, requiring a response within 21 days.</li> </ul>                   | 21 August 2012        |
| <b>SEPTEMBER 2011</b> |                                                           |                                                                                                                                                                                                                                     |                       |
| <b>RESPONSIBILITY</b> | <b>EXAMINATION</b>                                        | <b>ACTIVITY</b>                                                                                                                                                                                                                     | <b>FINAL DUE DATE</b> |
| FET COLLEGES          | BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Closing date for receipt of first amended preliminary schedules.</li> </ul>                                                                                                                  | 14 September 2012     |
| FET COLLEGES          | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION                 | <ul style="list-style-type: none"> <li>Closing date for application to re-mark and re-check. (August 2010 candidates)</li> </ul>                                                                                                    | 14 September 2012     |
| FET COLLEGES          | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION                 | <ul style="list-style-type: none"> <li>Closing date to apply for outstanding results August 2010 examinations.</li> </ul>                                                                                                           | 14 September 2012     |

|                     |                                                     |                                                                                                                                                                                                                                          |                                            |
|---------------------|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>FET COLLEGES</b> | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Closing date for registration</li> </ul>                                                                                                                                                          | 21 September 2012                          |
| <b>DHET</b>         | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Capturing/download of examination entries.</li> </ul>                                                                                                                                             | 26 September 2012<br>To<br>10 October 2012 |
| <b>DHET</b>         | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Dispatch preliminary schedules to FET Colleges.</li> </ul>                                                                                                                                        | 28 September 2012<br>To<br>12 October 2010 |
| <b>FET COLLEGES</b> | CERTIFICATE OF COMPETENCY NOVEMBER 2012 EXAMINATION | <ul style="list-style-type: none"> <li>Closing date for registration</li> </ul>                                                                                                                                                          | 25 September 2012                          |
| <b>DHET</b>         | CERTIFICATE OF COMPETENCY NOVEMBER 2012 EXAMINATION | <ul style="list-style-type: none"> <li>Capturing of examination entries and corrections thereof.</li> </ul>                                                                                                                              | 28 September 2012<br>To<br>10 October 2012 |
| <b>DHET</b>         | NATIONAL IRREGULARITY COMMITTEE (NIC)               | <ul style="list-style-type: none"> <li>NIC MEETING:</li> <li>Cases reported during the August 2011 Natural Sciences Studies Examinations</li> <li>Finalise all outstanding cases</li> </ul>                                              | 17 Sept. 2012                              |
| <b>DHET</b>         | NATIONAL IRREGULARITY COMMITTEE (NIC)               | <ul style="list-style-type: none"> <li>Notice letters to FET Institutions to notify candidates of the outcome of the meeting (16 September 2011)</li> <li>Visit FET Institutions with serious and/or repeated irregularities.</li> </ul> | 25 Sept. 2012                              |

| OCTOBER 2012        |                                                           |                                                                                                                          |                 |  |
|---------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------|--|
| RESPONSIBILITY      | EXAMINATION                                               | ACTIVITY                                                                                                                 | FINAL DUE DATE  |  |
| DHET                | BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Dispatch mark sheets for term marks to FET Colleges</li> </ul>                    | 02 October 2012 |  |
| DHET                | BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Dispatch MCM requirements</li> </ul>                                              | 16 October 2012 |  |
| DHET                | BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Dispatch Question Papers to FET Colleges</li> </ul>                               | 16 October 2012 |  |
| EXAMINATION CENTRES | BUSINESS STUDIES NSC & N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Return complete mark sheets with term marks to the DoE</li> </ul>                 | 30 October 2012 |  |
| FET COLLEGES        | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION                 | <ul style="list-style-type: none"> <li>Closing date for receipt of amended preliminary schedules.</li> </ul>             | 16 October 2012 |  |
| DHET                | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION                 | <ul style="list-style-type: none"> <li>Dispatch Mark sheets, admission letter and final schedule to Colleges.</li> </ul> | 19 October 2012 |  |
| DHET                | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION                 | <ul style="list-style-type: none"> <li>Dispatch Question Papers to FET Colleges</li> </ul>                               | 26 October 2012 |  |
| DHET                | CERTIFICATE OF COMPETENCY NOVEMBER 2012 EXAMINATION       | <ul style="list-style-type: none"> <li>Dispatch Mark sheets, admission letter and final schedule to Colleges.</li> </ul> | 23 October 2012 |  |

| NOVEMBER 2012  |                                                     |                                                                                                                               |                                        |  |
|----------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|--|
| RESPONSIBILITY | EXAMINATION                                         | ACTIVITY                                                                                                                      | FINAL DUE DATE                         |  |
| DHET           | BUSINESS STUDIES N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Examination Commences</li> </ul>                                                       | 05 Nov. 2012 to 27 Nov. 2012           |  |
| DHET & PED's   | BUSINESS STUDIES N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Monitor examination and marking process.</li> <li>Verify Moderation process</li> </ul> | 08 Nov. 2012 to 27 Nov. 2012           |  |
| DHET           | BUSINESS STUDIES N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Marking.</li> </ul>                                                                    | 07 Nov. 2012 to 03 Dec. 2012           |  |
| FET COLLEGES   | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Return completed term mark sheets with term marks to DHET</li> </ul>                   | 05 November 2012                       |  |
| DHET           | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Examinations Commences</li> </ul>                                                      | 09 November 2012 To 23 November 2012   |  |
| DHET & PED's   | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Monitor examination</li> </ul>                                                         | 12 November 2012 To 23 November 2012   |  |
| FET COLLEGES   | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Submit term mark to DHET.</li> </ul>                                                   | 05 November 2012                       |  |
| DHET           | CERTIFICATE OF COMPETENCY NOVEMBER 2012 EXAMINATION | <ul style="list-style-type: none"> <li>Dispatch Question Papers to FET Colleges</li> </ul>                                    | 05 November 2012                       |  |
| DHET           | CERTIFICATE OF COMPETENCY NOVEMBER 2012 EXAMINATION | <ul style="list-style-type: none"> <li>Examinations Commences</li> </ul>                                                      | 12 November 2012 And 16 November 2012. |  |
| FET COLLEGES   | CERTIFICATE OF COMPETENCY NOVEMBER 2012 EXAMINATION | <ul style="list-style-type: none"> <li>Return unmarked scripts to DHET</li> </ul>                                             | 26 November 2012                       |  |

| DECEMBER 2012  |                                                     |                                                                                                                                                 |                                                 |  |
|----------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--|
| RESPONSIBILITY | EXAMINATION                                         | ACTIVITY                                                                                                                                        | FINAL DUE DATE                                  |  |
| MCM            | BUSINESS STUDIES N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Submit scripts and completed mark sheets to DHET.</li> </ul>                                             | 07 Dec. 2012                                    |  |
| DHET & UMALUSI | BUSINESS STUDIES N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Standardisation Meeting.</li> </ul>                                                                      | 13 December 2012                                |  |
| DHET           | BUSINESS STUDIES N4 – N6 NOVEMBER 2012 EXAMINATIONS | <ul style="list-style-type: none"> <li>Dispatch results to FET Colleges</li> <li>Embargo until 30 December 2012</li> </ul>                      | 18 Dec. 2012                                    |  |
| MCM            | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Final submission of scripts and completed mark sheets to DHET.</li> </ul>                                | 07 December 2012                                |  |
| DHET           | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Capturing of examination marks</li> </ul>                                                                | 13 November 2012 to 07 December 2012            |  |
| DHET & PED     | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Pre-Standardisation Meeting</li> </ul>                                                                   | 13 December 2012                                |  |
| DHET & UMALUSI | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Standardisation Meeting.</li> </ul>                                                                      | 14 December 2012                                |  |
| DHET           | NATURAL SCIENCE NOVEMBER 2012 EXAMINATION           | <ul style="list-style-type: none"> <li>Dispatch the November 2012 results and the registration forms of the April 2013 examinations.</li> </ul> | 18 December 2012<br>Embargo to 31 December 2012 |  |

|                                                                 |                                                        |                                                                                                                           |                                                       |
|-----------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| MARKERS, DEPARTMENT<br>OF LABOUR &<br>DEPARTMENT OF<br>MINERALS | CERTIFICATE OF COMPETENCY NOVEMBER 2012<br>EXAMINATION | <ul style="list-style-type: none"> <li>Submit scripts and completed mark sheets to DHET. Marked and moderated.</li> </ul> | 11 December<br>2010                                   |
| DHET                                                            | CERTIFICATE OF COMPETENCY NOVEMBER 2012<br>EXAMINATION | <ul style="list-style-type: none"> <li>Dispatch results to FET Colleges</li> </ul>                                        | 18 December<br>2012<br>Embargo to 31<br>December 2012 |