



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 PUBLIC AND PRIVATE FET COLLEGES
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
HEDCOM SUB-COMMITTEE: EXAMINATIONS AND ASSESSMENT
UMALUSI

MEMORANDUM 02 OF 2012

MANAGEMENT OF THE 2012 NC (V) SUPPLEMENTARY EXAMINATIONS – RESULTING PROCESS

Please find enclosed admission letters, entry schedules and mark sheets for the 2012 Supplementary NC (V) commencing on 20 February 2012.

1. MANAGEMENT OF L2 / L3 MARKS

All completed Level 2 and 3 mark sheets must be submitted to the DHET (using a courier service) **within 5 days** of a paper being written, to the following address:

Mrs Mathilda Visser
222 Struben Street
Work Station: SF 1009
PRETORIA
0001

The final date for dispatching completed L2 / L3 mark sheets to the DHET is Monday, 26 March 2012. This will also be the final date for submitting marks electronically **per centre** to the DHET.

All original copies of the pink mark sheets are to be submitted to the DHET, irrespective of whether marks are submitted electronically by a Campus or not.

It is compulsory that all L2 / L3 marks are electronically captured directly from the official mark sheets on which marks have been captured by hand to avoid discrepancies arising in the resulting process.

Please take note that **no scripts** must be submitted to the DHET. All L2 / L3 scripts must be stored for a minimum period of six months at the relevant Marking Centre or Campus. DHET will request the L2 / L3 scripts required for Umalusi moderation.

All marks for NC (V) L2 / L3 submitted electronically (txt files) must be emailed to **one** of the following data capturers:

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
Mr Andrew Maponyane	Maponyane.a@dbe.gov.za	012 357 – 3964	Free State 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
Mr Mashudu Lisoga	Lisoga.m@dhet.gov.za	012 357 – 3947	Eastern Cape
Ms Hannie Venter	Venter.h@dhet.gov.za	012 357 – 3949	Gauteng

2. MANAGEMENT OF L4 MARKS

All **Level 4 scripts and original mark sheets** must be dispatched to the national marking centre **within 24 hours** of a paper being written to the following address:

Ekurhuleni East College
Springs Campus
Plantation Road *(no street number)*
SPRINGS
1560

For the attention of: **Ms Ronel Brockway**
Marking Centre Manager: Springs

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.

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 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.

Note that when capturing L2 / L3 marks, the mark of the marker must be captured and not the mark of the moderator.

Kind regards



N Pote
Director: FET Examinations and Assessment (Colleges and ABET)
Date: 14 February 2012