



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 03 OF 2012

GUIDELINES ON THE ADMINISTRATION OF THE 2012 NATIONAL CERTIFICATE (VOCATIONAL) SUPPLEMENTARY EXAMINATIONS

The purpose of this memorandum is to facilitate a streamlined and timeous resulting process for all institutions involved in the 2012 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 have been dispatched to your examination centre. Please see Section 9 for guidance on how to deal with post-examination entries for candidates who have not yet been registered.

The dates reflected in this memorandum override the dates published in any other examination memorandum for the supplementary 2012 examinations.

1. MARKING AND SUBMISSION OF SCRIPTS

The marking model to be used for the NC (V) Supplementary 2012 examinations is the same as was used for the November 2011 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 Wednesday, 29 February 2012. 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 mark sheets are timeously delivered to the Chief Directorate: National Examinations and Assessment for capturing by **26 March 2012**.

A separate circular will be sent out requesting Level 2 and 3 scripts for national moderation and external Umalusi moderation. The circular will indicate the specific subjects and sites from which scripts must be submitted for moderation.

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. All Level 4 scripts must reach the national marking centre by **23 March 2012**.

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.

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, a request for approval to apply 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. The amendments may only be applied once approval has been granted.

3. COMPLETION AND SUBMISSION OF MARK SHEETS

Where candidates were absent / withdrawn 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.

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 pink 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. **All mark sheets must reach the Department by 26 March 2012.**

4. MODERATION OF MARKING

As in November 2011, 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. 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 an editable Word document. Kindly do not **pdf** the documents. Scanned and faxed documents will be rejected. **The report should be saved using the following naming convention: last 4 digits of the centre number and the name and level of the subject being reported on as well as which report, e.g. for marking reports: 5834 Life Orientation L4 – Marking, and for moderation reports 5834 Life Orientation L4 – Moderation.**

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	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

Only marks for the written question papers are to be submitted as the ICASS and ISAT marks for November 2011 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 2012 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 Mr John Nkabinde on the email address nkabinde.j@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 examination 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 2012 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 **07 May 2012**. All re-marking / re-checking processes must be finalised within three days of receiving the application and the closing date for submission of re-marked scripts to the Department is **18 May 2012**.

Amended subject results where applicable will be released by **31 May 2012**.

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 **07 May 2012** 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 **07 May 2012**.

Amended subject results where applicable will be released by **31 May 2012**.

9. UNREGISTERED CANDIDATES FOR THE 2012 SUPPLEMENTARY EXAMINATIONS

These 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 manually generated mark sheet provided (Annexure H) and each mark sheet must be accompanied by a hard copy of the registration form for the candidates listed on the mark sheet. Failure to provide an entry form will culminate in the candidate not being captured and resulted. The Department will only release the marks of these candidates once the R21.00 late entry fee per candidate per subject has been paid and proof thereof has been submitted to the Department. All proof of payment slips must be submitted directly to Ms Mathilda Visser.

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 did not register for the November 2011 examinations are not eligible to sit for the 2012 supplementary examinations** and will not be permitted entry into the supplementary examinations and therefore will not be resulted.

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 **05 April 2012**. Kindly direct your resulting enquires to the relevant staff members indicated on the attached list.

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

Wishing you a successful 2012 supplementary examination.

Kind regards



N Pote

Director: FET Examinations and Assessment (Colleges and ABET)

Date: 23 February 2012

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