DEPARTMENT OF HIGHER EDUCATION AND TRAINING
FET COLLEGE EXAMINATIONS
MARK SHEET: NATIONAL CERTIFICATE (VOCATIONAL)

Province		**Centre No.**			
Subject					
Paper	EXTERNAL SUMMATIVE ASSESSMENT	**Paper no.**		**Date**	

NOTE:
ONLY EXAMINATION NUMBERS FOR CANDIDATES APPROVED BY THE DEPARTMENT MAY BE INSERTED.
A COPY OF THE LETTER OF APPROVAL MUST ACCOMPANY THIS MARK SHEET.

**INSTRUCTION: Indicate if a candidate is present by using '✓' = PRESENT or 'w' = withdrawn, 'a' = absent.*
888 must be inserted in the percentage column for withdrawn candidates.
999 must be inserted in the percentage column for absent candidates.
No alterations / correcting fluid is allowed.

	Examination No.													**✓ / a / w**	**% 100**	**% Mod**
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																

Hash Total

Invigilator / Lecturer: …… Date: ……

Marker: …….. Date: …….. Moderator: …….. Date: ……..

MARK SHEET CHECKLIST

It is the responsibility of the marker to ensure that this mark sheet is complete in respect of the following criteria:

CRITERIA	✓ / X
The correct and complete Examination Number is entered per candidate.	
A 888 indicator is inserted in the percentage column for *withdrawn* candidates.	
A 999 indicator is inserted in the percentage column for *absent* candidates.	
Candidates that were present have a percentage indicated in the % Mark column.	
There are no "open" spaces on the mark sheet in the attendance and/or % Mark columns.	
The hash total is inclusive of the percentages, and the 888 and 999 indicators recorded on the mark sheet.	
The hash total has been checked and is correct.	
The mark sheet is signed of by both the invigilator <u>and</u> the marker.	

The mark sheet is complete in respect of the criteria listed above and is ready for capturing.

Name of Marker: _____

Signature: _____

Date: _____/_____/_____