



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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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 19 OF 2012: MANAGEMENT OF INCOMPLETE NC (V) RESULTS FOR 2011

The following common challenges were identified when portfolios of evidence for ICASS were submitted to the DHET in the past:

- Insufficient number of assessment tasks.
- Unmarked assessment tasks.
- No Identification number of candidates / examination centre.
- No proof of an assessment record sheet to indicate the compilation of the final ICASS mark.

Please take note of the following:

When an examination centre identifies a candidate with incomplete marks and would like to address the challenge, the completed document "Management of Incomplete Results" (Annexure A), accompanied by a **verified copy** of the relevant mark sheet for ICASS and/or ISAT must be submitted to the DHET. *The verification needs to be done by the relevant Campus Manager or delegate.*

This information as well as the portfolio of evidence may be submitted via email, fax or by making use of a courier service. Address the query to the relevant DHET staff member coordinating your examination centre (Annexure B). Note that complete **copies** of ICASS / ISAT documents must be submitted to the DHET for verification purposes. These copies will be destroyed by the DHET once the results of a candidate(s) have been adequately resolved.

Note that all original ICASS / ISAT documentation currently in the possession of the DHET will be sent back to examination centres. Examination Centres are to take note that original documents must **not** be sent to the DHET in future. This is due the unavailability of storage space on our premises.

Please refer to the attached ICASS Guideline Document and Templates and ensure compliance at all times.

Examination Centres will be given the opportunity to attend to incomplete results for 2011 until the end of August 2012. Only Portfolios of Evidence for the 2011 academic year will be accepted. The results of these candidates will be released on an ad hoc basis as the verification process is completed.

Kind regards

Ms N Pote
Director: FET Examinations and Assessment Colleges and ABET
Date: 31 July 2012

ANNEXURE A: MANAGEMENT OF CANDIDATES WITH INCOMPLETE RESULTS

CENTRE NUMBER	NAME OF SUBJECT / LEVEL	YEAR OF EXAMINATION	ID NUMBER OF CANDIDATE	P1 (%)	P2 (%)	ISAT (%)	ICASS (%)

Signature of Campus Manager		Date	
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I certify herewith that all relevant documentation is attached for verification purposes.

Please submit the outcome of this query to:

Name:	Fax:	Contact Number	E-mail:
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