



education

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Education
REPUBLIC OF SOUTH AFRICA

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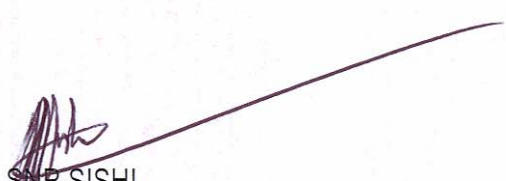
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TO: HEADS OF PROVINCIAL DEPARTMENTS
FET COLLEGES ADVISORY COMMITTEE (ADCOM)
UMALUSI
PRINCIPALS OF PUBLIC AND PRIVATE FET COLLEGES
EXAMINATION CENTRE MANAGERS
EXAMINERS AND MODERATORS
SOUTH AFRICAN PRINCIPAL'S ORGANISATION (SACPO)

EXAMINATION INSTRUCTION NUMBER 4 OF 2008

MANAGEMENT PLAN 2008 FOR FET COLLEGE ASSESSMENT

1. Please take note of the information set out in the attached management plan regarding final due dates that need to be adhered to by all stakeholders.
2. All NC (V) students must comply with the internal assessment requirements. FET Colleges are required to submit the ICASS and ISAT marks in accordance with section 10 of the National Policy on the Conduct, Administration and Management of the Assessment of the National Certificates (Vocational) as promulgated in Government Gazette 30287 of 12 September 2007.
3. The lecturers, in every **Site/ Campus** are required to administer the six tasks as required by policy and these should be moderated progressively.
4. The FET **College** moderation committees are requested to conduct continuous and progressive moderation to ensure that the assessment practises are fair, reliable and credible.
5. The **PEDs** are requested to monitor/ moderate progressively in FET Colleges. This is regarded as Internal Moderation.
6. The **DoE** will conduct an External Moderation in October 2008 to comply with Umalusi's directives for certification.
7. **Umalusi** will conduct the verification process.


S P SISHI

CHIEF DIRECTOR: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

DATE: 2008-02-13



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MANAGEMENT PLAN 2008 FOR FET COLLEGE ASSESSMENT

INTERNAL CONTINUOUS ASSESSMENT (ICASS), INTEGRATED SUMMATIVE ASSESSMENT (ISAT) AND THE WRITTEN MARKING AND MODERATION PROCESS FOR NC (V) AND NATED PROGRAMMES AT FET COLLEGES



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Examination Instruction 4 of 2008

1. THE NATIONAL CERTIFICATE (VOCATIONAL) [NC (V)]**1.1 THE WRITTEN EXAMINATION PROCESS: NC (V) NQF LEVEL 2****1.1.1 NC (V) 2008 SUPPLEMENTARY EXAMINATIONS**

RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
Colleges	Closing date for registration	DoE	25 January 2008
DoE	Capturing of examination entries.	DoE	28 January 2008 To 01 February 2008
DoE	Dispatch Question Papers to FET Colleges	Colleges	20 February 2008
DoE	Dispatch Mark sheets for term marks to Colleges.	Colleges	11 February 2008
Colleges	Return completed mark sheets with term marks to DoE.	DoE	18 February 2008
DoE	Examinations Commences	Examination Centres	25 February 2008 To 14 March 2008
DoE	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	25 February 2008 To 14 March 2008
DoE	Marking.	Marking Centres.	29 February 2008 To 19 March 2008
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	20 March 2008
DoE	Publish results for FET Colleges	DoE	10 April 2008
DoE	Dispatch results to FET Colleges	Colleges	11 April 2008

1.2. INTERNAL ASSESSMENT 2008: NC (V) NQF LEVEL 2 & LEVEL 3**1.2.1 ICASS****1.2.2 ISAT**

RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
COLLEGE	• Submit Moderation Plan to DoE.	DoE	31 March 2008
DoE	• Dispatch ISAT tasks to FET Colleges	FET Colleges	31 March 2008
COLLEGE / CAMPUS PED - Progressive monitoring	• Facilitates learning and teaching • Prepares assessment tasks • Assess Students • Give feedback to students • Record assessment	FET Colleges	31 August 2008
DoE	• Dispatch the ISAT & ICASS mark sheets to Colleges.	Colleges	15 August 2008
INTERNAL MODERATION (COLLEGES / PROVINCES)	• Moderate at least 10% of all marked assessments • Provide feedback to Lecturers • Report on internal moderation to DoE • Prepare sample portfolios for DoE Moderation	Moderation Committee at College level	26 September 2008
EXTERNAL MODERATION & VERIFICATION PROCESS	• DoE & Provincial moderation • Verify Moderation process.	Centralised Moderation Venues	10 – 12 October 2008
FET COLLEGE	Submit completed ISAT & ICASS mark sheets to the DoE for the capturing of marks.	DoE	17 October 2008

1.3. THE WRITTEN EXAMINATION PROCESS: NC (V) NQF LEVEL 2 AND LEVEL 3**1.3.1 NOVEMBER 2008 EXAMINATION**

RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
DoE	• Entry forms to Colleges	DoE	28 February 2008
DoE	• Closing date for the registration of NC (V)	DoE	31 March 2008
DoE	• Capturing of data.	DoE	30 April 2008
PED	• Submission of centralised marking Centres.	Province	30 April 2008
DoE	• Dispatch Question Papers to FET Colleges	Colleges	17 October 2008
DoE	• NC (V) Examination commences.	Colleges	03 November 2008 To 24 November 2008
DoE & PED's	• Monitor examination and marking process. • Verify Moderation process	Colleges and Marking Centres	03 November 2008 To 28 November 2008
DoE	• NC (V) Marking.	Marking Centres.	08 November 2008 To 05 December 2008.
MCM	• Submit scripts and completed mark sheets to DoE.	DoE.	08 December 2008
DoE & PED	• Pre-Standardisation Meeting	DoE	17 December 2008
DoE & UMALUSI	• Standardisation Meeting.	UMALUSI	18 December 2008 (Tentative)
DoE	• Publish results for FET Colleges	DoE	22 December 2008
DoE	• Dispatch results to FET Colleges	Colleges	23 December 2008
DoE	• Release of results (Embargo)	DoE	30 December 2008

2. THE WRITTEN EXAMINATION PROCESS: GENERAL STUDIES

2.1 NSC 2008 SUPPLEMENTARY EXAMINATIONS

RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
COLLEGES	Closing date for registration	DoE	25 January 2008
DoE	Capturing of examination entries.	DoE	28 January 2008 To 01 February 2008
DoE	Dispatch Mark sheets for term marks to Colleges.	Colleges	04 February 2008
DoE	Dispatch Question Papers to FET Colleges	Colleges	06 February 2008
COLLEGES	Return completed mark sheets with term marks to DoE.	DoE	11 February 2008
DoE	Examinations Commences	Examination Centres	08 February 2008 To 03 March 2008
DoE	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	08 February 2008 To 03 March 2008
DoE	Marking.	Marking Centres.	13 February 2008 To 07 March 2008
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	13 March 2008
DoE	Publish results for FET Colleges	DoE	02 April 2008
DoE	Dispatch results to FET Colleges	Colleges	03 April 2008

2.2. NIC	JUNE 2008 EXAMINATIONS		
2.3 NSC	JUNE 2008 EXAMINATIONS		
2.4 N4 – N6	JUNE 2008 EXAMINATIONS		
RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
Colleges	Closing date for registration	DoE	20 March 2008
DoE	Capturing of examination entries.	DoE	25 March 2008 To 16 April 2008
DoE	Dispatch Mark sheets for term marks to Colleges.	Colleges	06 May 2008
DoE	Dispatch Question Papers to FET Colleges	Colleges	16 May 2008
Colleges	Return completed mark sheets with term marks to DoE.	DoE	19 May 2008
DoE	Examinations Commences	Examination Centres	26 May 2008 To 13 June 2008
DoE & PED's	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	26 May 2008 To 13 June 2008
DoE	Marking.	Marking Centres.	30 May 2008 to 20 June 2008
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	23 June 2008
DoE & PED	Pre-Standardisation Meeting	DoE	01 July 2008
DoE & UMALUSI	Standardisation Meeting.	UMALUSI	02 July 2008
DoE	Publish results for FET Colleges	DoE	03 July 2008
DoE	Dispatch results to FET Colleges	Colleges	04 July 2008

2.5	NIC	EXAMINATIONS	11 NOVEMBER – 28 NOVEMBER 2008
2.6	NSC	EXAMINATIONS	10 NOVEMBER – 27 NOVEMBER 2008
2.7	N4 – N6	EXAMINATIONS	10 NOVEMBER – 02 DECEMBER 2008
RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
COLLEGES	Closing date for registration	DoE	11 August 2008
DoE	Capturing of examination entries.	DoE	12 August 2008 To 29 August 2008
DoE	Dispatch Mark sheets for term marks to Colleges.	Colleges	03 October 2008
COLLEGES	Return completed mark sheets with term marks to DoE.	DoE	17 October 2008
DoE	Dispatch Question Papers to FET Colleges	Colleges	22 October 2008
DoE	- Examinations Commences - Inclusive of NIC, NSC & N4 – N6 Examination dates. Refer to 2.4, 2.5 & 2.6	Examination Centres	10 November 2008 To 02 December 2008
DoE & PED's	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	10 November 2008 To 02 December 2008
DoE	Marking.	Marking Centres.	13 November 2008 To 04 December 2008
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	05 December 2008
DoE & PED	Pre-Standardisation Meeting	DoE	17 December 2008
DoE & UMALUSI	Standardisation Meeting.	UMALUSI	18 December 2008 (Tentative)
DoE	Publish results for FET Colleges	DoE	22 December 2008
DoE	Dispatch results to FET Colleges	Colleges	23 December 2008
DoE	Release of results to FET Colleges (Embargo)	DoE	30 December 2008

3. THE WRITTEN EXAMINATION PROCESS: NATURAL SCIENCES STUDIES

3.1 APRIL 2008 EXAMINATION

RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
COLLEGES	Closing date for registration	DoE	08 February 2008
DoE	Capturing of examination entries and corrections thereof.	DoE	11 February 2008 To 25 February 2008
DoE	Dispatch Question Papers to FET Colleges	Colleges	14 March 2008
DoE	Dispatch Mark sheets, admission letter and final schedule to Colleges.	Colleges	14 March 2008
COLLEGES	Return completed term mark sheets with term marks to DoE.	DoE	20 March 2008
DoE	Examinations Commences	Examination Centres	25 March 2008 To 11 April 2008.
DoE & PED's	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	25 March 2008 To 11 April 2008
DoE	Marking.	Marking Centres.	28 March 2008 To 16 April 2008
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	18 April 2008
DoE & PED	Pre-Standardisation Meeting	DoE	06 May 2008
DoE & UMALUSI	Standardisation Meeting.	UMALUSI	07 May 2008
DoE	Publish results for FET Colleges	DoE	08 May 2008
DoE	Dispatch results to FET Colleges	Colleges	09 May 2008

3.2 AUGUST 2008 EXAMINATION			
RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
COLLEGES	Closing date for registration	DoE	05 June 2008
DoE	Capturing of examination entries and corrections thereof.	DoE	09 June 2008 To 20 June 2008
DoE	Dispatch Mark sheets, admission letter and final schedule to Colleges.	Colleges	10 July 2008
DoE	Dispatch Question Papers to FET Colleges	Colleges	14 July 2008
COLLEGES	Return completed mark sheets with term marks to DoE.	DoE	21 July 2008
DoE	Examinations Commences	Examination Centres	23 July 2008 To 06 August 2008.
DoE & PED's	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	23 July 2008 To 06 August 2008.
DoE	Marking.	Marking Centres.	26 July 2008 To 08 August 2008
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	13 August 2008
DoE & PED	Pre-Standardisation Meeting	DoE	25 August 2008
DoE & UMALUSI	Standardisation Meeting.	UMALUSI	26 August 2008
DoE	Publish results for FET Colleges	DoE	28 August 2008
DoE	Dispatch results to FET Colleges	Colleges	29 August 2008

3.3 NOVEMBER 2008 EXAMINATION			
RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
COLLEGES	Closing date for registration	DoE	25 September 2008
DoE	Capturing of examination entries and corrections thereof.	DoE	26 September 2008 To 10 October 2008
DoE	Dispatch Mark sheets, admission letter and final schedule to Colleges.	Colleges	24 October 2008
DoE	Dispatch Question Papers to FET Colleges	Colleges	04 November 2008
COLLEGES	Return completed mark sheets with term marks to DoE.	DoE	07 November 2008
DoE	Examinations Commences	Examination Centres	12 November 2008 To 28 November.
DoE & PED's	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	12 November 2008 To 28 November.
DoE	Marking.	Marking Centres.	15 November 2008 to 03 December 2008
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	05 December 2008
DoE & PED	Pre-Standardisation Meeting	DoE	17 December 2008
DoE & UMALUSI	Standardisation Meeting.	UMALUSI	18 December 2008 (Tentative)
DoE	Publish results for FET Colleges	DoE	22 December 2008
DoE	Dispatch results to FET Colleges	Colleges	23 December 2008
DoE	Release of results to FET Colleges (Embargo)	DoE	30 December 2008

3.4 CERTIFICATE OF COMPETENCY: JUNE 2008 EXAMINATIONS			
RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
COLLEGES	Closing date for registration	DoE	20 March 2008
DoE	Capturing of examination entries and corrections thereof.	DoE	25 March 2008 To 28 March 2008
DoE	Dispatch Question Papers to FET Colleges	Colleges	16 May 2008
DoE	Dispatch Mark sheets, admission letter and final schedule to Colleges.	Colleges	22 May 2008
DoE	Examinations Commences	Examination Centres	12 June 2008 And 20 June 2008.
COLLEGES	Return unmarked scripts to DoE	DoE	23 June 2008
DoE	Dispatch unmarked scripts to Markers.	Markers	25 June 2008
MARKERS, DEPARTMENT OF LABOUR & DEPARTMENT OF MINERALS	Submit scripts and completed mark sheets to DoE. Marked and moderated.	DoE.	07 July 2008
DoE	Publish results for FET Colleges	DoE	09 July 2008
DoE	Dispatch results to FET Colleges	Colleges	10 July 2008

3.5 CERTIFICATE OF COMPETENCY: NOVEMBER 2008 EXAMINATIONS			
RESPONSIBILITY	ACTIVITY	LOCATION	DUE DATE
COLLEGES	Closing date for registration	DoE	25 September 2008
DoE	Capturing of examination entries and corrections thereof.	DoE	26 September 2008 To 10 October 2008
DoE	Dispatch Mark sheets, admission letter and final schedule to Colleges.	Colleges	24 October 2008
DoE	Dispatch Question Papers to FET Colleges	Colleges	04 November 2008
DoE	Examinations Commences	Examination Centres	20 November 2008 And 26 November 2008.
COLLEGES	Return unmarked scripts to DoE	DoE	27 November 2008
DoE	Dispatch unmarked scripts to Markers.	Markers	01 December 2008
MARKERS, DEPARTMENT OF LABOUR & DEPARTMENT OF MINERALS	Submit scripts and completed mark sheets to DoE. Marked and moderated.	DoE.	10 December 2008
DoE	Publish results for FET Colleges	DoE	22 December 2008
DoE	Dispatch results to FET Colleges	Colleges	23 December 2008

3.6 EXAMINATION SUPPORT			
3.6.1 NATIONAL IRREGULARITY COMMITTEE (NIC)			
RESPONSIBILITY	ACTIVITY / MEETING	LOCATION	DUE DATE
DoE	- Outstanding cases from 2007 - Cases reported for November 2007 examinations	DoE	31 January 2008
DoE	- Outstanding irregularities cases from previous meeting - Cases deferred for investigation	DoE	20 February 2008
DoE	Notice letters to Colleges with reported irregularities during the Supplementary examinations.	DoE	25 March 2008
DoE	- Notice letters to Colleges with reported irregularities - Supplementary examinations irregularities - Outstanding cases from previous examination(s)	DoE	18 April 2008 30 April 2008
DoE	- Irregularities case from the April Engineering examinations - Outstanding cases from previous examination(s)	DoE	06 May 2008 16 May 2008
DoE	Notice letters to Colleges with reported irregularities during the General Studies examinations	DoE	18 June 2008
DoE	- Irregularities case for General studies - Outstanding cases from previous examination	DoE	23 July 2008
DoE	Notice letters to Colleges with reported irregularities	DoE	19 August 2008
DoE	- General Studies irregularities - Outstanding cases from previous examinations	DoE	23 September 2008