



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

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TO: DEPARTMENT OF LABOUR
HEADS OF PROVINCIAL DEPARTMENTS
FET COLLEGES ADVISORY COMMITTEE (ADCOM)
UMALUSI
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
INDLELA
EXAMINATION CENTRE MANAGERS
EXAMINERS AND MODERATORS
SOUTH AFRICAN COLLEGE PRINCIPALS ORGANISATION (SACPO)

EXAMINATION INSTRUCTION NO 17 OF 2008

FET COLLEGE EXAMINATION & ASSESSMENT: 2009 MANAGEMENT PLAN

Please take note of the information set out in the attached management plan.

This Examination Instruction is governed by 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 and*
- *National Policy Relating to the Examinations of Formal Technical College Instructional Programmes as promulgated in Government Gazette No. 22760 of 26 October 2001;*

No late entries will be accepted.

Your cooperation in this regard will be highly appreciated.


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CHIEF DIRECTOR: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

DATE: 2008 — 08 — 21



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2009 MANAGEMENT PLAN

THE CONDUCT OF THE 2009

FET COLLEGE EXAMINATIONS & ASSESSMENT

NC (V) AND REPORT 190/191 PROGRAMMES

1. THE NATIONAL CERTIFICATE (VOCATIONAL) [NC (V)]**1.1 THE WRITTEN EXAMINATION PROCESS: NC (V) NQF LEVEL 2 / 3 / 4****1.1.1 NC (V) 2009 SUPPLEMENTARY EXAMINATIONS LEVELS 2 & 3**

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DoE	Distribute Results to FET Colleges along with the entry forms of the supplementary exam.	Colleges	24 December 2008 Embargoed till 30 December 2008
FET COLLEGES	Closing date for registration	DoE	19 January 2009
DoE	Transfer / capturing of candidates for the examination entries.	DoE	19 January 2009 To 22 January 2009
DoE	Dispatch Question Papers to FET Colleges	Colleges	24 January 2009
DoE	Dispatch Mark sheets to Colleges.	Colleges	25 January 2009
FET COLLEGES	Return completed mark sheets with ISAT/ICASS marks to DoE.	DoE	29 January 2009
DoE	Examinations Commences	Examination Centres	29 January 2009 To 27 February 2009
DoE	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	29 January 2009 To 27 February 2009
DoE	Establish Marking Centres and appoint Marking Officials	Marking centres	31 January 2009
DoE	Marking.	Marking Centres.	06 February 2009 To 06 March 2009
MCM	Submit scripts and completed final mark sheets to DoE.	DoE.	11 March 2009
DoE	Publish and dispatch results to FET Colleges	DoE	20 March 2009
DoE	Closing date for re-marks and re-checks.	FET Colleges	20 April 2009

1.2. INTERNAL ASSESSMENT 2009: NC (V) NQF LEVEL 2 / 3 / 4			
1.2.1 ICASS			
1.2.2 ISAT			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DoE	Dispatch ISAT and Exemplar question Papers (NQF Level 4) tasks to FET Colleges	FET Colleges	24 March 2009
FET COLLEGES	Submit Moderation Plan to DoE.	DoE	31 March 2009
COLLEGE / CAMPUS PED - Progressive Monitoring	- Facilitates learning and teaching - Prepares assessment tasks - Assess Students - Give feedback to students - Record assessment	FET Colleges	15 January 2009 to 30 September 2009
DoE	Appointment of DoE Internal moderators.	DoE	31 July 2009
DoE	Dispatch the ISAT & ICASS mark sheets to Colleges.	Colleges	14 August 2009
INTERNAL MODERATION (FET 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	30 September 2009
ISAT / ICASS MODERATION	- Moderation of ISAT's - Sample moderation of ICASS	DoE	01 – 23 Sept. 2009
MODERATION & VERIFICATION PROCESS	- DoE moderation - Verify Moderation process.	Centralised Moderation Venues	09 – 11 October 2009
FET COLLEGES	Submit completed ISAT & ICASS mark sheets to the DoE for the capturing of marks.	DoE	23 October 2009

1.3. THE WRITTEN EXAMINATION PROCESS: NC (V) NQF LEVEL 2 / 3 / 4**1.3.1 NOVEMBER 2009 EXAMINATION**

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
EXAMINATION CENTRES	Closing date for application to re-mark and re-check. (November 2008 Candidates)	DoE	30 January 2009
DoE	Dispatch entry forms to Colleges	DoE	02 February 2009
FET COLLEGES	Closing date for the registration	DoE	31 March 2009
DoE	Capturing/download of data.	DoE	31 March - 30 April 2009
DoE	Dispatch first preliminary schedules to FET Colleges.	FET Colleges	06 May 2009
FET COLLEGES	Closing date for receipt of first amended preliminary schedules.	DoE	29 May 2009
DoE	Dispatch second preliminary schedules to FET Colleges.	FET Colleges	15 June 2009
FET COLLEGES	Closing date for receipt of second amended preliminary schedules.	DoE	03 July 2009
DoE / PED	Identification of marking Centres.	Province	30 April 2009
DoE	Dispatch mark sheets, admission permits, final entry schedules and address books	Examination centres	14 August 2009
DoE / PED	Appointment of marking centre Officials / markers	DoE / PED	31 August 2009
DoE	Dispatch MCM requirements	Marking Centres	02 October 2009
DoE	Dispatch Question Papers to FET Colleges	Colleges	16 October 2009
EXAMINATION CENTRES	Receipt of ISAT/ICASS mark sheets	DoE	23 October 2009
DoE	NC (V) Examination commences.	Colleges	26 Oct. - 24 Nov. 2009
DoE & PED'S	- Monitor examination and marking process. - Verify Moderation process	Colleges and Marking Centres	26 Oct. - 24 Nov. 2009
DoE	NC (V) Marking.	Marking Centres.	06 Nov. - 05 Dec. 2009.
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	07 December 2009
DoE & PED	Pre-Standardisation Meeting	DoE	17 December 2009
DoE & UMALUSI	Standardisation Meeting.	UMALUSI	18 December 2009
DoE	- Dispatch results to FET Colleges - Embargoed until 30 December 2009	DoE	23 December 2009
DoE	Release of results	DoE	30 December 2009

2. THE WRITTEN EXAMINATION PROCESS: GENERAL STUDIES

2.1 NSC 2009 SUPPLEMENTARY EXAMINATIONS

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
FET COLLEGES	Closing date for registration	DoE	19 January 2009
DoE	Capturing of examination entries.	DoE	19 January 2009 To 23 January 2009
DoE	Dispatch Question Papers to FET Colleges	Colleges	03 February 2009
DoE	Dispatch Mark sheets for term marks to Colleges.	Colleges	04 February 2009
FET COLLEGES	Return completed mark sheets with term marks to DoE.	DoE	12 February 2009
DoE	Examinations Commences	Examination Centres	09 February 2008 To 25 February 2009
DoE	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	09 February 2008 To 25 February 2009
DoE	Marking.	Marking Centres.	13 February 2009 To 15 March 2009
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	16 March 2009
DoE	Dispatch results to FET Colleges	Colleges	01 April 2009

2.2. NSC & N4 – N6 JUNE 2009 EXAMINATIONS

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
MARKING CENTRES	Closing date for application to re-mark and re-check. (November 2008 candidates)	DoE	05 February 2009
FET COLLEGES	Closing date for registration	DoE	20 March 2009
DoE	Capturing/download of examination entries.	DoE	25 March 2009 To 10 April 2009
DoE	Dispatch first preliminary schedules to FET Colleges.	FET Colleges	15 April 2009
FET COLLEGES	Closing date for receipt of amended preliminary schedules.	DoE	16 April 2009
DoE	Dispatch mark sheets for term marks to FET Colleges	FET Colleges	06 May 2009
FET COLLEGES	Closing date for receipt of amended preliminary schedules.	DoE	27 April 2009
DoE	Dispatch Question Papers to FET Colleges	Examination centres	11 May 2009
EXAMINATION CENTRES	Return complete mark sheets with term marks to the DoE	DoE	18 May 2009
DoE	Dispatch MCM requirements	Marking centres	18 May 2009
DoE	Examination Commences	Examination centres	25 May 2009 to 12 June 2009
DoE & PED's	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	25 May 2009 to 12 June 2009
DoE	Marking.	Marking Centres.	29 May 2009 to 19 June 2009
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	22 June 2009
DoE & PED	Pre-Standardisation Meeting	DoE	30 June 2009
DoE & UMALUSI	Standardisation Meeting.	UMALUSI	01 July 2009
DoE	Dispatch results to FET Colleges	DoE	03 July 2008

2.3. NSC & N4 – N6 NOVEMBER 2009 EXAMINATIONS

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
FET COLLEGES	Closing date for application to re-mark and re-check. (June 2009 candidates)	DoE	17 July 2009
FET COLLEGES	- Closing date for registration	DoE	10 August 2009
DoE	Capturing/download of examination entries.	DoE	11 August 2009 To 21 August 2009
DoE	Dispatch first preliminary schedules to FET Colleges.	FET Colleges	01 September 2009
FET COLLEGES	Closing date for receipt of first amended preliminary schedules.	DoE	18 September 2009
DoE	Dispatch mark sheets for term marks to FET Colleges	FET Colleges	01 October 2009
DoE	Dispatch MCM requirements	Marking centres	16 October 2009
DoE	Dispatch Question Papers to FET Colleges	Examination centres	22 October 2009
EXAMINATION CENTRES	Return complete mark sheets with term marks to the DoE	DoE	30 October 2009
DoE	Examination Commences	Examination centres	05 Nov. 2009 to 30 Nov. 2009
DoE & PED's	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	05 Nov. 2009 to 30 Nov. 2009
DoE	Marking.	Marking Centres.	14 Nov. 2009 to 04 Dec. 2009
MCM	Submit scripts and completed mark sheets to DoE.	DoE.	07 Dec. 2009
DoE & PED	Pre-Standardisation Meeting	DoE	17 Dec. 2009
DoE & UMALUSI	Standardisation Meeting.	UMALUSI	18 December 2009
DoE	- Dispatch results to FET Colleges - Embargoed until 30 December 2009	DoE	23 Dec. 2009
DoE	Release of results.	DoE	30 Dec. 2009

3. THE WRITTEN EXAMINATION PROCESS: NATURAL SCIENCES STUDIES			
3.1 APRIL 2009 EXAMINATION			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
FET COLLEGES	Closing date for application to re-mark and re-check. (November 2008 candidates)	DoE	19 January 2009
FET COLLEGES	Closing date to apply for outstanding results November 2008 examinations.	DoE	19 January 2009
FET COLLEGES	Closing date for registration at the DoE	DoE	10 February 2009
DoE	Capturing/download of examination entries.	DoE	11 February 2009 To 20 February 2009
DoE	Dispatch preliminary schedules to FET Colleges.	FET Colleges	11 February 2009 To 20 February 2009
FET COLLEGES	Closing date for receipt of amended preliminary schedules.	DoE	23 February 2009
DoE	Dispatch Question Papers to FET Colleges	FET Colleges	10 March 2009
DoE	Dispatch Mark sheets, admission letter and final schedule to Colleges.	FET Colleges	10 March 2009
FET COLLEGES	Return completed term mark sheets with term marks to DoE.	DoE	17 March 2009
DoE	Examinations Commences	Examination Centres	24 March 2009 To 09 April 2009
DoE & PDE's	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	24 March 2009 To 09 April 2009
DoE	Marking.	Marking Centres.	26 March 2009 To 16 April 2009
MCM	Final submission of scripts and completed mark sheets to DoE.	DoE.	20 April 2009
DoE	Capturing of examination marks	DoE	26 March 2009 to 22 April 2009
DoE & PED	Pre-Standardisation Meeting	DoE	05 May 2009
DoE & UMALUSI	- Standardisation Meeting.	UMALUSI	06 May 2009
DoE	Dispatch the April 2009 results and the registration forms of the August 2009 examinations.	FET Institutions, Correctional services and SADC countries	11 May 2009

3.2 AUGUST 2009 EXAMINATION

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
FET COLLEGES	Closing date for application to re-mark and re-check. (April 2009 candidates)	DoE	25 May 2009
FET COLLEGES	Closing date to apply for outstanding results April 2009 examinations.	DoE	25 May 2009
FET COLLEGES	Closing date for registration	DoE	05 June 2009
DoE	Capturing/download of examination entries.	DoE	08 June 2009 To 19 June 2009
DoE	Dispatch preliminary schedules to FET Colleges.	FET Colleges	08 June 2009 To 19 June 2009
FET COLLEGES	Final date for receipt of amended preliminary schedules.	DoE	24 June 2009
DoE	Dispatch Mark sheets, admission letter and final schedule to Colleges.	FET Colleges	08 July 2009
DoE	Dispatch Question Papers to FET Colleges	FET Colleges	08 July 2009
FET COLLEGES	Return completed term mark sheets with term marks to DoE.	DoE	15 July 2009
DoE	Examinations Commences	Examination Centres	22 July 2009 To 07 August 2009
DoE & PED's	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	22 July 2009 To 07 August 2009
DoE	Marking.	Marking Centres.	23 July 2009 To 10 August 2009
MCM	Final submission of scripts and completed mark sheets to DoE.	DoE.	14 August 2009
DoE	Capturing of examination marks	DoE	23 July 2009 to 14 August 2009
DoE & PED	Pre-Standardisation Meeting	DoE	25 August 2009
DoE & UMALUSI	Standardisation Meeting.	UMALUSI	26 August 2009
DoE	Dispatch the August 2009 results and the registration forms of the November 2009 examinations.	FET Institutions, Correctional services and SADEC countries	31 August 2009

3.3 NOVEMBER 2009 EXAMINATION

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
FET COLLEGES	Closing date for application to re-mark and re-check. (August 2009 candidates)	DoE	14 September 2009
FET COLLEGES	Closing date to apply for outstanding results August 2009 examinations.	DoE	14 September 2009
FET COLLEGES	Closing date for registration	DoE	25 September 2009
DoE	Capturing/download of examination entries.	DoE	28 September 2009 To 09 October 2009
DoE	Dispatch preliminary schedules to FET Colleges.	FET Colleges	28 September 2009 To 09 October 2009
FET COLLEGES	Closing date for receipt of amended preliminary schedules.	DoE	12 October 2009
DoE	Dispatch Mark sheets, admission letter and final schedule to Colleges.	FET Colleges	28 October 2009
DoE	Dispatch Question Papers to FET Colleges	FET Colleges	28 October 2009
FET COLLEGES	Return completed term mark sheets with term marks to DoE.	DoE	05 November 2009
DoE	Examinations Commences	Examination Centres	11 November 2009 To 27 November 2009
DoE & PED's	- Monitor examination and marking process. - Verify Moderation process	Examination and Marking Centres	11 November 2009 To 27 November 2009
DoE	Marking.	Marking Centres.	12 November 2009 To 27 November 2009
MCM	Final submission of scripts and completed mark sheets to DoE.	DoE.	04 December 2009
DoE	Capturing of examination marks	DoE	13 November 2009 to 04 December 2009
DoE & PED	Pre-Standardisation Meeting	DoE	17 December 2009
DoE & UMALUSI	Standardisation Meeting.	UMALUSI	18 December 2009
DoE	Dispatch the November 2009 results and the registration forms of the April 2010 examinations.	FET Institutions, Correctional services and SADEC countries	23 December 2009 Embargoed to 30 December 2009

3.4 CERTIFICATE OF COMPETENCY: JUNE 2009 EXAMINATIONS			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
FET COLLEGES	Closing date for registration	DoE	20 March 2009
DoE	Capturing of examination entries and corrections thereof.	DoE	25 March 2009 To 27 March 2009
DoE	Dispatch Question Papers to FET Colleges	FET Colleges	18 May 2009
DoE	Dispatch Mark sheets, admission letter and final schedule to Colleges.	FET Colleges	22 May 2009
DoE	Examinations Commences	Examination Centres	11 June 2009 And 19 June 2009.
FET COLLEGES	Return unmarked scripts to DoE	DoE	22 June 2009
DoE	Dispatch unmarked scripts to Markers.	Markers	24 June 2008
MARKERS, DEPARTMENT OF LABOUR & DEPARTMENT OF MINERALS	Submit scripts and completed mark sheets to DoE. Marked and moderated.	DoE.	03 July 2008
DoE	Dispatch results for FET Colleges	DoE	17 July 2008

3.5 CERTIFICATE OF COMPETENCY: NOVEMBER 2008 EXAMINATIONS			
RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
FET COLLEGES	Closing date for registration	DoE	25 September 2009
DoE	Capturing of examination entries and corrections thereof.	DoE	28 September 2009 To 09 October 2009
DoE	Dispatch Mark sheets, admission letter and final schedule to Colleges.	FET Colleges	23 October 2009
DoE	Dispatch Question Papers to FET Colleges	FET Colleges	04 November 2009
DoE	Examinations Commences	Examination Centres	19 November 2009 And 25 November 2009.
FET COLLEGES	Return unmarked scripts to DoE	DoE	30 November 2009
DoE	Dispatch unmarked scripts to Markers.	Markers	03 December 2009
MARKERS, DEPARTMENT OF LABOUR & DEPARTMENT OF MINERALS	Submit scripts and completed mark sheets to DoE. Marked and moderated.	DoE.	11 December 2009
DoE	Dispatch results for FET Colleges	DoE	23 December 2009 Embargoed to 30 December 2009

3.6 PROFESSIONAL EXAMINATION SUPPORT**3.6.1 NATIONAL IRREGULARITY COMMITTEE (NIC)**

RESPONSIBILITY	ACTIVITY / MEETING	LOCALITY	FINAL DUE DATE
DoE	Send letters to FET Institutions with reported irregularities during the November 2008 examination, required a response within 21 days.	DoE	16 January 2009
DoE	- NIC MEETING: - Finalise all outstanding cases from 2008 Examinations: General Studies, Natural Sciences Studies and NC (V) L2/3	DoE	30 January 2009
DoE	- NIC MEETING: - Cases reported during November 2008 Examinations: General Studies, Natural Sciences Studies and NC (V) L2/3	DoE	27 February 2009
DoE	- Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 February 2009) - Visit FET Institutions with serious and/or repeated irregularities.	FET Institutions	06 March 2009
DoE	Send letters to FET Institutions with reported irregularities during the supplementary and April 2009 required a response within 21 days.	DoE	30 April 2009
DoE	- NIC MEETING: - Cases reported during NSC and NC (V) 2009 Supplementary Examinations - Cases reported during the April 2009 Examinations: Natural Sciences Studies - Finalise all outstanding cases	DoE	27 May 2009
DoE	- Notice letters to FET Institutions to notify candidates of the outcome of the meeting (27 May 2009) - Visit FET Institutions with serious and/or repeated irregularities.	FET Institutions	05 June 2009
DoE	Send letters to FET Institutions with reported irregularities during the June 2009 General studies Examination required a response within 21 days.	DoE	30 June 2009
DoE	- NIC MEETING: - Cases reported during the June 2009 General studies Examination - Finalise all outstanding cases	DoE	29 July 2009
DoE	- Notice letters to FET Institutions to notify candidates of the outcome of the meeting (29 July 2009) - Visit FET Institutions with serious and/or repeated irregularities.	FET Institutions	07 August 2009
DoE	Send letters to FET Institutions with reported irregularities during the August 2009 Natural Sciences Studies Examination, requiring a response within 21 days.	DoE	21 August 2009
DoE	- NIC MEETING: - Cases reported during the August 2009 Natural Sciences Studies Examinations - Finalise all outstanding cases	DoE	16 Sept. 2009
DoE	- Notice letters to FET Institutions to notify candidates of the outcome of the meeting (16 September 2009) - Visit FET Institutions with serious and/or repeated irregularities.	FET Institutions	25 Sept. 2009

DEFINITIONS

Any definition that is contained in the *Further Education and Training Act, 2006 (Act No.16 of 2006)* will be applicable to this management plan and will have the same meaning, unless specifically indicated in this text.

Assessment:	means gathering of information to make a judgement about what a student knows, understands and can do. This includes a variety of assessment methods conducted by the provider, the outcomes of which count towards the achievement of a qualification and is thus inclusive of the Internal Continuous Assessment and examinations.
Assessment Process:	includes the total process of assessment that commences with the registration of students, the development of assessment tools, moderation of assessment, the security and integrity of such assessment, the marking and processing of results and the certification thereof.
Behavioural Offence:	means misbehaving, creating a disturbance or wilfully disobeying legitimate instructions, which may have an adverse effect on the examination process or the outcome of the examination.
College or Learning Institution:	is the location where students receive tuition. A public or private college, learning institution, Correctional Services or ABET Centres may enrol students on the National Certificate (Vocational).
Department of Education:	means the government department responsible for education at national level.
Examination:	is a component of the assessment process and refers to the culmination of the summative assessment process when students are subjected to a final sitting at the end of the year.
Examination Body:	The Department of Education or any other body registered with Umalusi, the Council for General and Further Education and Training Quality Assurance, as a body responsible for conducting an external examination.

Investigation: encompasses all activities relating to the collection of evidence in respect of a reported irregularity. This may include interviews or submission of written reports from various assessment officials, students or any other person that may assist in providing information on the reported irregularity. All investigations must be conducted under the auspices of the National Assessments Irregularities Committee.

Invigilator: means any person appointed and responsible to assist the Chief Invigilator in the conduct of an examination activity at the examination centre. Invigilators are lecturers, heads of divisions, heads of departments, deputy principals or reputable members of the community.

Internal Continuous

Assessment: means any internal assessment conducted by the provider, the outcomes of which count towards the achievement of a qualification and contained in a portfolio of evidence according to the requirements as specified in the Subject Assessment Guidelines for the subjects listed in the National Certificate (Vocational).

Integrated Summative

Assessment Task: means an Integrated Summative Assessment Task that draws on the skills and practices of cumulative learning achieved throughout the year and is conducted according to the requirements specified in the Subject Assessment Guidelines for the subjects listed in the National Certificate (Vocational). The Integrated Summative Assessment Task applies to ALL vocational subjects

Irregularity: means any event, act or omission and any alleged event, which may undermine or threaten to undermine the integrity, credibility, security, or the fairness of the examination and assessment process.

Head of the Institution: refers to the person appointed as Principal or acting as Principal of a College or the Head of any other registered learning institution which offers the National Certificate (Vocational).

Level:	means the National Qualifications Framework (NQF) level of an educational programme, or any other education programme, which the Department of Education may deem to be equivalent thereto.
Marker:	is the person who is appointed to mark an answer script.
Marking Centre:	A centre registered by the Department of Education in terms of this policy to comply with the functions in terms of <i>Section 18(a) of the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)</i> .
Marking Centre Manager:	is the official appointed to be in charge of a Marking Centre.
Moderator:	a person who ensures that the assessment system complies with the requirements set out in the Subject Assessment Guidelines of the various subjects listed in policy document, <i>National Certificate (Vocational): Qualifications at Levels 2 to 4 on the National Qualifications Framework (NQF)</i> as promulgated in <i>Government Gazette No. 28677 of 29 March 2006</i> .
Monitoring:	means the process which ensures that assessment is fair, valid and reliable and complies with directives issued by the Department of Education and Umalusi in terms of this policy and <i>Sections (17) and (18) of the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)</i> .
National Certificates (Vocational):	A qualification at Level 2, 3 and 4 on the National Qualifications Framework (NQF) that will be awarded to students who comply with the national policy requirements set out in the policy document, <i>National Certificate (Vocational): Qualifications at Levels 2 to 4 on the National Qualifications Framework (NQF)</i> as promulgated in <i>Government Gazette No. 28677 of 29 March 2006</i> .

National Irregularities

Committee: means the body established by the Department of Education to coordinate the handling of irregularities of the National Certificate (Vocational).

National Examinations Assessment and Measurement is the Chief Directorate within the Department of Education assigned with the responsibility to conduct administer and manage the FET College examinations.

Private College: means any college that provides further education and training on a full-time, part-time or distance basis and is registered or provisionally registered under the *Further Education and Training Colleges Act, 2006 Further Education and Training Colleges Act, 2006*(Act No.16 of 2006).

Provider: means a body as contemplated in *section 1* of the *General and Further Education and Training Quality Assurance Act (No. 58 of 2001)*.

Provincial Irregularities

Committee: means the body established by the Provincial Education Departments to coordinate the handling of irregularities of the National Certificate (Vocational) in the Province.

Student: refers to any person, including a part-time student, receiving education at a public or private college or learning institution.

Student portfolio of evidence:

means the collection of the student's assessment evidence that is used to compile his or her Integrated Summative Assessment Task mark.

Umalusi: the Council for General and Further Education and Training Quality Assurance established in terms of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*.