



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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To: CAMPUS MANAGERS
EXAMINATION OFFICERS
ACADEMIC HEADS / DEPUTY PRINCIPALS (ACADEMIC)
PRINCIPALS OF PUBLIC TVET COLLEGES AND PRIVATE COLLEGES
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
UMALUSI
DHET MANAGERS
REGIONAL TVET MANAGERS

MEMORANDUM TE14 OF 2018

RELEASE OF APRIL 2018 ENGINEERING STUDIES EXAMINATION RESULTS

The quality assurance bodies responsible for TVET College qualifications have approved the release of the April 2018 Natural Studies examination results. Please find enclosed the schedule of results applicable to your Examination Centre.

Kindly analyse these results and contact the relevant official managing your examination centre for support if necessary (Annexures A). No amendments of marks are allowed after the resulting process.

Results (examination mark) pending (09)

Copies of all mark sheets and attendance registers must be submitted to the relevant official managing your examination centre as outline in **Annexure A**.

Outstanding year mark (s) (59)

Copies of all marks sheets for outstanding marks and Portfolios of Evidence (PoE) must be submitted to the relevant official managing your examination centre as outlined in **Annexure A**.

ICASS subminimum not met (MR)

In such instances the capture rate for your examination centre is below the required 80% for the affected subject. However, for the cohorts of ten (10) or less enrolments the required capture rate is 100%. Please contact the relevant official managing your examination centre as outlined in **Annexure A** to fill in gaps in this regard.

All mark sheets/TXT files that did not reach the Department data capturing section in time for standardisation are receiving urgent attention and the examination results will be released as soon as the outstanding marks have been captured or uploaded.

Where the examination centres allowed candidates to write the examination without complying with the requirements as indicated in **Memorandum 46 of 2015**. These candidates results of will be declared null and void and it is the responsibility of the examination centre to inform these candidates.

1. HANDLING OF APPLICATIONS FOR RE-MARKS / RE-CHECKS

Examination Centres that receive applications for re-mark or re-check must ensure that candidates pay the administrative fee to DHET account to facilitate the release of the result upon re-mark or re-check. The candidate's examination number (ID number) must be written as a reference for the payment on the deposit slip. Bank account of the Department of Higher Education and Training are as follows:

Account holder:	Bank	Type of account	Account no:
Department of Higher Education and Training	ABSA	Deposit Account	40-7577-9507

The following tariffs are payable for re-marks/re-check:

- R 81.00 for a re-mark
- R 14.50 for a re-check

1.1. Process for Engineering Studies N1 answer scripts

Examination Centres are responsible for the re-marking / re-checking of the Engineering Studies N1 answer scripts for the April 2018 examination cycle. All applications for re-marking/re-checking of scripts must be finalized by the examination centre within five days of receiving the application.

After the scripts have been re-marked / re-checked the examination centre must forward the application for the re-mark / re-check along with the original script together with the proof of deposit via courier to **Ms. M Janse Van Rensburg, Work Station FF539, Sol Plaatje Building, 222 Struben Street, Pretoria.**

A register must be compiled on the template provided and sent together with the scripts. (ANNEXURE B – ENGINEERING STUDIES N1 RE-MARK / RE-CHECK REGISTER).

A photocopy of the remarked/rechecked script must be kept at the examination centre with the batch of scripts upon removal of the original script.

It is the responsibility of the examination centre to make a follow up with the courier company to confirm delivery and ensure that the documentation reaches the Department on or before **Monday, 28 May 2018.**

1.2. Process for Engineering Studies N2 –N6 answer scripts

The Department will be responsible for the re-mark / re-check of Engineering Studies N2-N6 answer scripts for the April 2018 examinations cycle. All applications for re-marking/re-checking must be finalised by the examination centre by **23 May 2018** as the closing date for submission to the Department is **16:00 on Monday, 28 May 2018.**

Applications, accompanied by proof of deposit and a **statement of results** must be submitted via courier to **Ms. M Janse Van Rensburg, Work Station FF539, Sol Plaatje Building, 222 Struben Street, Pretoria.** This documentation must reach the Department on or before **Monday, 28 May 2018.**

The Department will not take responsibility for re-mark/re-check applications that will be lost or received late because they were sent to other DHET officials instead of Ms. M Janse Van Rensburg.

A register must be compiled on the template provided and sent together with the above mentioned documentation. (ANNEXURE C – ENGINEERING STUDIES N2-N6 RE-MARK / RE-CHECK REGISTER).

The re-mark / re-check application form is attached as ANNEXURE D.

Applicants must attach a copy of results reflecting that they did write and get results for the subject(s) to be re-marked/re-checked.

NOTE:

- No application for re-mark/re-check will be handled directly from candidates. All applications must come from examination centres. Faxed or emailed applications will not be processed.
- Re-mark /re-check application forms received without proof of payment or copy of results will not be processed.
- In addition to the application form and proof of deposit and copy of results, re-mark /re-check applications for Engineering Studies N1 must be accompanied by the re-marked/re-checked answer scripts.
- Applications received after the closing date will be deemed irregular and will not be processed. Examination centres will be responsible for refunding candidates in cases of applications submitted after closing date.
- According to national conduct policy the scripts may be destroyed 6 months after the release of results for NC (V) and Business Studies and 3 months for Engineering Studies.

It is the responsibility of the examination centre to follow-up with courier services to confirm delivery and ensure that the documentation reaches the Department on or before **Monday, 28 May 2018**.

The Department wishes to thank all staff at TVET Colleges for their role in conducting a successful April 2018 examinations cycle.

Kind regards



Mr. J. Mphahlele

Acting Director: Resulting and Certification: IT Systems

Date: 11 May 2018

ANNEXURE A: LIST OF DHET OFFICIALS MANAGING ENGINEERING STUDIES EXAMS

NAME	E-MAIL	FAX	TEL	CENTERS	PROVINCE/ COUNTRY
Ms Morotoba Section Manager	morotoba.f@dbe.gov.za	0866960499	012 357 3958	2/201 – 2/5299	NORTHERN CAPE
Ms A Nagel	nagel.a@dbe.gov.za	0867140130	012 357 3937	5/0501 – 5/0599 5/2501 – 5/2599	KWAZULU NATAL
Ms M Matlala	matlala.ms@dbe.gov.za	012 3230170	012 357 3945	4/0401 – 4/5499 8/2800 – 8/2899	EASTERN CAPE and GAUTENG
Ms K Tabudi	tabudi.k@dbe.gov.za	012 3230170	012 357 3948	8/8801 – 8/8899	GAUTENG
Mr L Tholo	tholo.l@dbe.gov.za	0865556204	012 357 3228	5/5501 – 5/5599	KWAZULU NATAL
Ms G Grobler	grobler.g@dbe.gov.za	0866224054	012 357 3938	8/5801 - 8/5899	GAUTENG and GCC
Ms D du Plooy	duplooy.d@dbe.gov.za	0866247562	012 357 3935	3/0301 – 3/5399 10/5001 – 10/5099	FREE STATE; NAMIBIA and SWAZILAND
Ms A Rencken	rencken.a@dbe.gov.za	0865590879	012 357 3942	7/0701 – 7/5799	LIMPOPO
Mr HN de Beer	debeer.hn@dbe.gov.za	0867140184	012 357 3934	1/0101 – 1/5199 9/0901 – 9/5999	WESTERN CAPE and NORTH WEST
Mr K Bopape	Bopape.k@dbe.gov.za	0865556209	012 357 3234	8/0801 – 8/0899	GAUTENG
Ms N Nzimande	nzimande.n@dbe.gov.za	0865556201	012 357 3952	6/0601 – 6/5699	MPUMALANGA