



MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF TECHNICAL & VOCATIONAL
EDUCATION & TRAINING (TVET) COLLEGE EXAMINATIONS

NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

2018

NATIONAL CERTIFICATES (VOCATIONAL)

2018 ACADEMIC YEAR

1. MOP-UP AND RE-MARKING PROCESSES OF THE NOVEMBER 2017 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer scripts for the 201711 cycle are not exempted from the onus of entering for the 201803 examination before the stipulated date.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 201711 results electronically	Examination Centres	31 December 2017
DHET	Create statements of results	DHET	12 January
DHET	Print and dispatch statements of results	DHET	19 January
Staff commence at TVET Colleges (1 st Term)- 08 January 2018			
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <ul style="list-style-type: none"> ✓ Copy of the script (s) where applicable ✓ Copy of mark sheet (s) where applicable ✓ Copy of the seating plan and attendance register for exams ✓ Proof of scripts dispatched to Distribution Point / Marking Centre ✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward <p>FORMAT OF ENQUIRY.</p> <p>All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ Examination Centre Name ✓ ID of candidate ✓ Name of subject ✓ Subject code ✓ Mark submitted via txt file ✓ Mark to be approved <p>TVET Colleges to enrol candidates timeously for the supplementary examination commencing on 15 February 2018.</p> <p><u>No enquiries will be administered after 31 January 2018.</u></p>	DHET	16 – 31 January
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	22 January
Examination Centres	Closing date for application of re-marks and re-checks at the DHET	DHET	26 January
DHET	Re-Marking Process	Marking Centres	10 / 11 February
DHET	Mop-up process: Release results electronically	Examination Centres	12 February
DHET	Capturing of re-marks and approval process	DHET	23 February

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release results for re-marks and re-checks	Examination Centres	05 March
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	05 March
DHET	Create statements of results for amended marks	DHET	05 March
DHET	Sorting and packing process		13 March
DHET	Dispatch statements of results for amended marks		14 March
DHET	Create certificates per level for candidates who passed all subjects in one examination sitting and submit for QA approval		15 March
DHET	QA Approval and Printing Process		19 March
DHET	Sorting and packing process		23 March
DHET	Dispatch certificates		30 March

2. THE 2018 SUPPLEMENTARY EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201711 cycle are not exempted from the onus of entering for the 201803 examination before the stipulated date in instances where the outcome of the 201711 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations. These candidates must be entered for the Supplementary Examination pending the outcome.

There are no preliminary entry schedule processes for the supplementary examination. Examination Centres are responsible for submitting complete and accurate enrolment data.

Only candidates who qualify in accordance with the supplementary examination admission requirements (Examination Instruction 01 of 2015 and Memo 46 of 2015) will be allowed to enroll.

Candidates who were absent for the November Examination with a valid reason need to apply for a concession to be allowed to write the Supplementary Examinations (Application for Exemption from the November exam due to legitimate absenteeism).

Candidates are not allowed to enter and write the Supplementary Examination at a different Examination Centre than the November Examination.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges: 1 st Term - 08 January 2018			
Examination Centres	Download entry forms from the following website www.tvetcolleges.co.za	Examination Centres	
Examination Centres	Closing date for registration of candidates at Examination Centres	DHET	18 January
Examination Centres	Submit Candidate Entries to the DHET	DHET	22 January
DHET	Upload Entries received from Examination Centres	DHET	31 January
DHET	Examination Extracting / Printing / Packing Processes	DHET	02 - 07 February
Examination Centres	Submit the completed and signed State of Readiness tool to the DHET. This document is to be completed on one document for both the NC (V) Supplementary and April examinations per Campus.	DHET	05 February
DHET	Dispatch admission letters and mark sheets to examination centres	Examination Centres	08 February
DHET	Examination in Session	Examination Centres	15 February to 15 March
DHET	Marking process (staggered model)	Marking Centres	24 February to 02 April
Exam Centres	Submission of L2 and L3 txt files to Data Section to upload (written component)	DHET	23 March
Closing of TVET Colleges – 23 March			
Marking Centres	Submission of L4 txt files (written component) to Data Section and mark sheets to Resulting section	DHET	03 April
DHET	Upload L4 Marks	DHET	06 April
DHET	Submit datasets for QA Approval	QA	09 April
Opening of TVET Colleges and commencement of classes (2 nd Term) – 09 April			
QA	QA Approval Processes	DHET	10 April
DHET	Release schedules of results electronically	Examination Centres	11 April

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Dispatch statements of results	Examination Centres	18 April
Examination Centres	Closing date for application of re-marks and re-checks at examination centres	Examination Centres	02 May
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <p>All enquiries must be supported by the following evidence:</p> <ul style="list-style-type: none"> ✓ Copy of the script (s) where applicable ✓ Copy of mark sheet (s) where applicable ✓ Copy of the seating plan and attendance register for exams ✓ Proof of scripts dispatched to Distribution Point / Marking Centre ✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward <p>FORMAT OF ENQUIRY.</p> <p>All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ Examination Centre Name ✓ ID of candidate ✓ Name of subject ✓ Subject code ✓ Mark submitted via txt file ✓ Mark to be approved <p>TVET Colleges to enrol candidates timeously for the November 2018 Examination on 31 May 2018.</p> <p><u>No enquiries will be administered after 02 May 2018.</u></p>	DHET	02 May
Examination Centres	Closing date for application of re-marks and re-checks at the DHET	DHET	04 May
DHET	Re-Marking Process	Marking Centres	12 – 13 May
DHET	Capturing of re-mark scores and QA approval processes	QA	18 May
DHET	Release results for re-marks and re-checks	Examination Centres	31 May
DHET	Mop-up process: Release results electronically	Examination Centres	31 May
DHET	Create and print statements of results for amended marks	DHET	31 May
DHET	Sorting and packing process	DHET	08 June
DHET	Dispatch statements of results	Examination Centres	11 June
DHET	Create the 1 st consolidated certificates of candidates per level (November and Supplementary examination)	DHET	12 June
DHET	QA Approval and printing process	DHET	18 June
DHET	Sorting and packing process	DHET	20 June
DHET	Dispatch certificates	Examination Centres	22 June
DHET	Create consolidated certification datasets per examination cycle per level for previous and current examination for QA approval	DHET	25 June
DHET	QA Approval and printing process	DHET	06 July
DHET	Sorting and packing process	DHET	10 July
DHET	Dispatch certificates	Examination Centres	11 July

3. THE NOVEMBER 2018 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201803 cycle are not exempted from the onus of entering for the 201811 examination before the stipulated date in instances where the outcome of the 201803 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations. These candidates must be entered for the 201811 Examination pending the outcome.

Only candidates who qualify in accordance with the examination admission requirements (Examination Instruction 01 of 2015 and Memo 46 of 2015) will be allowed to enroll.

Examination Centres are responsible for submitting complete and accurate enrolment data.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (1 st Term) – 08 January 2018			
Examination Centres	Download entry forms from the following website www.tvetcolleges.co.za	Examination Centres	
Classes commence at TVET Colleges (1 st Term) – 15 January			
Closing of TVET Colleges – 23 March			
Opening of TVET Colleges and commencement of classes (2 nd Term) – 09 April			
Examination Centres	Submit the completed and signed “Section C: State of Readiness” of the Compliance Tool to the DHET. This document is to be completed TWICE a year by EACH campus to indicate the Campus’ readiness for examinations – which is inclusive of all Programmes at the Campus	DHET	09 May
Examination Centres	INTERNAL PRELIM PROCESS AT EXAMINATION CENTRES Closing date for registration of candidates at Examination Centres It is mandatory that examination centres implement a verification process to print and correct their own prelims before submitting the txt file to the DHET DATA section	Examination Centres	31 May
Examination Centres	Submit Candidate Entries to the DHET. Txt files to be submitted to the relevant Data Capturers to upload the files. DCM (Academic) to sign off on prelims	DHET	04 June
DHET	Data Section capture / upload / verify entries received from Examination Centres	DHET	18 June
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS E - Mail preliminary entry schedules to Examination Centres. Candidates are not allowed to write more than seven subjects in one examination sitting (Examination Instruction 1 of 2015)	Examination Centres	21 June
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to the relevant DHET Resulting Official managing your Examination Centre. It is mandatory that candidates sign the prelim to confirm correctness of subjects enrolled for.	DHET	23 July

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	The DCM (Academic) must sign off on the Prelims.		
Closing of TVET Colleges – 22 June			
Opening of TVET Colleges (3 rd Term) – 16 July			
Classes commence at TVET Colleges (3 rd Term) – 23 July			
DHET	Examination extracting / printing / scanning and packing processes	DHET	31 August
DHET	Dispatch final entry schedules, admission letters and mark sheets (ICASS, ISAT and Written) to Examination Centres.	Examination Centres	10 September
Examination Centres	Submit the completed and signed “State of Readiness” Tool to the DHET. NB: THIS ONE SUBMISSION IS FOR ALL PROGRAMMES CONDUCTED FOR THE NOVEMBER 2018 EXAM [i.e. for REPORT 191 – Business and Engineering Studies as well as NC (V)]. This document is to be completed as listed on the tool by EACH campus to indicate the Campus’ readiness for examinations.	DHET	11 September
Examination Centres	TVET Colleges to submit requests for subject clashes and concessions to the DHET for approval. Concession Examples: <ul style="list-style-type: none"> ➤ Braille Question Paper ➤ Large font Question Paper ➤ Extra time to complete a paper ➤ Scribe to read or write <p><u>No late submissions will be considered after 22 September</u></p>	DHET	22 September
Examination Centres	Examination Material Procurement Examination Centres to take stock of all examination material / stationery and submit Audit and stock request to the relevant DHET Official.	DHET	25 September
DHET	Dispatch examination material / stationery to Examination Centres	Examination Centres	27 September-13 October
Examination Centres	Submit the completed and signed “Section B: Exam Centre Audit of the Compliance Tool to the DHET. This document is to be completed ONCE a year by EACH campus to indicate the Campus’ readiness for examinations – which is inclusive of all Programmes at the Campus	DHET	26 September
DHET	Dispatch examination material / stationery to Examination Centres.	Examination Centres	27 September to 13 October
Closing of TVET Colleges – 28 September			
Opening of TVET Colleges and commencement of classes (4th Term) – 08 October			
Examination Centres	Submit all (L2 – L4) completed ICASS and ISAT txt files to the DATA Section. Examination Centres to verify SBA marks before submitting txt files	DHET	25 October

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	Candidates are not allowed to write the examination if not in compliance with the admission requirements as per Exam Instruction 01 of 2015 and Memo 46 of 2015		
DHET	Examination in Session: 25 – 30 October: (LO P2) 31 October – 30 November (All Subjects)	Examination Centres	25 October to 30 November
DHET	Marking process (staggered model)	Marking Centres	03 November to 11 December
Examination Centres	Submit L2 / L3 written (External Assessment) marks to the DHET via txt files – DATA section	DHET	07 December
TVET Colleges Close – 07 December			
Marking Centres	Submit L4 written (External Assessment) marks to the DATA section via txt files and mark sheets to the Resulting section	DHET	13 December
DHET	Final marks upload / capturing process	DHET	15 December
DHET	Standardisation and QA approval processes	DHET	28 December
DHET	Release schedule of results electronically	Examination Centres	09 January 2019