



MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF TECHNICAL & VOCATIONAL
EDUCATION & TRAINING EXAMINATIONS

NATED REPORT 190/1
BUSINESS STUDIES

2018

BUSINESS STUDIES

2018 ACADEMIC YEAR

1. MOP-UP AND RE-MARKING PROCESSES OF THE NOVEMBER 2017 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 201806 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 201806 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 201711 results electronically	Examination Centres	31 December 2017
Staff commence at TVET Colleges (Semester 1 st)			08 January 2018
DHET	Creation and print statements of results	DHET	09 January 2018
DHET	Sorting and packing process	DHET	12 January 2018
DHET	Dispatch statements of results	Examination Centres	16 January 2018
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><u>No enquiries will be administered after 29 January 2018.</u></p>	DHET	29 January 2018
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	30 January 2018
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	02 February 2018
DHET	Mop-up process: Release results electronically	Examination Centres	12 February 2018
DHET	Re-Marking Process	Marking Centres	17 / 18 February 2018

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Capturing of re-marks and approval process	DHET	28 February 2018
DHET	Release results for re-marks and re-checks	Examination Centres	05 March 2018
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	05 March 2018
DHET	Creation and print statements of results for amended marks	DHET	08 March 2018
DHET	Sorting and packing process	DHET	12 March 2018
DHET	Dispatch statements of results for amended marks	Examination Centres	14 March 2018
DHET	Creation of batch Certification (N4 - N6) process	DHET	19 March 2018
DHET	Creation of batch Certification (NSC) process	DHET	19 March 2018
DHET	QA Approval and printing process	QA / BETA	26 March 2018
DHET	Sorting and packing process	DHET	29 March 2018
DHET	Dispatch certificates	Examination Centres	03 April 2018

2. THE JUNE 2018 EXAMINATIONS (SEMESTER 1)

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 201806 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 201806 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.

The writing of Information Processing and Computer Practice subjects should not impede on the teaching contact time of the remaining subjects.

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

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
STAFF COMMENCE AT TVET COLLEGES (1 ST SEMESTER)			08 January
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES			15 January
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	23 February
Examination Centres	INTERNAL PRELIM PROCESS It is mandatory that examination centres implement a verification process to print and correct their own prelims before submitting the <u>txt file</u> to the DHET DATA section . Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	23 February to 12 March
Examination Centres	Submit Candidate Entries to the DHET. Txt files to be submitted to the relevant data capturers to upload the files.	DHET	13 March
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS E - Mail preliminary entry schedules to Examination Centres. Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	20 March
TVET College Close			23 March
STAFF AND CLASSES COMMENCE AT TVET COLLEGES (2 ND TERM)			09 April
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. The DCM (Academic) must sign off on the Prelims.	DHET	18 April

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	TVET Colleges to submit request for subject clashes and concession 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><i>No late submissions will be considered after 02 May</i></p>	DHET	02 May
DHET	Examination Extracting Processes	DHET	02 May
DHET	Printing, sorting and packing process	DHET	08 May
DHET	Dispatch final entry schedule, admission letters and mark sheets (Term and Written) to Examination Centres.	Examination Centres	11 May
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	Classes end	Examination	31 May
DHET	Computer-based examinations in session - to run concurrently while class continues. The following Computer Subjects will be written prior the start of the Examination Sessions to complement the duration of the marking process. <ul style="list-style-type: none"> ➤ Information Processing N4 – 25 May (X Paper) ➤ Information Processing N5 – 28 May (X Paper) ➤ Computer Practice N4 – 29 May (X Paper) ➤ Computer Practice N5 – 30 May (X Paper) ➤ Computer Practice N6 – 31 May (X Paper) 	Examination Centres	25 – 31 May
Examination Centres	Submit all (N4 – N6) completed ICASS / term marks txt files to the DATA Section. Examination Centres to verify SBA marks before submitting txt files. 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	08 June
DHET	Examination in Session	Examination Centres	01 - 22 June
DHET	Marking process (staggered / block model)	Marking Centres	04 June – 02 July
TVET College Close			22 June
Marking Centres	Submit N4 – N6 written (External Assessment) marks to the DATA section via txt files and mark sheets to the Resulting section.	DHET	04 July
DHET	Final Marks Upload / Capturing Process	DHET	08 July

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	Staff commence at TVET Colleges		16 July
DHET	Release schedule of results electronically	Examination Centres	17 July
DHET	Creation and print statements of results	DHET	18 July
DHET	Sorting and packing process	DHET	23 July
DHET	Dispatch statements of results	DHET	24 July

3. MOP-UP AND RE-MARKING PROCESSES OF THE JUNE 2018 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201806 cycle are not exempted from the onus of entering for the 201811 examination before the stipulated date in instances where the outcome of the 201806 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.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (Trimester 1 st)			16 July
DHET	Release schedule of the 201806 results electronically	Examination Centres	17 July
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><u>No enquiries will be administered after 14 August.</u></p>	DHET	14 August
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	31 July
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	03 August
DHET	Re-Marking Process	Marking Centres	11 – 12 August
DHET	Capturing of re-marks and approval process	DHET	20 August
DHET	Mop-up process: Release results electronically	Examination Centres	23 August
DHET	Release results for re-marks and re-checks	Examination Centres	31 August
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	31 August
DHET	Creation and print statements of results for amended marks	DHET	31 August
DHET	Sorting and packing process	DHET	06 September
DHET	Dispatch statements of results for amended marks	Examination Centres	07 September

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Creation of batch Certification (N4 - N6) process	DHET	07 September
DHET	QA Approval and printing process	QA / BETA	12 September
DHET	Sorting and packing process	DHET	14 September
DHET	Dispatch certificates	Examination Centres	17 September

1.4 THE NOVEMBER 2018 EXAMINATIONS (SEMESTER 2)

Candidates applying for the re-marking or re-checking of examination answer scripts for the 201806 cycle are not exempted from the onus of entering for the 201811 examination before the stipulated date in instances where the outcome of the 201806 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.

The writing of Information Processing and Computer Practice subjects should not impede on the teaching contact time of the remaining subjects.

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

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
STAFF COMMENCE AT TVET COLLEGES (2 nd SEMESTER)		Examination Centres	16 July
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	
CLASSES COMMENCE AT TVET COLLEGES		Examination Centres	23 July
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	08 August
Examination Centres	INTERNAL PRELIM PROCESS It is mandatory that examination centres implement a verification process to print and correct its own prelims before submitting the txt file to the DHET. No late entries will be allowed. Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	08 - 24 August
Examination Centres	Submit Candidate Entries to the DHET. Txt files to be submitted to the relevant data capturers to upload the files.	DHET	27 August
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS E - Mail preliminary entry schedules to Examination Centres. Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	03 September
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. The DCM (Academic) must sign off on the Prelims.	DHET	10 September

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
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	10 September
Examination Centres	Examination Material Procurement Examination Centres 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	28 September-12 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	09 October
TVET College Close			28 September
STAFF AND CLASSES COMMENCE AT TVET COLLEGES (2 ND TERM)			08 October
DHET	Examination Extracting Processes	DHET	01 October
DHET	Printing, sorting and packing process	DHET	08 October
DHET	Dispatch final entry schedule, admission letters and mark sheets (Term and Written) to Examination Centres.	Examination Centres	09 October
Examination Centres	TVET Colleges to submit request for subject clashes and concession 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 26 October</u></p>	DHET	26 October
Examination Centres	Classes end	Examination Centres	09 November
Examination Centres	Submit all (N4 – N6) completed ICASS / term marks txt files to the DATA Section. Examination Centres to verify SBA marks before submitting txt files. 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	09 November

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
DHET	Computer-based examinations in session - to run concurrently while class continues <ul style="list-style-type: none"> ➤ Information Processing N4 – 05 November (X Paper) ➤ Information Processing N5 – 06 November (X Paper) ➤ Computer Practice N4 – 07 November (X Paper) ➤ Computer Practice N5 – 08 November (X Paper) ➤ Computer Practice N6 – 09 November (X Paper) 	Examination Centres	
DHET	Examination in Session	Examination Centres	12 November – 30 November
DHET	Marking process (staggered model)	Marking Centres	19 November – 07 December
DHET	Final Marks Capturing Process	DHET	13 – 15 December
TVET College Close			07 December
DHET	Release schedule of results electronically to Examination centres	Examination Centres	31 December