



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT
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TO : PRINCIPALS OF PUBLIC TVET AND PRIVATE COLLEGES
: ACADEMIC HEADS AT TVET COLLEGES
: REGIONAL MANAGERS-DHET REGIONAL OFFICES
: REGIONAL DIRECTORS/ OFFICIALS

MEMORANDUM TE39 OF 2023

MONITORING OF SITE-BASED ASSESSMENT: NATED BUSINESS STUDIES N4-N6 SEMESTER 2 NOVEMBER 2023 EXAMINATIONS

The Chief Directorate: National Examinations and Assessment (CD: NEA) is engaging in continuous monitoring of the site-based assessment (SBA) component for Business Studies N4-N6 Semester 2 for November 2023 examinations.

The purpose of this monitoring is to determine the level of compliance with respect to the TVET Curriculum Instruction Internal Assessment (ICASS) for the above-mentioned programmes.

1. Business Studies N4 – N6

The Business Studies N4 - N6 monitoring will be conducted by Regional DHET officials **except** in Free State where the SBA monitoring will be conducted by national DHET officials. The ICASS monitoring to be conducted by regional DHET officials is expected to take place during the period **01 November – 30 November 2023**, while the ICASS monitoring for Free State to be conducted by national DHET officials will take place during the period that would be specified in the upcoming memorandum.

Your attention is further drawn to the fact that monitoring will be done off-site for Free State Region and colleges are requested to submit the ICASS files to the hosting campus (Bloemfontein Campus) three (03) working days before the monitoring dates.

Regional DHET officials will compile region-specific schedules in the other regions and will then inform colleges about the regional monitoring schedules. The regional monitoring schedule will include dates for monitoring, venues for monitoring, as well as colleges/ campuses and subjects chosen for monitoring in each region.

DHET national officials will inform colleges and examination centres in the Free State about the subjects that will be sampled for monitoring.

All Deputy Principals (Academic)/ Campus Managers must ensure that subjects sampled for monitoring are available without fail to ensure a smooth monitoring process.

Each centre to be monitored is required to submit ICASS implementation evidence in a manner packaged to show the following aspects:

Assessment Evidence 1

- Relevant national policies in relation to the conduct, management and administration of national examinations and assessment
- Internal (college-developed) assessment and moderation policies (signed-off by relevant authority e.g. College Board; College Council)
- Up-to-date TVET Curriculum Instruction (ICASS Guidelines) for Report 191 programmes published by the Department for 2023
- Agenda and attendance registers of internal college/ campus workshops held for **all** lecturers on ICASS Guidelines 2023
- Annual ICASS management plans for all subjects offered by the campus
- Campus Monitoring plans to ensure adherence to national policies, guidelines and assessment plans
- Consolidated Campus ICASS Monitoring Reports and evidence of presentation to the college academic board

Assessment Evidence 2

- Lecturer's Subject file and Lecturer's Assessment file which must contain **all relevant contents** as per the 2023 ICASS Guidelines for the programme.

Assessment Evidence 3

- **All** students' assessment evidence (**all marked scripts** of **Assignment, Test and Internal Examination** for Business Studies) must be arranged as per the official examination and/ or semester DHET mark-sheets.

Additional queries regarding the contents of this correspondence may be directed to Mr Tleru on the telephone number (012) 357 4520 and email address Tleru.L@dbe.gov.za or Mr Makgalemele on (012) 357 3549 and email address Makgalemele.J@dbe.gov.za.

The following regional officials may be contacted for further clarity:

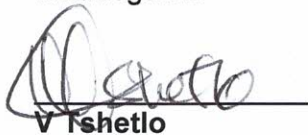
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The monitoring of SBA plays a central role in determining whether the results for the November 2023 Business Studies N4 - N6 will be released or not. Any examination centre which fails to submit the required assessment evidence run the risk of the blocking of examination results for that centre until the ICASS is verified.

Your cooperation in this regard is greatly appreciated.

Kind regards



V Tshetlo

Chief Director: National Examinations and Assessment

DATE: 27/10/2023