



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

EXAMINATION PROCEDURES AND INSTRUCTIONS

**Mandated by the National Policy Pertaining to the Conduct,
Administration and Management of the Examinations of Colleges
Established, Declared and Registered in terms of the CET Act,
2006 (Act No. 16 of 2006)**

**National Certificates (Vocational) [NC (V)] , National Technical
Diploma (NATED) Report 190/1 and General Education and
Training Certificate (GETC: ABET)**

Revised OCTOBER 2023

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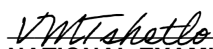
INTRODUCTION

The Chief Directorate: National Examinations and Assessment (CD: NEA) is responsible for the conduct, administration and management of national examinations within the Department of Higher Education and Training which is a duly authorised assessment body. CD: NEA is committed to conducting, administering and managing all examination cycles effectively and efficiently thus ensuring the timeous resulting of all candidates at public and private Technical and Vocational Education and Training (TVET) and Community Education and Training (CET) colleges participating in national examinations. The successful conduct, administration and management of a national examination requires the cooperation of various role-players within CD: NEA, regional offices, TVET and CET institutions.

While the national policy on the conduct of assessment in TVET and CET programmes (*National Policy pertaining to the Conduct, Administration and Management of Examinations of Colleges established, declared or registered in terms of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006)*) does provide a framework on how to conduct, administer and manage examinations, it does not provide specific guidance to examination officials and all other role-players on how to operationalise examinations and assessment processes.

The purpose of this examination procedures and instructions is therefore to provide support to colleges in order to ensure that all examinations and assessment processes are conducted in full compliance to the national policy. Also, to streamline the exchange of information and documentation between each college and CD: NEA. The contents of this examination procedures and instructions are applicable to all public and private colleges duly accredited and registered to offer and examine TVET and CET programmes. It must be used for NATED Report 190/1, National Certificates (Vocational) (NC (V)) and GETC: ABET offerings.

It is the responsibility of the principal at each public and private college to ensure that the procedures and instructions described in this document are implemented and adhered to at a college. Furthermore, to ensure effective and efficient service delivery from CD: NEA, whenever documentation is submitted to CD: NEA, it is to be directed to the responsible CD: NEA examinations official as published per examination cycle.



NATIONAL EXAMINATIONS OFFICER: HIGHER EDUCATION AND TRAINING

DATE: OCTOBER 2023

1. EXAMINATION PREPARATION REQUIREMENTS

1.1 CONCESSION REQUESTS

1.1.1 BARRIERS TO LEARNING

Gazette No. 45649 of 17 December 2021 governs the granting of concessions for candidates who experience barriers to learning during examinations. The aim of granting concessions is to support candidates who experience barriers to learning that may adversely impact on their ability to perform during examinations and assessment.

The Department of Higher Education and Training has been receiving applications for concessions on an ad hoc basis and without the necessary supporting documentation. The aim of these guidelines is to provide clarity on the process to be followed when applying for such concessions.

Process to be followed when applying for concessions related to barriers to learning:

- It is the responsibility of each TVET and CET College campus or Community Learning Centre (CLC) to identify candidates requiring concessions, and to inform and provide the TVET or CET College Head Office with the necessary forms and original documentation to accompany the applications.
- Each TVET and CET College Head Office must apply for concessions for candidates with barriers to learning who are registered for the examinations and assessment at each of the campuses attached to that college.
- The applications for concessions for candidates with barriers to learning must reach the Department of Higher Education and Training immediately after registration and at least **30 days prior** to the commencement of the examinations session for which candidates applying for the concessions are registered.
- Applications for concessions for candidates with barriers to learning must be submitted using the attached application form – Annexure X.
- The Head of the TVET and CET College or delegated official must sign all completed applications forms for concessions for candidates with barriers to learning.
- The original or certified copies of the relevant documentation that supports the diagnosis of the barrier to learning must accompany all applications. Such original medical documentation and certificates attesting to the barrier that the candidate presents must not be older than 12 months. The Department will not under any circumstances approve any concessions on the basis of emailed or faxed documents.
- All **concessions** for candidates with **barriers to learning** must be submitted to the:
Chief Directorate: National Examinations and Assessment, Department of Higher Education and Training
Private Bag X110
PRETORIA, 0001.
For NC (V) - send to: Moremi.g@dbe.gov.za, Office Tel: 012 357 3981
For Business Studies - send to: Maseko.l@dbe.gov.za / Dolamo.j@dbe.gov.za, Office Tel 012 357 3960
For Engineering Studies - send to: Morotoba.f@dbe.gov.za / Nagel.a@dbe.gov.za, Office Tel 012 357 3937
For GETC: ABET – send to: Goliath.Y@dbe.gov.za, Office Tel 012 357 3552

Take note that the Department will direct all correspondence regarding application for concessions for candidates with barriers to learning to the Head of the TVET or CET College.

Candidates who are visually impaired, deaf, cerebral palsied, suffer from epilepsy or have any other disability may be granted additional time for the writing of the examination. The additional time may not exceed 15 minutes per hour per question paper. It may also be approved that assistance is given to such a candidate or that the candidate may use an aid or an amanuensis during the writing of the examination, provided that the examination centre is able to meet the particular needs of the candidate and CD: NEA has ascertained that the candidate will not receive an unfair advantage over other candidates.

The provision of adapted versions of question papers will be facilitated by CD: NEA in instances where visually impaired candidates require larger font size or braille. Such requests must reach the Department **3 months in advance of the start of the examinations**.

The cost of paying for the preparation of adapted papers is the **responsibility of the college** within which the student is based.

The letter of approval must be filed and be made available to any monitor visiting the examination centre during the conduct of the specific examination. Kindly ensure that a copy of the approved concession is issued to the Invigilator where the candidate

will be writing the examination and a copy of this approval must be placed within the candidate's script and batched within the rest of the scripts.

Use of amanuensis (scribe) in examinations

An amanuensis is a scribe who, in an examination, writes down, types or word-processes a candidate's dictated answers to questions. The use of an amanuensis should neither give the student an unfair advantage, nor should it disadvantage the student. Additional time should be permitted for the use of an amanuensis. This will also normally require an extra **10 minutes** per hour, per examination to allow for printing out of typed scripts for checking by the candidates. A student should, wherever possible, have adequate practice in the use of an amanuensis.

An amanuensis may or may not be someone known to the student. They should be responsible adults who are able to produce an accurate record of the student's answers; who can write legibly, type or word process at a reasonable speed; and, should ideally, have working knowledge of the subject and the terminology. An amanuensis should not be one of the student's subject lecturers and under no circumstance may a relative / friend of the student be used as an amanuensis. The student cannot nominate the amanuensis but should be given the name of the amanuensis prior to the examination.

Some candidates may prefer to draw their own diagrams/charts, when they are required for the answer. These should be indicated as an appendix in the question by the amanuensis and should be clearly labelled by the student on a separate answer book, indicating the number of the appendix, question number being answered and a title. For those candidates who have poor co-ordination, the amanuensis can be requested by the student to draw the diagrams to the student's dictation.

A student using an amanuensis must be accommodated in such a way that no other student is able to hear what is being dictated. The amanuensis may therefore also be expected to act as the invigilator. As such they should familiarise themselves with the National Conduct Policy and Conduct Guidelines which should be provided to them by the Chief Invigilator. The amanuensis must attend the invigilators' training presented by the Chief Invigilator prior to the start of the examinations.

It is the student's responsibility to direct the amanuensis regarding the layout of the response which the student feels is appropriate.

During the examination the amanuensis:

- must neither give factual help to the student nor offer any suggestions
- must not advise the student regarding which questions to do, when to move on to the next question, or the order in which the questions should be done
- must write down, type or word process answers exactly as they are dictated
- must write, type or word process a correction on a typescript or Braille sheet if requested to do so by the student
- may, at the student's request, read back what has been recorded
- should not expect to write throughout the examination because the student will be expected to carry out some form of planning for each response. This will be conducted by the student on the stationery provided by the Chief Invigilator and any rough work is to be crossed through before it is handed in at the end of the examination
- must accompany a student to the cloakroom.
- While these issues are negotiable between amanuensis and candidates, there are obviously some things, which are clearly not negotiable.
- should under no circumstances indicate by any word or action that he/she thinks the student has made a mistake.
- should under no circumstances prompt the student with regard to the content of the exam answer.
- to speak only when spoken to, leaving the student in charge of asking to have text read back, or to have the exam questions read out again. However, this rule of silence will sometimes have to be broken, if, for example, the amanuensis cannot keep up with the speed of dictation.

Clearly, an exam in which an amanuensis is used takes longer, and as a guideline, up to a MAXIMUM of 30% extra time should be given. A MAXIMUM OF 15 MINUTES IS ALLOWED PER HOUR PER QUESTION PAPER. If possible, there should be some time prior to the exam for the student and amanuensis to negotiate points above.

Both the candidate and the amanuensis should be briefed on the above prior to the start of each examination session.

The cost of paying the amanuensis is the responsibility of the college within which the student is based.

1.1.2 DEVIATION FROM STARTING TIMES

Chief Invigilators overseeing the conduct of examinations in Public and Private Technical and Vocational Education and Training Colleges, Community Education and Training Colleges and Correctional Services facilities may not deviate from the starting times printed on the examinations timetable, other than under the conditions outlined below. In the event of deviations from the stipulated starting time, the invigilator must allow only the specified time for each examination paper, except where particular candidates have been granted extra time by concession as approved by the Chief Directorate: National Examinations and Assessment.

IMPORTANT: No deviation from normal starting times will be granted if the registration of the affected subjects/learning area was done after the timetable was issued. Concessions will only be granted if changes to the timetable were made after registrations were submitted by the campus/CLC. In other words, colleges must ensure that they register candidates for exams bearing in mind the dates for examinations as per the published examination time table and ensuring that no subject clashes occur in the registration process.

Applications for concession must be made per candidate and subject/learning area and paper. A composite list of candidates per subject/learning area and paper must also be submitted.

Requests for concessions to deviate from starting times must be submitted to CD: NEA **30 days** in advance of the start of the examinations. Failure to adhere strictly to this requirement will lead to the disapproval of examination concession requests. In such instances, decline letters will be prepared and will be dispatched to the affected examination centres.

(a) Procedure for dealing with timetable clashes involving two examination sessions:

- (i) Where a college has candidates involved in a timetable clash, i.e. where the candidates are required to write two examinations at the same time, the Head of the Institution must notify the Chief Directorate: National Examinations and Assessment of the clash. The Campus/CLC Manager must request in writing on the College letterhead, a concession for the deviation and provide the following details:
 - examination centre number of the campus/CLC,
 - the subject/learning areas and papers involved
 - the identity number of each student affected, together with the subject/learning area clashes,
 - the letter must be signed by the Campus/CLC Manager.
 - This should be done at least **30 days** before the commencement of the first day of the examination.
- (ii) The subject with *more candidates* must be *written first* and at the set time according to the examinations timetable -
 - At the end of the first examination, the affected candidates must immediately be separated from the other candidates and granted an opportunity to rest for 30 minutes but be kept under the close supervision of an invigilator during this period.
 - During the rest period the candidates must under no circumstances be granted access to any kind of telephone or be allowed to make contact with any other candidates or subject lecturers, irrespective of whether the other candidates or subject lecturers have nothing to do with the second subject being written.
- (iii) Examination centres that has been granted an approved concession for the deviation of the starting time must ensure that the delivery point is informed and that the consolidation of scripts is done in compliance with par. 8.1.1 of the instruction document.

1.1.3 PROCEDURE FOR DEALING WITH COMPUTER-RELATED SUBJECTS (KINDLY ALSO REFER TO ANNEXURE Q ON PROCEDURE TO CONDUCT COMPUTER RELATED SUBJECTS)

- a. The Computer Snag list – Annexure R must be used to check the computer laboratories for faults so that they can be dealt with at least **4 weeks** before the examination and then **again 3 days** before the examination to confirm that faults have been dealt with.
- b. Where a college requires that the examination in a computer-related subject be conducted in more than one session, i.e. where there are too many candidates to sit for the examination in one session at the time published on the examination timetable, the Head of the Institution should request approval in writing from the Chief Directorate: National Examinations and Assessment to conduct the examination in consecutive sessions. This should be done at least 30 days before the commencement of the examinations. A **maximum of three sessions** is permitted per computer-related subject during the conduct of the examination timetable and all three sessions are required to take place on the same day as scheduled on

the timetable for that examination cycle. *The only exception to this is the NC (V) Life Skills and Computer Literacy Paper 2.*

- c. In the event of a **computer related subject having to be conducted in two consecutive sessions-**
- (i) The first session must start at the time scheduled on the examination timetable, i.e. 09:00/14h00 (GETC: ABET: ABET).
 - (ii) The responsible subject lecturer must divide the candidates registered to write the subject into two groups **according to the Mark sheets** and inform the candidates of which session they will be writing in at least 7 days before the paper is written.
 - (iii) Group 1 will complete the examination in the first session and Group 2 in the second session.
 - (iv) Candidates must not write anything (rough work) in the Question paper.
 - (v) The Question papers must be handed in at the end of the first session.
 - (vi) The candidates in Group 2 must report to the designated waiting room/area at the centre and be accounted for at least 10 minutes **before** the first hour of the scheduled examination concludes at 10:00.
 - (vii) Any candidate who arrives after 10:00 for the second session must not be allowed to write the examination as they could have come into contact with candidates who have already completed the question paper before entering the examination room.
 - (viii) The Group 2 candidates must be kept under constant supervision to ensure that they do not interact with any candidates who wrote in session 1 or come into contact with any electronic device via which they can access the question paper.
 - (ix) Group 2 must be escorted to the computer room after all candidates from session 1 have vacated the room before the start of the second session.
 - (x) No contact is permitted between the two groups before, during or after either of the two sessions.
 - (xi) No candidate in Group 1 or Group 2 may leave the examination room before the first hour has passed after the start of the session for that group.
- d. **Public Colleges only** – [special dispensation]: In the event of a computer related subject having to be conducted in three consecutive sessions -
- (i) The first session must start at the time scheduled on the examination timetable, i.e. 09:00.
 - (ii) The responsible subject lecturer must divide the candidates registered to write the subject into three groups and inform the candidates of which session they will be writing in at least 7 days before the paper is written.
 - (iii) Group 1 will complete the examination in the first session, Group 2 in the second session and Group 3 in the third and final session.
 - (iv) The candidates in Group 2 and Group 3 must report to the designated waiting room(s)/area(s) at the centre and be accounted for at least 10 minutes before the first hour of the scheduled examination concludes at 10:00.
 - (v) Any candidate who arrives after 10:00 for the second and third sessions must not be allowed to write the examination as they could have come into contact with candidates who have already completed the question paper before entering the examination room.
 - (vi) Both Group 2 and Group 3 candidates must be kept under constant supervision to ensure that they do not interact with any candidates who wrote in session 1/2 or come into contact with any electronic device via which they can access the question paper.
 - (vii) Group 2 must be escorted to the computer room after all candidates from session 1 have vacated the room before the start of the second session while Group 3 candidates must be placed in quarantine and under supervision in an appropriate venue.
 - (viii) The supervision of Group 3 must be treated as a study period and be conducted in an orderly manner. Candidates must be escorted to visit the cloakrooms and not be in possession of any electronic device via which they can receive information / hints on the paper.
 - (ix) No contact is permitted between the three groups before, during or after any of the three sessions.
 - (x) Additional “invigilators” will have to be tasked to supervise the groups and the ratio of 1 supervisor to 30 candidates will be applicable.
 - (xi) A management plan of how the session 3 group will be supervised, including the rules and procedures to be applied during supervision, must be submitted to the Director: Examinations Management and Monitoring within the stipulated period.
- e. **After each session**, the completed scripts must be packed in the tamper proof envelope and returned to the nodal point within an hour after the writing of each session. Copies of the signed mark sheets can be inserted in the envelope and in the final envelope, the original mark sheet must be sent so that all 2 or 3 packs can be packed together at the nodal point.

- f. All Colleges are **required** to have/hire back-up generators to ensure that the examination is not compromised in the event of load shedding.

In the event of any of the above clashes or consecutive computer sessions being required at an examination centre, the Head of the Institution must notify the Chief Directorate: National Examinations and Assessment of the challenge and provide a management plan of how the situation will be managed at the Institution. The plan may not be implemented unless it has been approved in writing by CD: NEA. A new application must be submitted per examination cycle.

1.1.4 CONCESSIONS FOR ALTERNATIVE VENUE UTILISATION

Concessions for alternative venue utilisation for the conduct of examinations will only be considered under very exceptional circumstances. Due consideration of the following will be taken into account should such a concession be granted:

- the alternative venue must have been inspected by DHET officials to check for suitability including occupational health and safety as well as Fire compliance.
- The exceptional conditions under which such concessions may be granted may include natural disasters, declared national pandemics, sudden health and safety hazards or certified potential harmful environmental hazards
- Other than sudden natural acts and/ or sudden environmental conditions, all efforts must be expended to submit concessions 30 days before the start of the examinations
- In the event that such a concession is granted, the conduct of examinations at the alternative venues must conform to the same requirements as in the original venues (security, pre-examination, writing of examinations, post-examination)

1.1.5 LEGITIMATE ABSENTEEISM DURING THE EXAMINATION

[for further assistance – please refer to Memo TE44 of 2020]

This concession is applicable to the **November** examinations for NC (V) qualifications only. In instances where such a concession is granted the candidate must have been registered to write the November NC (V) examination. The concession granted will allow the candidate to write the question paper(s) missed in the November examinations in the supplementary examinations following immediately after the November examinations of the previous year only. (If there are two written external summative assessments, (examination question papers), both papers must be offered during the supplementary exam).

A **legitimate reason** for absenteeism during the writing of an examination could constitute situations such as a threat to lives during unrest, strikes, burglary, Pandemic, etc.; the unforeseen death of close family or caregiver; a natural occurrence such as thunderstorms, rivers overflowing during rainy season; fire at the examination venue; breakdown in the means of transport to the examinations centre; accident resulting in serious bodily harm and injuries or any catastrophic occurrences that may hinder the candidate from presenting themselves for the examination or where access to the examination venue is denied and falls out of the control of the candidate.

For Report 191, there are no Supplementary examinations. The student will automatically be permitted to apply for and write the subject in the next Trimester or Semester and therefore does not need to obtain a concession to write in the next Trimester or Semester.

Process to be followed when applying for such exemptions:

- It is the responsibility of each TVET and CET College campus /CLC to identify candidates that legitimately absent themselves from an examination session and to inform and provide CD: NEA with the necessary forms and original (or certified copies) documentation to accompany applications for exemption from the November examinations to CD: NEA.
- The evidence supporting the occurrence of such events relies heavily on the reliability of the information gathered by the staff members of the college who must investigate and provide CD: NEA with the necessary completed forms and sworn statements of at least two witnesses of such an occurrence if there is no original evidence to accompany the applications to be forwarded to CD: NEA. The staff members who may be required to gather the information shall disclose all material information relating to such events to enable CD: NEA to grant the necessary exemption.
- Each TVET and CET College Head Office must apply for exemption for candidates registered for the November examinations who have a legitimate reason for not presenting themselves (who were absent) for the examination writing session(s) at each of the campuses attached to that college.
- The applications for exemption must reach the Department of Higher Education and Training within 7 days of the conclusion of the examination for all candidates applying for exemption from the November examinations.

- Applications for exemption must be submitted using the application form provided. Candidates who do not submit applications for exemption from the November examination due to legitimate absenteeism will not be allowed entry to the Supplementary Examination which follows directly after the November examination. Qualifying candidates must be included in the entry txt file for the supplementary examination
- The Head of the TVET and CET College must sign all completed applications forms for exemption from November examinations.
- The relevant documentation that supports the application for exemption must accompany all applications.
- All applications for exemptions must be submitted to CD: NEA officials indicated below.
- Take note that the Department will direct all correspondence regarding application for exemptions to the Head of the TVET and CET College.

1.1.6 LEGITIMATE ABSENTEEISM (for Report 191, NC(V) and GETC: ABET: ABET) or any other natural disasters or strikes, etc.

As explained in **Memo TE44 of 2020**:

- Candidates must fill in absenteeism form (Attached as Annexure G in these Examination procedures and instructions) and enrol for March supplementary examinations.
 - i. It is important to note that candidates may only enrol at the centres where they were registered for the November examinations. Only enrolments for the same programme and subjects will be allowed due to applicability of ICASS/SBA marks and statistical moderation records.
- Report 190/1 candidates must enrol for the ensuing examinations (e.g. Trimester 2, Trimester 3 or Semester 2, etc.) examinations as published in the Management plans, if the Student is late for **legitimate** reasons, such as any known circumstances such as Taxi or Community strikes or riots. In this instant, the Annexure U will be completed and the student's ICASS/SBA mark will remain valid for the ensuing examination (The exam centre must re-submit the ICASS/SBA mark for the candidate on the txt file for the ensuing examination). Any other reasons, which cannot be legitimately verified, will nullify the candidates ICASS / SBA mark for the ensuing examination. The Annexure U must be forwarded together with the Registration txt file to the relevant Registration official for that Province.
- All applications must be emailed to the DHET staff member (see attached Annexure Z)) allocated to your examination centre and carbon copied to Bukes.J@dbe.gov.za for NC (V) only.
- **Colleges are expected to act in the best interest of the affected candidates.**

As per Memorandum TE 01 of 2022:

The National Examinations and Assessment Policy does NOT allow candidates to arrive late for ANY National examinations. Candidates must be informed of the implementation of the Policy requirements during all Examination information sessions BEFORE the commencement of the examination cycle. A confirmation memorandum giving further details was distributed in January 2020 [Memorandum TE 01 of 2020]. However, extreme circumstances (such as taxi or community strikes etc.) MUST BE REPORTED to DHET Director and Chief Director and will be evaluated and DHET will advise on what action to take.

1.1.7 INJURY SUSTAINED DURING EXAMINATIONS / AMANUENSIS

Ad hoc concessions may be granted for candidates who during the conduct of the examinations sustain an injury which may require the granting of a concession for extra time or assistance. Such applications must be submitted to CD: NEA as soon as an injury is reported and subsequent to the request for a concession, medical evidence must be provided in support of the request. All requests for the concessions listed in 1.1.3 and 1.1.4 must be submitted to officials listed in Annexure Z – Registration Unit.

1.2 STATIONERY REQUIREMENTS

For all examination stationery requirements, submit a request using **ANNEXURE A: A.1 EXAMINATION STATIONERY ORDER and A.2 INVENTORY AUDIT FORMS; ANNEXURE A3 is kept with the Stock Register file as proof of exam stationery used during examinations).**

The stationery order form must be completed together with the inventory audit form. The two forms must be signed by both the examination officer and campus manager and forwarded to the CD: NEA officials indicated on said forms. Each institution/examination centre must order stationery for at least two examinations at a time. All orders must be submitted at least 6 weeks prior to the start of a national examination timetable.

NB: ALL STATIONERY/STOCK REGISTERS MUST BE UPDATED WHEN RECEIVING STATIONERY FROM DHET. (CHECK AND COUNT AND VERIFY AGAINST WAYBILL-QUANTITIES INDICATED) CONTROL ALL ISSUING THEREOF AND UPDATE REGISTER. MUST ALSO HAVE THE AUDIT, ORDER AND WAYBILL FILED FOR AUDIT PURPOSES AND VERIFICATION BY MONITORS OR AUDITORS.

Stationery orders must be submitted to the following officials and must cc their Supervisor – Mr M Nzuza, Nzuza.m@dbe.gov.za:

Mr O Seloane	Seloane.o@dbe.gov.za
Mr P Cakwe	Cakwe.p@dbe.gov.za

1.3 STATE OF READINESS AND COMPLIANCE TOOLS

It is mandatory that every Examination Centre completes, signs-off and submits the State of Readiness and the Compliance instruments provided by CD: NEA as set out below:

DOCUMENT	DUE DATES
State of Readiness instrument	6 weeks prior to each examination (Dates listed on the SOR tool)
Monitoring Tool (& Audit)	Email on the day of the monitoring of an actual exam (Only one tool to be submitted per exam, per exam centre) The College Management team must ALSO monitor examinations on every campus, then Email the Monitoring tool for the monitoring of an actual exam (Only one tool to be submitted per exam, per exam centre)

Please ensure that these documents are received by CD: NEA officials by calling them on the following numbers if an acknowledgement is not received. If you have NOT received the blank tool at least a month before the start of each examination, request it from the officials in the Monitoring unit (See Annexure Z).

2. STAFF WRITING TVET EXAMINATIONS

2.1 PUBLIC COLLEGE STAFF:

If any staff member, whether Administration or Lecturing staff desire to register to write any subjects (NATED, GETC: ABET or NC (V)), may do so. However, he/she firstly **must declare** to the Campus / CLC Manager his/her intention to study the subjects/programs; and he/she may NOT **register nor write at the college** where he/she is employed. He/she may write at **another** college, which offers the required subjects. No preferential treatment must be awarded to this staff member, they must write the examination TOGETHER with the candidates, within the same venue where the subject is being written and may not be allocated to a separate venue. If the staff member registering for examinations is an Examination Officer, who has access to the strong room, he/she is NOT permitted access to the strong room, nor to examination material, nor to examination question papers, during the cycle that he/she is writing examinations. He/she must be allocated **other administrative duties** which do not involve handling of, or having access to examination material or question papers, during the period that he or she is studying any of the programs or subjects which are written at that campus.

Similarly, children or siblings of the College Staff may not write at the **Campus** at which his/her sibling, parent/s or Guardian are employed. They may however, write the examinations at another campus of the Public College.

2.2 PRIVATE COLLEGE STAFF:

If any staff member, whether Administration or Lecturing staff desire to register to write any subjects (NATED, NC (V) or GETC: ABET), may do so. However, he/she may **NOT register or write at the College at which he/she is employed**.

In other words, he/she must register and write at ANOTHER College. He/she may not register at or write at ANY branch of their college or college connected to the ownership of that college (whether that college has a different name or not).

Similarly, children or siblings of the College Staff may not write at the College at which his/her sibling, parents or Guardian are employed.

3. COMPLETION, MANAGEMENT, VERIFICATION AND SUBMISSION OF EXAMINATION ENTRIES

According to the Examinations Policy Gazette No. 45649 section 48., it is the responsibility of the assessment body to decide whether to use an outside agency or institution in the examination process. They must take issues related to security, cost-effectiveness and capacity building into consideration before they decide to engage an outside agency or institution. However, the Examination centre must acquire an IT System from a Provider according to the National Policy governing the conduct, management and administration of national examinations, colleges must have a computer system in place for the capturing and submission of raw marks. Colleges will capture the data of enrolled students into their IT system.

4. PROCESS OF STUDENT REGISTRATIONS:

4.1 All Students information must be captured into the Examination centre database.

4.2 Before submission of the data to CD: NEA, the following verification process must ensue:

- (a) Schedules from the Examination centre database must be printed out and checked against all hard copies of student registration forms for correctness;
- (b) Students must be given the opportunity to check their details on the printed copies and sign next to their details acknowledging correctness of data; (these signed documents must be filed for any later challenges.
- (c) If there are any errors and/or omissions, they must be corrected at this stage.
- (d) IT Department of the Examination centre must run verification checks;
- (e) Examination centre officials must do a last verification of data before submission of the txt files.

NB: All colleges are required to submit all student registrations electronically **with effect from August 2017 examinations to CD: NEA**. The student registrations for each subject must be submitted in the format prescribed by CD: NEA via the national EDLES document (published by CD: NEA) to ensure integration with the national examinations IT system failing which, student registrations will not be successfully uploaded for registration purposes. All data is to be submitted in txt format. **It is the responsibility of the private colleges to ensure that the accreditations from quality assurance bodies are valid before they submit student registrations/ enrolments to CD: NEA**

(Candidates are not allowed to enrol at two different examination centres).

Immediately after receiving the Preliminary Schedules from the CD: NEA for verification, they must be checked against the verified data from the College system to check for any errors or omissions that may have occurred. **NB:** No new (late) data can be submitted or added at this stage, but errors or omissions e.g. spelling errors of names, or errors with ID Numbers etc., must be rectified.

Once the data has been checked, corrected and verified, the Prelim Document must be resubmitted to the CD: NEA for correction of errors and the finalisation of the Student Permits.

The following applies in respect of unregistered students (those who present themselves for an examination, who does not appear on the Mark sheet and/or does not have the subject on his/her examination Permit and/or Preliminary Schedule):

- a) The Department or an accredited private assessment body, must inform students well in advance that they will neither assess unregistered students internally, nor will they allow unregistered students to write the final examination. However, if the candidate claims that he/she did register, the student will be allowed to write and must complete a pro forma affidavit form (Annexure AD see page 52 and page 106), indicating that after an investigation, it turned out that it was the fault of the Department or an accredited private assessment body, his/her scripts must be marked and the results must be released. If it is proven that the error was on the side of the candidate, his/her scripts must not be marked and the results must not be released.

- b) If an error or omission by the Head of the institution or any other official caused the non-registration of a student, the Department or an accredited private assessment body must allow the student to write the examination, following which the case will be handled as a technical irregularity.
- c) If a student committed a serious misdemeanor, the Head of the institution may recommend to the DG or his/her representative that the student's entry be cancelled after the entry has been accepted. The DG or his/her representative of the Department must apply his/her mind to the circumstances of each case and his/her decision will be final.

5. PROCEDURE ON THE SECURE HANDLING OF QUESTION PAPERS AT EXAMINATION CENTRES

Computer related subject examinations that require specialised infrastructure should be erected at the campus or centre where candidates enrolled and received tuition.

Examination centres that make use of additional examination venues, must apply the following procedures when opening question papers boxes and bags to supply these venues with the required number of question papers:

- Arrange your examinations and venues in such a way that will minimise the opening and splitting of multiple question paper boxes and bags,
- Where it is inevitable that question paper boxes and bags must be opened to provide to all venues with the required number of question papers, follow the following procedure:
- Once the daily supply of question paper boxes is received from the delivery point, at least two senior officials - ideally the examination officer and campus manager - must open and split the boxes and bags in the presence of candidates in the main campus,
- This process may only be done **15 minutes** prior to the commencement of examination,
- Question papers earmarked for the additional sites must be carefully counted, bagged and sealed with tape,
- The required number of blank answer books and other necessary stationery must also be counted, bagged and sealed to accompany the question papers to the other sites. This process may be done beforehand to save time in the mornings before examinations commence. These stationery bags that require unique stamping of answer books must be coordinated and secured in the campus strong room overnight. **No examination stationery of any kind, nor blank answer books may be kept overnight at the additional sites.**
- The opening of question paper bags at the main campus only 15 minutes prior to the commencement of examinations, will obviously create a situation whereby the additional sites will commence with their examinations later than the prescribed commencement time of 9:00 ,13:00 or 14:00 daily. Candidates are to receive the full time allocation as indicated on the question paper/mark sheet.
- Answer booklets (scripts) are to be checked, bagged and sealed with the attendance register, copy of mark sheet at the site where the examination was conducted and returned to the main campus/centre/examination site for consolidation with the other scripts.
- An additional 15 minutes is permitted for the return of all answer booklets (scripts) to the delivery points to accommodate for the consolidation of scripts from all the different sites, with those of the main campus/examination centre. This extension is only applicable where campuses/examination centres make use of additional sites to conduct examinations.

6. INVIGILATION OF EXAMINATIONS

Invigilators **MUST** be duly **appointed** and **trained** on the duties expected of them per examination cycle and monitored to ensure compliance.

6.1 APPOINTMENT OF INVIGILATORS

6.1 CHIEF INVIGILATORS

All **Campus/CLC Managers** are deemed **Chief Invigilators** and need to be appointed **in writing** per examination cycle by the **Principal** of the institution to undertake this task. Similarly, all deputy campus managers (or in the instances where there is no Deputy Campus Manager, the **Head of Department** for the centre) are deemed Deputy Chief Invigilators and need to be appointed in writing per examination cycle by the Campus Manager of the centre to undertake this task. A copy of all appointment letters must be kept on file and originals issued to the officials.

6.1.1 INVIGILATORS

All lecturers are deemed Invigilators and need to be appointed in writing per examination cycle by the Campus/CLC Manager of the examination centre to undertake this task. The original letter of appointment, identity tag and invigilation guideline document must be kept with the invigilator **in the examination room** during the course of the examination.

6.2 INVIGILATION FUNCTIONARIES

The invigilation team at an examination centre comprises the Campus/CLC Manager and all subject/learning area lecturers. The management of the college is responsible for oversight monitoring.

6.3 OVERSIGHT MONITORS

The primary role of the Principal along with the Deputy Principal: Academic (and the **College** Management monitoring team) during the conduct of examinations is to monitor the invigilation of examinations and the control of question papers and answer scripts across the centres associated with the particular institution. Site visits should be undertaken to centres during the conduct of examinations in an ad hoc manner without prior warning to the centres. Any irregularities detected during these visits must be included in the DAILY REPORT submitted by each college (both public and private) during the conduct of examinations.

7. CHIEF INVIGILATOR AND DEPUTY CHIEF INVIGILATOR

The Principal of the College must delegate his/her responsibility as the Chief Invigilator of an examination centre to the Campus/CLC Manager in writing. Campus/CLC Managers are principally responsible for all matters relating to examinations at the campus and are required to **oversee** and **be on site** at the centre during the conduct of examinations and are therefore deemed the Chief Invigilators per examination centre.

When the Chief Invigilator is absent, the duly appointed Deputy Chief Invigilator should assume full responsibility for the conduct of examinations. The responsibility must be **delegated in writing** for only that particular day(s) on which the Chief Invigilator is unable to be present at the examination centre during the writing of examinations. A copy of all delegations in this regard must be kept on file at the centre.

8. INVIGILATORS AND THEIR DUTIES

Chief Invigilators must appoint suitably qualified lecturers as Invigilators. Where the need arises and where applicable, and with the approval of the relevant authorities, appointments may also be made of private invigilators from unemployed teachers, retired teachers/lecturers, respected members of the community with relevant experience or graduates. **No** interns or candidates of the college are permitted to invigilate an examination. All invigilators (both lecturers and private) must be appointed in writing and be trained by the Chief Invigilator before the commencement of each examination cycle. Proof of training of all invigilators must be available in the form of Minutes of the Training; Training Registers signed by all staff present in the training; the Training Manual used for the training and Appointment letters for all examination staff (Chief Invigilator, Deputy Chief Invigilator, Invigilators, Relief Invigilators and Examination Officers).

Teachers/lecturers should not be appointed to invigilate or even to relieve other invigilators when the instructional offering that he/she offered to the candidates is being written except where the subject demands it, e.g. drawing and computer-related subjects.

A relief invigilator does not replace the invigilator. The relief invigilator must be appointed to relieve invigilators for a **minimum** period of 10 minutes and a **maximum** period of 20 minutes per hour, (after the first hour), during the writing session. The relief invigilators must also be utilised to assist with escorting candidates to the ablution facilities during the examination session.

9. TRAINING OF CHIEF INVIGILATORS AND INVIGILATORS

Annually, CD: NEA will train Chief Invigilators and Deputy Chief Invigilators who in turn will train Invigilators. Invigilators must be invited to a meeting where they are briefed thoroughly regarding the procedures, rules and regulations relating to examinations prior to the start of each examination cycle. Invigilators should be fully trained in invigilation and examination administration by the Chief Invigilator before they assume their duties in the examination room.

The DHET CD: NEA will continue to conduct training of all Chief Invigilators and Exam Officers in the Regions, however it is the responsibility of each College to arrange and ensure that they train their own Invigilators as well as exam centre staff. Public Colleges will be monitored by the DHET Regional Officials to ensure that the training takes place. All Private Colleges will also organise the training of their staff and Invigilators. The training material shared at the DHET provincial training, together with this Examination Instruction document must be utilised to cascade the training to their staff members.

Minutes and attendance registers for invigilation briefing sessions must be formalised and filed at each examination centre. All invigilators must be in possession of a copy of the conduct policies and guidelines for examinations and identity tags (which include the name and ID number of the Invigilator) indicating that they are invigilators and the examination cycle in progress must be issued to them before an examination cycle commences. No invigilator must be allowed to access an examination room without a signed letter of appointment, invigilation guideline document and a duly issued identity tag. The training of invigilators must be monitored by the Deputy Principal: Academic and the Examinations Officer of the college and a sample of invigilation training sessions will be monitored by DHET.

9.1 INVIGILATION DUTIES OF THE VARIOUS FUNCTIONARIES

9.1.1 DUTIES OF THE CHIEF INVIGILATOR

The Chief Invigilator (Campus/CLC Manager) is fully responsible and therefore accountable for the examinations conducted at his/her examination centre. He/she must be present at the start and the end of every examination session.

His/Her specific examination related duties are not limited to and include the following:

- selecting, appointing and training of invigilators,
- supervision of invigilators and ensuring that they execute their duties according to this guideline and National Conduct Policy,
- checking that the correct question papers and the correct number of papers and enough stationery have been received before the examination session commences. Any problems should be reported to the responsible CD: NEA official (see CD: NEA Directory),
- ensuring that all candidates are advised prior to each examination on the conduct rules and procedures governing examinations and also informing them of requirements such as rulers and drawing instruments to be used in the examining of specific subjects, e.g. Engineering Drawing,
- ensuring that unregistered candidates are not allowed to write the examination,
- ensuring that the question papers are sealed and recorded when handed over to the invigilators,
- ensuring that errata is brought to the attention of all invigilators in order to be communicated to Candidates,
- ensuring that examination scripts are batched and packed properly according to the candidates' examination numbers on conclusion of the session. The mark sheet belonging to a specific batch of examination answer books must be included with that batch.
- ensuring that all irregularities are managed according to the policy. Submit written reports, crib notes and copies of answer books 1 and 2 for all suspected irregularities to the Principal of the College who should endorse the documents and dispatch them to the Director: Examinations Management and Monitoring without delay.
- not allowing other personnel, other than those involved in the conduct of examination, into examination rooms, packing and distribution room/s

- dispatching candidates' answer scripts within 60 minutes of completion of the examination session to the nodal points,
- not allowing question papers to leave the examination room during the writing session unless approved for concession purposes.

9.1.2 DUTIES OF THE DEPUTY CHIEF INVIGILATOR

The Deputy Chief Invigilator is responsible for providing administrative support to the Chief Invigilator during the examinations conducted at his/her examination centre to ensure the credibility thereof. He/she should be present at the examination centre for the duration of every examination session and can be **delegated** to stand in for the Chief Invigilator on an ad hoc basis, **only if** the latter cannot be on site during the conduct of an examination.

a) His/Her specific examination related duties are not limited to and include the following:

- drawing up invigilation timetables and submitting these for approval to the Principal of the College,
- checking that enough stationery has been ordered 6 weeks prior to an examination cycle and received 2–3 weeks before the examination commences. Any problems should be reported to the responsible CD: NEA official (see CD: NEA Directory)
- ensuring that the examination centre provides a conducive environment for writing of examination with respect to ventilation, lighting, tranquillity, space and, adequate furniture,
- ensuring that all equipment (e.g. computers, printers, drawing boards, etc.) to be used by candidates is serviced in time and is in perfect working condition, computers are cleared of any work that may have been saved and available at the examination venue on the day of the examination,
- seeing to the preparation and readiness of the examination room(s), which include the following:
 - * Only one student per desk/table.
 - * Candidates should be seated at least one metre apart and the Invigilator should be able to walk between desks.
 - * When different examinations are conducted at the same time, candidates writing the same subject must not be seated next to each other.
 - * Examination rooms should be sufficiently ventilated and illuminated.
 - * Walls and shelves must be free of any material that could compromise the integrity of the examination.
- **An Invigilator's File/Folder** containing the following documents must be compiled and issued to each Invigilator:
 - * A valid Appointment letter;
 - * Documents for the candidates – Annexure G - Absentee form;
 - * Annexure Q: Additional Instructions for Computer Examinations Only (will not be applicable if they are no Computer subjects for this exam)
 - * Annexure R: Computer Venue Snag List - for Computer Laboratory Only (will not be applicable if they are no Computer subjects for this exam)
 - * Annexure S: Invigilator Exam Procedure Checklist
 - * Annexure T: How to Declare an Irregularity – For Invigilators
 - * Annexure W: Open and closed book subjects & reference material
 - * Annexure Y: Proof of sealed question papers (Candidates Witness)
 - * Annexure AE: Examination Instructions to be read to Candidates
 - * Annexure AF: Ablution Register (for the venue)
 - * Annexure AG: Official Visitor's Register
 - * Annexure AH: Security and Confidentiality Agreement
- **For computer subjects ensure that –**
 - * the Disc from the DHET with the computer files, is received 14 days before the examination, is in working order and that it is firstly **checked** to see if it is functional; then uploaded at least 3 days before the examination on the network drive or on the computers.

- * The Snag List – Annexure R is used to check the compliancy of the computer laboratory to conduct the computer examination.
- * All shortcomings (e.g. replacement of the toner/cartridges) are done at least a week in advance of the examinations.
- * All Invigilators are issued with the Instructions for the Computer examination – Annexure Q.
- Must ensure that no unauthorised staff/personnel, other than those involved in the conduct of examination, enter examination rooms, examination material storage room and distribution room/s.

b) **Stamping of Examination answer books:**

- The Examination Officer must ensure that all answer books are marked with a unique stamp / symbol on the front cover (not in unnoticeable places). This unique stamp must **NOT be** the College name or the date stamp. **Answer books must be stamped with the unique stamp in the examination venue before distributing to the candidates.**

c) **Conducting a Student Briefing Session:**

- All exam candidates must be briefed at least a week before the beginning of the Examination Cycle, at the same time when examination Permits (timetables) are issued;
- Candidates must be briefed on the rules and regulations applying to the examination, such as:
 - * No late coming is permitted – and that candidates must be seated at their exam venue, at least 30 minutes BEFORE the start of the examination. Candidates who arrive even a minute after the start of the exam (9:00 or 13:00 or 14:00) will ~~NOT~~ not be permitted into the venue to write the examination and will have to sign an affidavit to sit the NEXT examination cycle.
 - * No bags, cell phones or any other material or books are allowed in the exam venue;
 - * Candidates who are unruly or do not abide by the instructions of the Invigilator/s or Exam Officials, will not be permitted to write the examination.
- All other rules and regulations of the examinations must be explained as listed on **Annexure AE**.

9.3.1 DUTIES OF THE INVIGILATOR

(a) Admission and exit of candidates to and from the examination room:

- The Invigilator must present him/herself **at least ONE HOUR before** the commencement of the examination to prepare for the start of the examination, while still adhering to the College daily start times (if earlier).
- Every session must commence and terminate according to the time specified on the examination timetable; the only exception is when a concession has been approved for deviation of time.
- Every student must produce his/her **admission permit** as well as **proof of identity, preferably his/her official identity document (which must be thoroughly checked)**. All candidates are to be exposed to the verification process of producing their Identity documents and admission permit **before** entry into the examination room.
- A student should be **in his/her seat** at least 30 minutes before the commencement of the examination session.
- Only a student who has registered for the examination, the Invigilator, the Chief Invigilator, the Deputy Chief Invigilator and authorised representative(s) of DHET and/or Quality Council representative (from Umalusi or QCTO [who is properly identified]) may be present during an examination session.
- Ensure that all irregularities are managed correctly and detailed reports are finalised.
- Centre number, start/finish times and name of subjects must be clearly visible to candidates at the front of the venue.
- Sign for all question papers and answer books received. Ensure that correct question paper and answer books are issued to Candidates.
- **Read instructions (Annexure AE)** to candidates and **allow 10 minutes** reading time.
- Check that information on the answer book (Program e.g. Report 191, GETC: ABET) is correct.
- Check with candidates, the completeness/correctness of the question paper and that all annexures are included (where necessary).
- Ensure that all candidates sign the copy of the **mark sheet** as proof of attendance (once they are all properly seated);

and again at the end of the examination, when handing in their answer books.

- Ensure that no official removes answer book/s or question paper/s from the examination room whilst examinations are in progress. Only in case of a shortage in another room (only by the Chief Invigilator – who records the removal of the Question papers).
- A student leaving the venue **before the end** of the full session **may not** leave with the Question paper from the examination venue, but may collect it (if required) after the end of that examination session.
- A student is not allowed to enter the exam venue if late; nor leave the examination room during the first hour of an examination session; nor leave the examination room during the last 15 minutes of the session.
- Announce the last 5 minutes of the examinations to Candidates.
- Candidates may not re-enter the exam venue once they have submitted their exam answer book, nor resubmit an answer book or part of the answer book once they have left the venue;

(b) Examination answer books:

- Candidates **must NOT write their name or initials anywhere** on the answer book.
- Invigilators **MUST** pay strict attention to the instructions, if any, printed at the top of a question paper on the use of separate answer sheets for the different sections or parts of a paper.
- Invigilators **may not issue a damaged** answer book to a student; nor a second answer book before they are satisfied that the first answer book is **fully utilised**. Steps are to be taken to ensure that candidates do not receive more than one answer book at the start of the examination session. Where more than one answer book is required, every answer book is to be numbered to indicate the number of answer books handed in, for example, 1 of 1 (only one answer book was handed in), 2 of 2 (the second answer book of a total of 2), etc. and indicated on the register alongside the candidate's name. The cover page of the second answer book must be completed with all the necessary details as on the first answer book. The Invigilator should place the second and subsequent answer books inside the first answer book.
- Should the student submit more than one answer book with no indication of the above, the Chief Invigilator will need to account for this.
- The Chief Invigilator and Examination Officer must ensure that all answer books are marked with a unique stamp / symbol on the front cover of the answer book prior to the examination session per examination session. Different stamps / symbols should be used for different examination days within an examination cycle. Examination centres may not use different stamps/symbols in a single batch of scripts.
- Should the student submit answer books with no indication of the above, the student and the Chief Invigilator will both need to account.
- No answer books or question papers must be allowed to leave the examination room during the writing of the examination, nor should it be brought in by any person unless approved by the Campus Manager. This must also be recorded.

ALL ANSWER BOOKS MUST BE **SIGNED OUT AND SIGNED IN** BY THE INVIGILATOR/S, TOGETHER WITH THE OFFICIAL RESPONSIBLE FOR EXAMINATION STATIONERY. ALL USED, UNUSED AND SPOILT ANSWER BOOKS MUST ALSO BE RECORDED. SPOILT ANSWER BOOKS MUST BE **STORED SAFELY**, IN THE EVENT OF AN AUDIT.

(c) Handling of question papers:

- Before opening the question papers in the examination room, the Invigilator should ascertain (looking at the sticker on the custom made box and then thereafter looking on the sticker on the Question paper bag – before opening the sealed package) that the question paper is correct according to the time and date specified on the examination timetable (e.g. level, paper number, language, etc.)
- **Allow two candidates to sign a document as witnesses that the package of question papers was sealed and opened in front of the candidates within the examination venue. [Candidates are not permitted to open the sealed envelopes – they are opened by the Invigilator].**
- The Invigilator/s then proceeds to issue the question papers to the candidates.
- After question papers have been distributed to candidates, the Invigilator must check with the candidates the correctness,

by going through the question paper with him/her, page by page, checking it against the certified copy, to ensure that on each page the:

- Number of page is correct;
- Number of the question paper is the same on each page; and
- Basic content of each page is correct.
- Invigilators are to check against a checklist (mark sheet) that every student receives the correct question paper for the subject and level for which he/she has entered. A paper is thus not to be issued simply on the show of hands. The presence or absence of candidates must be indicated on the mark sheet.
- Ten minutes reading time must be allowed for candidates.
- Invigilators may not affect any amendments to an examination paper without the prior consent of the CD: NEA.

(d) Packing of the examination answer books by the Invigilators after each session:

- Check that candidates who were present and wrote the paper are marked present and those who were absent are marked absent. An absenteeism form must be filled in for all candidates who are absent.
- Ensure that a student's examination number appears at the top of each examination answer book and at the top of each loose sheet of paper used and submitted for assessment purposes by that student during the examination.
- Arrange the examination answer books and absentee forms that belong to a specific mark sheet in numerical order according to the examination numbers appearing on the mark sheet and indicate the absent candidates on the mark sheet.
- Place the mark sheet that belongs to a pile of examination answer books on top of the pile of examination answer books.
- Ensure that where there are no enrolments and the sealed bag of question papers together with the mark sheet/s are secured in the strong room until the completed of the examination cycle as a whole. The relevant question papers may then be used internally for revision.

9.1.5 GENERAL RULES REGARDING INVIGILATION

- Invigilators must check all mathematical sets, rulers and permits for any crib notes, when the student enters the examination venue. [Use gloves when doing so]
- An Invigilator may not leave the examination room during an examination or leave the candidates unattended, unless another appointed Invigilator relieves him/her.
- An Invigilator may not sit down and must be vigilantly watching to ensure that each student complies with the examination instructions.
- An Invigilator should position him/herself inside the examination room facing the candidates at the beginning of the session and slowly move positions, keeping social distance between candidates and be vigilant.
- No cellular phones are allowed by candidates in the exam venue; lecturers may only have their phones for emergency purposes, which must be kept on silent throughout and may not be visible.
- All candidates **must be escorted** to the ablution facilities, which must be **checked before** the student enters.
- Invigilators may not speak to one another or cause any disturbance for the candidates. No explanations of examination questions must be given to candidates.
- Invigilators must adhere to the special examination requirements of certain subjects.
- Any student contravening the rules and regulations of the examination should be referred to the Chief Invigilator without delay. In the absence of the Chief Invigilator, refer to the Deputy Chief Invigilator declare the irregularity and manage same in accordance with the policy.
- If an irregularity is detected, the evidence and the answer book must be confiscated, endorse it on the outside cover with the word "Irregularity" (indicate the nature of irregularity) indicate Book 1 with the time confiscated, issue a new answer book which must be endorsed on the cover Irregularity, Book 2 and the time it was issued. Inform the student that he/she must start from where they left off and not start from the beginning. The student does not get any extra time and must be requested to remain behind after the examination to write a declaration.

- The relevant evidence together with the answer books must be recorded and copies made, then send original answer books with copy of crib notes to the marking centre and copies of answer books together with all statements and original crib notes to CD: NEA. Copies must be kept on file. The incident must be reported on the day of that examination to the DHET (See Annexures K – M)
- Irregularity Committee of the exam centre must investigate and report the irregularity, giving their recommendations.
- Invigilators must request a statement from candidates caught with crib notes. The student should not be allowed to leave the examination room, unless escorted to the Chief Invigilator to assist in obtaining the statement.
- Question papers may NOT be taken out of the examination venue by any student OR lecturer/invigilator until the duration of that examination has lapsed.

9.4 MISCONDUCT

The Principal must institute disciplinary action against Chief Invigilators and all Examination administration staff, who breach examination regulations and Chief Invigilators against Deputy Chief Invigilators and Invigilators who breach examination regulations. The guidelines on disciplinary measures as provided by the Department of Public Service Administration and the relevant Labour Relations Act are to be used in such instances.

10 COMPUTER DISC OF FILES, QUESTION PAPERS AND MARKING GUIDELINES

10.1 DELIVERY OF THE KEY-IN MATERIALS FOR COMPUTER SUBJECTS

The Key-in material [disc together with an instruction document] should be delivered to the Colleges at least 14 days before the examination begins. The disc must be checked by the Computer lecturer for that subject immediately on arrival to verify that it is in working order and its contents are as per the documents listed in the instruction sheet. Thereafter, it must be stored securely until 2 days before the examination, when it is loaded onto a secure network drive. This should only be accessible by the candidates on the day of the examination using a specific login.

If the College does not receive the Key-in material within 14 days of the examination, the following official at the DHET must be contacted immediately (**not** on the day of the examination): **Ms Madison Mashigo - Mashigo.M@dbe.gov.za and Tel 012 357 3541**

10.2 DELIVERY OF QUESTION PAPERS AND RETRIEVAL OF SCRIPTS

A Delivery Point (DP) model for the delivery of question papers and script retrieval for TVET and CET college examinations will be followed. Question papers will be delivered in two weekly or weekly consignments to the designated delivery points established at Public TVET and CET colleges. Identified and designated examination centre officials from public and private TVET colleges and CET colleges as well as Department of Correctional Services (DCS) centres will collect question papers for their centre/s from the specified delivery point on a daily basis within ninety (90) minutes of the commencement of the first examination written at that particular examination centre. All the question papers written at that particular examination centre on that day will be handed over at that point in time.

A Daily Handover Register must be signed for the daily handover of question papers. A thorough verification of the identification and appointment documents of the examination centre officials must be conducted at the delivery point prior to the handover of any question papers.

The question papers received from the delivery point must be transported securely, i.e. in the boot of a sedan vehicle or inside the lockable canopy of a van. Question papers must not be visible through the windows of a vehicle. The question paper package must be transported directly to the examination venue and locked in the strong room until such time it is required to be taken into the examination venue. The examination centre officials entrusted with the collection of question papers may not take any detours to run errands en route to and from the examination centre.

Question papers that are secured in the strong room of an examination centre are the direct responsibility of the Chief Invigilator who must ensure that they are secure and that no unauthorised persons have access to the strong room during the writing of examinations. A register of all the question papers stored in the strong room must be maintained and any question paper package that is removed from the strong room must be signed for by both the chief invigilator and the recipient of the question papers. It is important that a paper trail is maintained regarding the movement of all question papers prior to and during the writing session.

10.3 ESTABLISHMENT OF DELIVERY POINT (DPS)

- DP's are approved and introduced at the fifty (50) public TVET Colleges only. CET DP's will be established and approved in consultation with the CET College and Provincial Education Departments of the DBE
- DP's cater for all qualifications, whether semester, trimester or year courses.
- DP's are assigned to either the central office, campus(es) or learning sites of the college.
- The geographical location, traffic congestion and rural / urban factors determine the number of DP's per CET/TVET College.
- All private colleges and DCS centres are linked to a DP at a public CET/TVET College.

10.4 DELIVERY MODEL

- The current model provides for the dispatching of only three/four consecutive examination dates, at a time.
- The courier is given a maximum of three (3) days to deliver a consignment to all the DP's throughout the provinces.
- Dedicated full-time CET/TVET College staff take responsibility for the question papers at DP's.
- All private colleges and other public campuses/learning sites as well as DCS centres linked to DP's collect their question papers daily during examinations (within 90 minutes prior to the commencement of the writing session).
- All answer scripts must be returned daily to the DP's (within 60 minutes after completion of the last examination session on that day).
- Skynet has undertaken to ensure that question papers will be on time when delivering twice a week. This implies that question papers for three/four consecutive days will be delivered to DP's one day before the first of the three days' papers are written.

11 TRAINING OF DELIVERY POINT MANAGERS

Annually the CD: NEA will train Delivery Point Managers in the Provinces. It is therefore the responsibility of each Delivery Point to arrange and ensure that their staff attend the training. CD: NEA will supply delivery point managers with a presentation in this regard.

11.1 NON-DELIVERY OF QUESTION PAPERS

In the event that question papers, which are required at an examination centre have not been received for a subject(s)/learning area (s), the examination centre manager must immediately make direct contact with the responsible CD: NEA official. Examination centre managers must refer to the CD: NEA directory to identify the official to be contacted in this regard.

Strict control measures will be followed before a question paper is released to a centre which has not received the question paper/s on the day of an examination, i.e. verification on the Examinations IT system will be undertaken to determine whether candidates at the examination centre are legitimately registered for the subject. Once this is confirmed, an electronic copy of the question paper will be dispatched to the examination centre. The affected examination centres are then required to print the required number of question papers in accordance with the enrolment statistics for the subject concerned. The time allocation for the writing of the subject must be adjusted accordingly such that no student is disadvantaged as a result of the late commencement of the writing of the examination. Such an incident must be recorded and reported in both the Daily Conduct Report and the Irregularity Register.

In this regard, examination centres are referred to **MEMORANDUM TE13 OF 2021, DISTRIBUTION OF NATIONAL TVET COLLEGE QUESTION PAPERS IN ELECTRONIC FORMAT.**

Should there be an insufficient number of question papers in the satchel for a subject, examination centres are requested to print the additional copies required after the commencement of the examination session, i.e. the question papers must first be opened in front of the candidates. Where necessary, additional time must be allowed to make up the time missed to ensure that no student is disadvantaged due to the delay in the start of an examination session. Such incidents should be recorded in both the Daily Conduct Report and the Irregularity Register.

11.2 ERRORS IN QUESTION PAPERS

In all instances of errors detected, either technical or conceptual, the examination centre must allow the candidates to continue with the examination.

A technical error may include instances of incorrect numbering of the questions in the question paper, the omission of numbering of the questions, a *minor* spelling error that does not alter the meaning of a question, pages incorrectly numbered, etc. A conceptual error deals with the content and context of the curriculum, where a question has been phrased incorrectly and candidates are not able to work out the answer or a question is based on an aspect that is outside the scope of the curriculum.

The Daily Conduct Report that is submitted to CD: NEA must indicate that there was an error on the question paper. A separate detailed report on the error itself and a recommendation on how to manage it in the marking process must be forwarded on the report template provided (**ANNEXURE B - REPORT ON ERRORS IN QUESTION PAPERS**) to the responsible CD: NEA official on the day that the paper was written. A copy of the report must be submitted with the scripts to the marking centre to ensure that no student is disadvantaged.

It is important for **invigilators** to check at the start of an examination writing session whether all the relevant parts of the question paper have been provided. Where a diagram, formulae sheet / table or an annexure is missing and has not been included with a question paper, the examinations officer / Chief Invigilator must contact **the responsible CD: NEA official (CD: NEA Directory)** for assistance. Such requests must be attended to within the first 15 minutes of the start of a writing session.

The CD: NEA experiences great difficulty in ensuring that errata documents reach every examination centre throughout the country and even beyond the borders of the country. **No errata** will therefore be issued. Any errors identified in the question paper will be addressed in the marking process in such a manner that no student is disadvantaged.

11.3 RELEASE OF MARKING GUIDELINES

All TVET College examination centres on the mailing list will receive the marking guidelines for Engineering Studies N1 and NC (V) L2 and L3 subjects within 72 hours after the writing session of a question paper has elapsed. For question papers written on a Friday, the marking guidelines will be released on the following Tuesday. It is the responsibility of the TVET College examination centre to ensure that all markers receive the marking guidelines. Queries regarding marking guidelines not received for Engineering Studies N1 and NC (V) L2 and L3 should be directed via the Deputy Principal: Academic or College Examination Officer, and not individual examination officers at centre level, to the **responsible CD: NEA official for assistance (CD: NEA Directory)**.

Any centre that commences with the marking of scripts without having received the officially approved national version of the marking guideline from CD: NEA will have the marking process declared an irregularity and due process will be followed. The centre will then have to explain to the candidates why their results are not released.

11.4 ERRORS IN MARKING GUIDELINES

Where an error is picked up in a marking guideline in the marking process this error should be reported to **the responsible CD: NEA official (CD: NEA Directory)** on the report template provided for this purpose (**ANNEXURE C - REPORT ON ERRORS IN MARKING GUIDELINES**) and approval should be requested and granted to deviate from the marking guideline before finalising

the marking of the affected subject. The request must indicate the question/s affected, the mark allocation and a recommendation on how to address the error if the error affects the outcome of the performance of the candidates.

Where necessary, CD: NEA will report the error to Umalusi and request a concession to resolve the matter.

12 MARKING AND SUBMISSION OF SCRIPTS

12.1 SUBMISSION OF SCRIPTS

Examination answer scripts must be returned to the delivery point within 60 minutes after an examination has been written. Failure to do so will constitute an act of irregularity and the necessary irregularity process will apply. The Chief Invigilator at each examination centre must manage all aspects related to script and mark sheet control at the centre. At the conclusion of every writing session, the Invigilator must check the scripts against the original mark sheet. There must be a script for every tick “✓” and an ABSENTEE FORM for every “a” captured on the mark sheet.

The number of answer scripts included in a belly band must be consistent with the indication on the attendance register.

This process must be repeated by the Chief Invigilator / Examination Officer for verification purposes before scripts are dispatched to the delivery point. The scripts must be counted and the total number of scripts in a batch should be written on the belly band. The number of scripts in a batch must be consistent with the attendance register and indication on the belly band. The Chief Invigilator must complete the Chief Invigilator’s Script Despatch form and insert it in each batch of scripts. At the end of each examination session, examination centres must pack and seal the examination answer books in the transparent bag per subject and paper.

Examination centres must ensure that the mark sheet number and examination centre number is visible through the transparent window of the bag. All examination answer scripts must be transported directly to the Delivery Point on a daily basis within 60 minutes of a paper being written. The driver may not take any detours to run errands on the way to the Delivery Point. Examination centre officials must ensure that they sign the control sheet for the sealed scripts delivered at the Distribution Points.

12.2 MARKING MODEL

The marking model to be used for all examinations is a mixture of internal, provincial and national marking depending on the qualification and the level of the subject/s or learning areas within that qualification.

TVET colleges and their respective **examination centres** are responsible for the marking of:

- Engineering Studies N1; and
- NC (V) L2 and L3 scripts

Provincial and National marking centres are responsible for the marking of:

- Engineering Studies N2 to N6;
- Business Studies N4 to N6 scripts and
- NC (V) L4 scripts

12.3 INTERNAL MARKING (ENGINEERING STUDIES N1 AND NC (V) L2 AND L3)

The marking plan per TVET College for Engineering Studies N1 and NC (V) L2 and L3 is to be completed on the template provided (**ANNEXURE D- MARKING PLAN FOR INTERNAL MARKING (NATED N1 AND NC (V) L2 AND L3)**) and must be submitted to the responsible CD: NEA official (CD: NEA Directory) *two weeks* in advance of the start of an examination timetable. These plans will be submitted to Umalusi and any TVET College that does not submit a marking plan will have the marking process registered as an irregularity.

The marking of Engineering Studies N1 and NC (V) L2 and L3 scripts must take place on a staggered basis to ensure that the original official mark sheets are timeously delivered to the CD: NEA for verification on an on-going basis (i.e. within 10 days after

a subject has been written). Where possible, a lecturer should not mark the scripts of the candidates he/she has lectured in a subject. Marking teams are to engage in question-based marking where more than one lecturer is involved in the marking of scripts per subject.

No scripts are to be removed from the marking centre during the marking process or during the moderation of marking. Marking may only take place at the examination centre. All scripts are to be securely stored throughout the process and access should be allowed only to officially appointed and designated markers in a marking room identified by the examination centre establishment.

The marked answer scripts for Engineering Studies N1 and NC (V) L2 and L3 must not be submitted to the CD: NEA, but must be safely stored on site at the examination centre in a secure facility, and be filed in such a manner that allows for quick retrieval of scripts for re-marks and/or rechecks.

12.4 PROVINCIAL AND NATIONAL MARKING

All **Engineering Studies N2–N6 scripts, Business Studies N4–N6 scripts, NC (V) L4 and GETC: ABET answer scripts** must be dispatched to the Distribution Point on a daily basis within 60 minutes of a paper being written. Similarly, all scripts for **Installation Rules, Specialised Electrical Codes** and subjects comprising the **General Certificate of Competency** must be dispatched to the Distribution Point on a daily basis within 60 minutes of a paper being written and will be marked at a central venue to be determined by the CD: NEA per examination cycle.

The timeous receipt of answer scripts by the Distribution Points (unless otherwise directed by DHET) ensures that they are checked, sorted and controlled in advance of the start of the centralised provincial and national marking processes. Any **late submission of scripts** to the Distribution Points will be regarded as an **irregularity** and the results of candidates in the affected subjects will remain blocked until full reports are received for the late submission thereof from the examination centre concerned.

Only the scripts belonging to a single mark sheet are to be batched together in one belly band and not the scripts for different mark sheets.

The examination answer scripts must be hand delivered to the Distribution Points on a daily basis **at the expense of the examination centre**. Examination centres must ensure that the scripts are **delivered directly to the Distribution Point and not via a courier company or at the counter of the Post Office**. The handover registers must be signed and completed by both the examination centre officials as well as the Distribution Point officials. Thus the Distribution Point officials will not accept scripts from courier companies and will also not collect scripts from the Post Office. The examination centre will be held accountable for any delay in the receipt and marking of such scripts and the late resulting that may be a consequence of the delayed submission of answer script/s at the appointed marking centre.

Examination centres are required to compile and keep on record a register of all scripts (**ANNEXURE E - REGISTER OF SCRIPTS DISPATCHED TO DISTRIBUTION POINTS**) submitted to the Distribution Points.

A separate dispatch note (**ANNEXURE F – CHIEF INVIGILATOR’S DISPATCH NOTE FOR SCRIPTS**) must also be completed and signed off by the dispatch official, chief invigilator/campus manager and examination officer. The original copy of the DISPATCH NOTE must be placed underneath the mark sheet submitted to the Distribution Point along with the scripts.

13 SCRIPT CONTROL

13.1 MANAGEMENT OF SCRIPTS BY COLLEGES

The Chief Invigilator at each examination centre must manage all aspects related to script and mark sheet control at the centre. On the conclusion of every writing session, the Invigilator must check the scripts against the original mark sheet. There must be a script for every tick “✓” and an ABSENTEE FORM for every “a” captured on the mark sheet. This process must be repeated by the Chief Invigilator / Examination Officer for verification purposes before scripts are stored and again before dispatching.

Scripts must be counted and the total number of scripts in a batch should be written on the top right hand corner of the mark sheet in pencil. In all instance, the number of scripts in a batch must be consistent with the number indicated on the belly band and the number indicated on the mark-sheet and attendance register.

All examination centres must implement a script control measure to ensure that scripts cannot be exchanged with those illegally brought into the examination room, or be swapped after the writing session. The examination officer **MUST ENSURE** that answer scripts are stamped prior to the commencement of an examination writing session and keep the stamped scripts securely stored until the start of each examination writing session. The stamp should be unique per examination writing session and not reflect the name of the college or examination centre. Invigilators and Chief Invigilators / Examination Officers should not accept a script in the batch that does not display this unique stamp. Such scripts are to be declared as an irregularity and candidates whose answer scripts are implicated in such instances will not be resulted.

The Invigilator will ensure that the script issued and received from a student has the unique stamp. Candidates should sign a register when the invigilator collects the answer scripts. This is to ensure that all candidates have handed in their answer scripts and that their examination numbers on the answer scripts are not tampered with.

Scripts for EACH and every Session must be returned to the Nodal/Delivery Point by 60 minutes after the writing session is concluded.

13.2 SUBMISSION OF SCRIPTS – CONCESSIONS

Where a concession has been granted by the DHET for subject clashes or multiple computer examinations the following procedure must be adhered to:

AFTER SESSION 1:

- (i) Copy of the blank attendance register and mark sheet must be made before commencement of the writing session.
- (ii) During writing all candidates writing the paper will sign the attendance register. The concession candidate will not sign the attendance register for the paper s/he is not writing. The space for signing or ticking whether candidate is present or absent will be left empty.
- (iii) The concession approval letter issued by the Department must be inserted in the place of the answer book that was supposed to be submitted by the concession candidate.
- (iv) The actual number of scripts (minus the concession candidate) will be recorded on the belly band and script dispatch note.
- (v) A copy of the signed attendance register and mark sheet must be made.
- (vi) All scripts of candidates who wrote the first session must be batched (IN A SEALED tamper proof bag) with the original signed attendance register and mark sheet and submitted to the Nodal/Distribution Point, within 60 minutes after the first session has elapsed.
- (vii) Attach the **DHET signed student list** per subject of those who have been granted a concession.

AFTER SESSION 2:

- (i) During writing of the concession session candidates must sign the blank copies of the attendance register and mark sheet.
- (ii) The CONCESSION SCRIPTS for the 2nd session must be submitted (IN A SEALED tamper proof bag) to the Nodal Point by 17:00 (for a 3-hour paper); and 18:00 (for a 4-hour paper)
- (iii) The following documents will be inserted in the tamper proof bag:
 - a. the signed attendance register and mark sheet (with only the signatures of the concession candidates appearing)
 - b. the copy of concession letter
 - c. **the DHET signed student list** of those who have been granted a concession for the subject.
- (iv) The Nodal Point Manager will put the two batches (1st and 2nd session scripts) into another tamper proof bag (which they will seal in the presence of the college official); together with the signed mark sheets, the Original Mark sheet and the Concession letter and list of concession candidates. The two batches will be merged at the marking centre.

13.3 MANAGEMENT OF SCRIPTS BY DELIVERY POINTS

The success of a national examinations cycle is determined by whether all candidates who sit for examinations are result timeously. This can only be realised if all scripts and mark sheets are submitted on time. CD: NEA is relying on distribution points to ensure that all examination centres return scripts and mark sheets as indicated on scripts registers.

The following documents are relevant to the management of scripts for national examinations:

- Script registers (for control and receiving of scripts)
- Address list (contains the physical addresses of all marking centres)
- Discrepancy form (must be used to record any discrepancy during the receiving of scripts)
- Daily report (it must be submitted on daily basis)
- List of Distribution Points

These documents will be released to distribution points by CD: NEA per examinations cycle.

a) **Script registers**

The script register is an Excel spreadsheet document with a record of all mark sheets expected from examination centres under each distribution point. The register is arranged per examination date.

The script registers must be used by **all** delivery points to receive and control scripts from examination centres on daily basis. No other document or form must be used to record scripts except these script registers. The delivery points must print the registers per day and **per marking centre**.

Procedure to access and use the daily script registers:

- Step 1. Open the file: **Script registers (for control and receiving of scripts)**
- Step 2. Select the exam centre numbers falling under your distribution point and save it on your computer for everyday use.
- Step 3. Each day you will have to select the date of examination. This will enable you to see the subjects that are written on that particular day.
- Step 4. Filter the second last column (marking centre)
- Step 5. Print a register per marking centre e.g. you will have a register for scripts marked at Centre X and a separate register for scripts marked at Centre Y

Officials struggling with using Excel should ask for assistance from the college.

b) **Address list**

The address list contains the physical courier address of the marking centre and contact details of the marking centre manager. Delivery points are expected to send scripts to the physical address of the marking centre as indicated on the address list.

c) **Discrepancy form**

In case of discrepancies, the delivery point manager must complete the Discrepancy form and hand it to the examination centre official submitting scripts to acknowledge the discrepancy and respond on the relevant section of the form. The form must be filled in duplicate. A copy must be given to the examination centre official and the other copy must stay with the distribution point. A scanned copy must be emailed to the marking unit official indicated in the CD: NEA Directory.

d) **Daily report**

The Distribution Point manager must complete and submit a daily report on scripts submitted. A report must be submitted even if there was no irregularity.

e) **List of Distribution Points**

Examination centres are required to collect question papers and deliver answer books as per the designated Distribution Points. All private colleges/centres in the Tshwane area will return their answer scripts to the DHET Marking Unit at 222 Struben Street, Pretoria after the last examination of each day until further notice.

All examination centres are required to submit scripts to distribution points within 60 minutes after the paper has been written. Distribution points must enforce this rule and ensure that all mark sheets and scripts are submitted within this time.

CD: NEA is experiencing challenges with examination centres who claim to have submitted scripts for marking yet they did not do so. It is therefore imperative for distribution points to keep a proper record of what has been submitted. A follow-up must be made on scripts/mark sheets that have not been submitted. These examination centres must be instructed to submit the mark sheets even if the candidates were all absent.

The distribution points must use the columns provided on the registers to enter the number of scripts received per mark sheet and put a tick next to that particular mark sheet to indicate that it was received. The second to last column of the attached script register indicates to which marking centres the scripts must be sent. A list of physical addresses for marking centres will be published per cycle.

All scripts submitted with manually generated mark sheets must be manually recorded at the bottom of the register and code MGM must be written in the space for mark sheet number. Once all scripts have been received, the distribution point manager must sign the register and submit it together with the scripts. Distribution points must keep copies of these registers as well as waybills. These copies should also be e-mailed to marking unit official indicated in the CD: NEA Directory on the day of dispatch of scripts to marking centres. Examination centres are provided with transparent bags which are used to pack scripts and mark sheets. Please make sure that examination centres do not pack more than one mark sheet per transparent bag.

All scripts must be couriered within 24 hours to relevant marking centres as indicated on the registers. All waybills must be clearly marked "Distribution Point". Distribution points managing their own examination centre scripts only must use their college courier account. Distribution points that are managing scripts of other colleges as well as their own are permitted to use the MadibanaSA (across provincial borders and within Gauteng) / Courier It (within provincial borders, excluding Gauteng) account to courier the scripts. The number of bags or packages being couriered must be written on the waybill. Arrangement must be made with MadibanaSA to collect scripts on a daily basis. This account must only be used to send scripts to marking centres and nothing else. No delivery point using the DHET account is permitted to use same-day delivery service.

14 COMPLETION, MANAGEMENT, VERIFICATION AND SUBMISSION OF RAW MARKS AND MARK SHEETS

It is the responsibility of the college principal to ensure that a strict verification process is implemented in lieu of entry details and raw marks captured and submitted to CD: NEA per examination cycle. The college principal is also required to sign off on all final entry and raw mark schedules prior to the submission thereof to CD: NEA.

NB: It is also required of every campus / college **to have it available** for verification by National Monitors **[during the examination period and until results have been released]** to **verify** the validity and credibility of the actual ICASS and ISAT assessments. Failure to produce the actual Portfolio of Evidence (POE) of assessments may result in the candidates' final marks (results) being withheld by the DHET Examinations, until the ICASS and ISAT assessments (POE) are submitted for verification within three (3) working days after the request to do so.

14.1 COMPLETION OF MARK SHEETS

The marks captured on any mark sheet must be identical to those that are captured and electronically submitted by a college. Where year/trimester/semester marks, ICASS and ISAT marks which are submitted electronically differ from the mark captured on the mark sheet, the mark on the mark sheet will be upheld as the correct mark. (The sheet with marks for the different tasks/tests from the PoE's (as well as the final mark as a percentage) must be included when requesting amendments of marks to substantiate during the mop-up processes).

Any college that submits electronically uploaded marks different to the marks that appear on the original mark sheet will have this declared an irregularity and due process will be followed. The college will then have to explain to the student why their results are not released.

When completing a mark sheet, where candidates were absent / withdrawn for a paper the letter “a” must be entered in the attendance column on the mark sheet and a “999” is to be recorded in the % column. Where candidates were present for a paper, a tick (✓) must be entered in the attendance column on the mark sheet, and the % achieved by the student in the paper is to be recorded in the % column for Engineering Studies N1 and NC (V) L2 and L3 at site level and N2 - N6 and NC (V) L4 at the identified marking centre.

The attached ABSENTEE FORM (**ANNEXURE G - STUDENT ABSENTEE FORM**) must be completed for absent/withdrawn candidates. The absentee form must be inserted in the place of the script for the absent student.

The total number of ticks (✓) must tally with the number of scripts enclosed. The total number of absent / withdrawn (a) must tally with the number of absentee forms that accompany a batch of answer scripts.

In addition:

- Two digits must be captured irrespective of the mark a student achieves – in the instances of a 0-9%-mark achievement the mark must be preceded by 0 (one zero and then the mark e.g. 07).
- No blank spaces are to be left in the attendance or % column against any of the ID/ student examination numbers listed on the mark sheet.
- No **Tippex** is to be used to correct errors on a mark sheet. A mistake may be rectified by striking through (drawing a line across) the mark and capturing the correct mark alongside. The marker must sign next to the revised mark on the mark sheet.
- Lecturers/Markers are **not** allowed to promote candidates achieving 27 – 29% to a 30% pass mark, 37 – 39% to a 40% pass mark or 47 – 49 % to a 50% pass mark for external examinations/ICASS/ISAT. This practice of **inflation of marks** negatively affects the standardisation process and is not an accurate reflection of actual performance. Furthermore, it does not necessarily help the student as the internal site-based assessment mark (ICASS) still has to be combined to the examination mark to arrive at the final subject mark that will be published per student. To the contrary, where markers are found guilty of this practice the marks for the candidates in the affected subject can end up being declared null and void or be subjected to a significant downward adjustment during the standardisation process. Marking moderators must check all mark sheets during the moderation process and verify the total marks recorded on a mark sheet against each script if there is a noticeable absence of 27 – 29% for a 30% pass mark, 37 – 39% for a 40% pass mark or 47 – 49 % for a 50% pass mark and a proliferation of 30%, 40% and 50% on a mark sheet. Where a marking moderator detects the inflation of marks in this manner, the marker must be reported to the campus manager and instructed to re-mark the affected scripts. The campus manager must implement the guidelines on disciplinary measures as provided by the Department of Public Service Administration in such instances as the inflation of marks constitutes fraud.
- The Chief Marker must verify and sign-off each mark sheet on completion of the marking of the full batch of scripts belonging to that mark sheet.

The manual amendment of official mark sheets is strictly prohibited. No centre may copy an official mark sheet and amend it to appear as the original to accommodate late entries. Manually generated mark sheets are provided for this purpose and only in exceptional instances where prior approval for late entries has been granted. The letter of approval granted by the CD: NEA must be attached to official external examination mark sheets that accompany the NC (V) Level 4 and NATED Report 190/1 N2-N6 scripts to marking centres and a copy of the approval letter must be retained at the examination centre.

The original copy of the mark sheet is not to be used as a register for candidates to sign. Examination centres must make their own copies on WHITE paper for this use in the examination room.

A copy of the attendance register must be attached to and filed along with the official external examination mark sheets for NC (V) L2-3 and N1 (retained by the college) and a copy of the attendance register must also accompany NC (V) Level 4 and NATED N2-N6 scripts to marking centres.

14.2 VERIFICATION OF RAW MARKS

The accurate computation, transfer and capturing of marks awarded to candidates for external examinations and site-based assessment (SBA) tasks (i.e. ICASS and ISAT tasks) is central to the integrity of the resulting process. It is therefore required of all centres to verify all external examination and SBA marks during the different stages of processing (i.e. marking and capturing) to ensure correctness thereof as CD: NEA will not amend any marks after the publication thereof.

14.3 EXTERNAL EXAMINATION MARKS FOR SCRIPTS MARKED INTERNALLY

Upon completion of the marking of a script, the lecturer responsible for the marking of a batch of scripts must double check that all marks are correctly recorded, calculated and transferred for all scripts per batch once the marking and calculation of marks has been completed for a batch.

A second lecturer must verify the correctness of the recording, transfer and calculation for all scripts per batch once the marking and calculation of marks has been completed for a batch. This is not the responsibility of the marking moderator.

The following steps must be followed when checking (lecturer) and verifying (second lecturer) the recording, calculation and transfer of external examination marks for scripts marked internally (i.e. N1 and NC (V) Level 2-3):

- Check/Verify that all responses have been marked
- Check/Verify that marks have been recorded for all responses provided on the script (including zero where relevant)
- Check/Verify that the total mark awarded per question is totalled correctly for all the sub-questions making up that question
- Check/Verify that the marks per question have been transferred correctly to the cover page of the script
- Check/Verify that the total mark recorded on the cover page of the script has been totalled correctly
- Check/Verify that the total mark has been converted to the correct percentage on the cover page of the script
- Check/Verify that the correct percentage as recorded on the cover sheet of the script has been transferred to the TOTAL column on the official mark sheet to be submitted to CD: NEA and that it appears alongside the ID number of the correct student on the official mark sheet
- Check/Verify that where a student was absent 999 is captured in the TOTAL column and that where a student has not attempted to answer any questions or was not awarded any marks at all due to incorrect answers being provided throughout the script a zero (0) is captured in the TOTAL column
- Sign/Counter sign the mark sheet to indicate that checking/verification of marks has been concluded

The external examination marks (i.e. N1 and NC (V) Level 2-3) captured electronically on the computer system of the centre/college must be verified at each centre/college. The HOD or designated official verifies that the correct external examination marks have been captured electronically by verifying the marks appearing on the system upon conclusion of the capturing thereof against those recorded on the hard copy of the official external examination mark sheet. Upon conclusion of the verification process per external examination mark sheet, the HOD or designated official must counter sign the hard copy of the official external examination mark sheet to be submitted to CD: NEA for resulting purposes.

Deputy Principals: Academic must coordinate the monitoring of this process by campus managers and must conduct ad hoc monitoring of the process themselves.

14.4 SITE-BASED ASSESSMENT MARKS

The different tasks that constitute the final ICASS/SBA mark to be submitted to CD: NEA for resulting, count out of different weighted totals (as per the ICASS/SBA guidelines); and the subject/learning area lecturer must take this into account when

calculating the final ICASS/SBA mark. It must also be remembered that the final calculation of the ICASS/SBA and/or ISAT mark must be computed out of the total number of prescribed tasks irrespective of the number of tasks actually completed by the student. The ICASS Guidelines indicate the nature and number of ICASS tasks per subject and each individual ISAT (only applicable to vocational subjects for NC (V) Level 2-4) indicates the nature and number of applied competence tasks to be completed per student.

Upon completion of the marking of an ICASS/ISAT task for a class, the lecturer responsible for the marking of the particular ICASS/ISAT task must double check that all marks are correctly recorded, calculated and transferred per student once the marking and calculation of marks for the ICASS task has been completed for the class.

For NC(V): If a candidate is a repeater, the ISAT mark must be included in the electronic file and mark sheets. The CD: NEA does not carry the ISAT over to the next examination cycle (except for NC (V) supplementary examination, as there is a possibility that the candidate wanted to better the marks previously achieved).

A second lecturer must verify the correctness of the recording, transfer and calculation of the mark for the ICASS task for all candidates in the class once the marking and calculation of marks has been completed for the class. This is not the responsibility of the marking moderator.

The following steps must be followed when checking (lecturer) and verifying (second lecturer) the recording, transfer and calculation of ICASS marks across all levels per TVET offering (i.e. N1-N6 and NC (V) Level 2-4):

- Check/Verify that all performances / products / responses have been marked
- Check/Verify that marks have been recorded for all performances / products / responses generated (including zero where relevant)
- Check/Verify that the total mark awarded per task is totalled correctly for all the sub-tasks making up that task
- Check/Verify that the marks per task have been transferred correctly to the cover page of the task
- Check/Verify that the total mark recorded on the cover page of the task has been totalled correctly
- Check/Verify that the total mark has been converted to the correct weighted mark for the particular ICASS task (as per the ICASS guidelines) on the cover page of the task; (a mark out of 100 must be submitted).
- Check/Verify that the correct weighted mark as recorded on the cover sheet of the task has been transferred to the relevant SBA task column on the college designed mark sheet for the recording of individual ICASS marks and that it appears alongside the ID number of the correct student
- Check/Verify that no student has a zero (0) recorded in the TOTAL column
- Sign/Counter sign the mark sheet to indicate that checking/verification of marks has been concluded

Once all of the prescribed ICASS/ISAT tasks for the subject have been completed for the year, the lecturer responsible for the subject must total and double check that the individual weighted marks per prescribed ICASS/ISAT marks are totalled correctly on the college designed ICASS/ISAT mark sheet to arrive at a final ICASS/ISAT mark and the ICASS/ISAT total is transferred correctly per student alongside the ID number of the correct student to the official ICASS/ISAT mark sheet to be submitted to CD: NEA for resulting purposes.

Similarly, the second lecturer must verify that the individual weighted marks for the prescribed ICASS/ISAT tasks are correctly totalled to arrive at the final ICASS/ISAT mark and that the final ICASS/ISAT mark is transferred correctly to the official ICASS/ISAT mark sheet alongside the ID number of the correct student.

Thereafter the following steps are applicable:

- Check/Verify that the total mark per task has been recorded correctly on the RECORD OF PERFORMANCE sheet provided with the ISAT document for the subject/programme
- Check/Verify that the total mark recorded on the RECORD OF PERFORMANCE sheet has been totalled correctly
- Check/Verify that the total mark has been converted to the correct percentage on the RECORD OF PERFORMANCE sheet

- Check/Verify that the correct percentage as recorded on the RECORD OF PERFORMANCE sheet has been transferred to the TOTAL column on the official mark sheet to be submitted to CD: NEA and that it appears alongside the ID number of the correct student on the official mark sheet
- Check/Verify that where a student was absent 999 is captured in the TOTAL column
- Check/Verify that no student has a zero (0) recorded in the TOTAL column
- Sign/Counter sign the mark sheet to indicate that checking/verification of marks has been concluded

The final SBA (ICASS and ISAT) marks captured electronically on the computer system of the centre/college must be verified at each centre/college. The HOD or designated official verifies that the correct SBA mark has been captured electronically by verifying the marks appearing on the system upon conclusion of the capturing thereof against those recorded on the hard copy of the official SBA mark sheet. Upon conclusion of the verification process per SBA mark sheet, the HOD or designated official must counter sign the hard copy of the official SBA mark sheet to be submitted to CD: NEA for resulting purposes.

Deputy Principals: Academic must coordinate the monitoring of this process by campus managers and must conduct ad hoc monitoring of the process themselves.

14.5 VERIFICATION OF MARK AND ENTRY SCHEDULES

All electronic schedules containing the candidates' **examination entry** details and **raw marks** respectively must be printed, **verified** (by the Data capturers as well as the Student to ensure that all the information is correct). It must then be signed off by the college principal before the college may submit their data files for an examinations cycle to CD: NEA.

The college must keep the original signed hard copy on file; scan and send a copy of the signed version to the CD: NEA official indicated in the CD: NEA Directory. (Please bear in mind that the final signing-off on the prelims is **complete** once the entries were uploaded and emailed to the exam centres for verification purposes).

Should a discrepancy arise in the entry schedule or raw mark submitted (i.e. 777 or 999 instead of the raw mark achieved) during the conduct of examinations and after the publication of results respectively for a cycle the college principal will be held accountable for this error and will be required to explain to the candidate why resulting cannot be concluded for the affected candidate. No entries will be amended after the due date for entries and no raw marks will be amended post the resulting process.

14.6 MANAGEMENT AND SUBMISSION OF MARK SHEETS

All official NC (V) L2- L4 and NATED Report 190/1 N1 - N6 mark sheets issued by CD: NEA are to be managed as follows **with effect from 01 March 2017**:

- **ICASS- NC (V) L2-4 and NATED N1-N6**
 - College principals must verify the candidates' raw ICASS marks captured from the official mark sheets before submitting the txt files to the DHET.
 - Colleges must retain the official copy of all ICASS mark sheets for a period of FIVE years.
 - DHET monitors will audit the capturing of raw marks from the mark sheets to the college IT system and the txt file generated after capturing to ensure compliance.
- **ISAT- NC (V) L2-4**
 - College principals must verify the candidates' raw ISAT marks captured from the official mark sheets before submitting the txt files to the DHET.
 - Colleges must retain the official copy of all ISAT mark sheets for a period of FIVE years.
 - DHET monitors will audit the capturing of raw marks from the mark sheets to the college IT system and the txt file generated after capturing to ensure compliance.
- **External Examination - NC (V) L2-3 and NATED N1**
 - College principals must verify the candidates' raw EXTERNAL EXAMINATION marks captured from the official mark sheets before submitting the txt files to the DHET.

- Colleges must retain the hard official copy of all EXTERNAL EXAMINATION mark sheets for a period of FIVE years.
- DHET monitors will audit the capturing of raw marks from the mark sheets to the college IT system and the txt file generated after capturing to ensure compliance.
- (All marks on mark sheets and txt files must correlate)
- **External Examination - NC (V) L4 and NATED N2-N6**
 - College principals must verify the candidates' attendance and availability of an answer script per candidate before submitting scripts and official mark sheets to marking centres.
 - Colleges must submit the official mark sheets for all raw external examination marks along with the answer scripts to the designated delivery point.
 - DHET will retain the official copy of all external examination mark sheets for a period of FIVE years.

All mark sheets for ICASS, ISAT and the EXTERNAL EXAMINATION where marking takes place internally (i.e. NC (V) L2-3 and NATED N1) must be fully completed before filing, even in instances when all candidates listed on the mark sheet are absent for the particular component. Similarly, all the EXTERNAL EXAMINATION mark sheets where marking takes place externally (i.e. NC (V) L4 and NATED N2-N6) must be fully completed before submission to marking centres, even in instances when all candidates listed on the mark sheet are absent for an examination.

Each college must therefore establish and maintain a filing and archiving system for official mark sheets per examination cycle. The filing system must be such that mark sheets are easily traceable and accessible.

All N2-N6 and NC (V) L4 original official mark sheets as issued by CD: NEA must accompany the answer scripts to the Distribution Points from where they will be forwarded to the relevant marking centre/s, either provincial or national. Each batch of scripts must be separately wrapped using the brown bellyband wrapper and the mark sheet must be placed on top of its specific batch of scripts inside the bellyband. Only one-mark sheet must therefore be inserted per belly-band.

All zero attendance mark sheets per subject must be submitted to the Distribution Point for onward submission to the provincial or national marking centres in the case of NC (V) Level 4 and N2-N6 and. Even if there are no scripts for that mark sheet, the mark sheet must be sent to the Distribution Point.

14.7 SUBMISSION OF EXAMINATIONS DATA

14.7.1.1 DATA FORMAT

According to the National Policy governing the conduct, management and administration of national examinations, colleges must have a computer system in place for the capturing and submission of raw marks. All colleges are required to submit all ICASS, ISAT and internally marked examination marks electronically ***with effect from the August 2017 examinations***. The raw marks must be submitted in the format prescribed by CD: NEA via the national EDLES document (published by CD: NEA) to ensure integration with the national examinations IT system failing which raw marks will not be successfully uploaded for resulting purposes. All data is to be submitted in txt format.

In the interim should a college not have their Information Technology System ready for the electronic capturing and submission of raw marks, the centre may request a copy of the Department offline data capturing desktop system by contacting the System Administrator listed in the CD: NEA Directory at Email: **ExamSystemData@dhet.gov.za**. This tool will no longer be available from the August 2017 examinations cycle as it is expected that all colleges must have an IT system in place to deal with the capturing and submission of entries and raw marks.

The Department will conduct training on the Departmental offline data capturing desktop system and this will be provided to the colleges that require assistance at their own cost.

14.7.1.2 SUBMISSION OF ENTRY FILES

- *All electronic ENTRY files must be validated in accordance with the EDLES document before submission to CD: NEA*

- All electronic ENTRY files for each cycle must reach CD: NEA by the closing date published in the management plan for the particular qualification and cycle

14.7.1.3 SUBMISSION OF RAW MARK DATA FILES BY COLLEGES

- All electronic raw mark data files must be validated in accordance with the EDLES document before submission to CD: NEA
- All electronic files for the EXTERNAL EXAMINATION component for NC (V) L2-3 and N1 must reach CD: NEA by the closing date published in the management plan for the particular qualification and cycle
- All electronic files for the ICASS component for NC (V) L2-4 and N1-N6 must reach CD: NEA by the closing date published in the management plan for the particular qualification and cycle
- All electronic files for the ISAT component for NC (V) L2-4 must reach CD: NEA by the closing date published in the management plan for the particular qualification and cycle

NOTE: There are separate subject ISATs for NC (V) L3-4 so a separate ISAT mark must be submitted per examinations cycle for each of the three core vocational subjects comprising an NC (V) programme.

The electronic files/ datasets must be saved using the **examination centre number, file number and date** on which the file was sent.

The data capturing official indicated for your college in the CD: NEA Directory can be contacted for assistance in this regard.

15 SUBMISSION OF RAW MARK DATA FILES BY MARKING CENTRES

All raw external examination marks generated at a provincial / national marking centre are to be captured using the double capture approach on the capturing tool provided by CD: NEA.

All electronic schedules containing the candidates' **raw marks** must be printed, verified and signed off by the Marking Centre Data Coordinator before the marking centre may submit their data files for an examinations cycle to CD: NEA. The marking centre must keep the original signed hard copy on file and scan and send a copy of the signed version to the CD: NEA official indicated in the CD: NEA Directory.

16 MARKING AND MODERATION OF MARKING DURING INTERNAL MARKING

16.1 PREPARATION AND TRAINING FOR MARKING

Prior to engaging in the full formal marking process, sufficient time must be devoted to a focused preparation and training session to be attended by all of the markers responsible for the marking of a particular subject and the internal moderator for the subject at the centre. This preparation and training must be conducted by the Internal Moderator situated at each centre.

The preparation phase will focus on a marking guideline discussion which is led by the Internal Moderator. Both the Internal Moderator and the marker/s must work out their own individual subject marking guideline independently of the marking guideline provided by CD: NEA before engaging in the marking guideline discussion. During the discussion the possible variations to open-ended answers are discussed and the marking guideline to be used for sample marking is finalised.

The training phase follows immediately after the marking guideline discussion and comprises the sample marking of 3-5 common scripts (dependent on level of experience of marker/s) per subject by both the Internal Moderator and the marker/s for the subject. The common scripts need to be copied by the Internal Moderator prior to the marking guideline discussion. The Internal Moderator and marker/s mark the common scripts and compare the marks allocated per response per question/sub-question and discuss the differences arising per script whereupon the marking guideline is amended if necessary and deemed final. The Internal Moderator must be the arbiter of standards and make appropriate judgment which can be justified should a difference in opinion arise during the process.

Where a subject is offered at more than one centre of an institution, a common marking guideline must be used to conduct the marking of the scripts for that subject. The Internal Moderator per centre must facilitate the process of comparing and arriving at a final marking guideline for the subject across centres after the sample marking process has been concluded at each centre.

Deputy Principals: Academic must coordinate the monitoring of this process by campus managers and conduct ad hoc monitoring of the process themselves. It is also up to the Deputy Principal: Academic of the institution to coordinate the finalisation of a common marking guideline where a subject is marked at more than one centre of the institution.

17 MODERATION OF MARKING

Moderation of scripts by Internal Moderators must start when marking commences. Internal Moderators must not only engage in moderation at the end of marking process. The purpose of moderation is to guide and provide feedback on strengths and weaknesses of individual markers with the aim of strengthening the marking process. When implemented at the end of marking it will serve no purpose. The earlier that internal moderation is conducted and feedback is given, the better the quality and consistency of the marking is bound to be.

Moderation must ensure that there is high quality of marking per subject, compliance with the final marking guideline and a consistent standard of marking across scripts and markers from the first day of marking to the last.

Moderation must take on the form of a re-mark process. During moderation all questions must be marked against the final version of the marking guidelines as if the script was never marked before. The moderator must ignore the ticks and marks allocated by the marker when moderating a script. Shadow moderation (mindlessly placing a green tick next to every red tick inserted allocated by the marker without paying attention to the content of the actual response provided) is not acceptable and defeats the purpose and integrity of the process.

If the moderation process reveals inconsistent application of the marking guideline the marker/s must be instructed to re-mark the affected section/s of a script until they are able to apply the marking guideline consistently and correctly.

At least 10% of the total number of scripts must be moderated per subject per centre.

Deputy Principals: Academic must coordinate the monitoring of this process by campus managers and conduct ad hoc monitoring of the process themselves.

18 COMPLETION AND SUBMISSION OF MARKING AND MODERATION REPORTS

All markers are required to complete marking reports and 10% of the scripts per paper written for a subject are to be moderated at the marking site for Engineering Studies N1 and NC (V) L2 and L3. Thereafter, each TVET College must collate and submit **one** marking and **one** marking moderation report per subject written across all examination centres registered with the college for Engineering Studies N1 and NC (V) L2 and L3 subjects (**ANNEXURE H – INTERNAL MARKER'S / CHIEF MARKER'S REPORT (NATED N1 AND NC (V) L2 AND L3)** and **ANNEXURE I - INTERNAL MARKING MODERATOR'S REPORT (NATED N1 AND NC (V) L2 AND L3)**) and submit these to the following email addresses:

PROVINCE	EMAIL ADDRESS
WESTERN CAPE	dhetmarking1@gmail.com
NORTHERN CAPE	dhetmarking2@gmail.com
FREE STATE	dhetmarking3@gmail.com
EASTERN CAPE	dhetmarking4@gmail.com
KWA ZULU-NATAL	dhetmarking5@gmail.com
MPUMALANGA	dhetmarking6@gmail.com
LIMPOPO	dhetmarking7@gmail.com
GAUTENG & FOREIGN COUNTRIES	dhetmarking8@gmail.com
NORTH WEST	dhetmarking9@gmail.com

Careful attention must be given to the completion of the sections of the marking report dealing with the **quality of the question paper** and **student performance** as the feedback provided in the marking reports will be used to inform decisions made at standardisation and to improve subject teaching and learning. Comments such as “a good question” or “candidates did well” are not helpful. The comments on the question papers should focus specifically on the conceptual/ cognitive quality of the question paper and how easy or difficult it was and the marks allocated for the affected section of the paper. The comments on student performance should focus specifically on student deficiencies in the particular curriculum content assessed in each question. For example, in a subject such as Applied Accounting the following comment would be helpful to a lecturer- “Income Statement – many candidates did not know how to show calculations in an income statement”.

The Deputy Principal: Academic of the TVET College must appoint a subject head/senior lecturer as the coordinator of the chief markers' reports for the TVET College and another subject head/senior lecturer as the coordinator of the internal moderators' reports per examination paper marked at the centre. These coordinators will be responsible for receiving the reports for an examination paper from each marking centre that is marking that paper and collating these reports into a single report for that TVET College. For example, where a college has five campuses all offering Applied Accounting Level 3, the coordinator for the chief markers' reports for the examination paper will receive five reports and then collate the information into a single report for the examination paper and submit this to CD: NEA on behalf of the TVET College.

Similarly, the internal moderator will consolidate the five moderation reports into a single internal moderator's report for submission to CD: NEA. The consolidated reports for the marking and moderation processes must respectively reflect the examination centres that submitted reports to each of the coordinators.

The reports must be saved using the following naming convention: The full name and level of the subject being reported on and the full name of the college, **e.g. Mathematics N1 Umbumbulu Marking report and Mathematics N1 Umbumbulu Moderation report**. Reports not named in this manner will be ignored and will not be captured on the register of reports submitted by a college.

These reports are handed to the quality assessor and the marks are standardised and approved on the basis of the content of these reports.

All consolidated Engineering Studies N1 and NC (V) L2 and L3 marking and marking moderation reports must be submitted electronically within 48 hours of the conclusion of the marking of a subject to the email addresses indicated above by the Deputy Principal: Academic / Examination Officer of the College. The content of the reports must be captured electronically on the templates and emailed as an **editable Word** document. Do not **pdf** the documents. Scanned and faxed documents will be rejected. A covering sheet (**ANNEXURE J - COVER SHEET FOR SUBMISSION OF MARKER'S AND MARKING MODERATOR'S REPORTS**) indicating the marking centre, centre number, levels and subjects for which reports are included must accompany the marking and marking moderation reports when submitting to the CD: NEA. This should be checked and signed off by the Deputy Principal: Academic of the TVET College prior to the dispatch thereof.

If a college fails to submit marking and moderation reports this will be declared an irregularity and due processes will follow. The centre will then have to explain to the candidates why their results are not released.

A circular will be sent out requesting Engineering Studies N1 and NC (V) Level 2 & 3 scripts for national moderation and external Umalusi moderation. The circular will indicate the specific subjects and sites from which scripts must be submitted for moderation.

It is critical that all TVET Colleges engage in the process as outlined above and submit a chief marker's and an internal moderator's report per question paper marked at the college. Failure to do so can result in the blocking of the release of results of a particular college and/or examination centre.

Deputy Principals: Academic must coordinate the monitoring of this process by campus managers and must conduct ad hoc monitoring of the process themselves. It is the responsibility of the Deputy Principal: Academic to ensure that copies of the marking and marking moderation reports submitted by the different examination centres are kept on file at the head office for a period of 6 months for verification purposes after the release of the results.

19 REPORTING ON THE CONDUCT OF EXAMINATIONS

19.1 DAILY CONDUCT REPORTS

It is mandatory for **daily reports** on the conduct of a national examination to be submitted to the Chief Directorate: National Examinations and Assessment within the stipulated timeframes (**ANNEXURE K - DAILY REPORT: CONDUCT OF TVET/CET COLLEGE EXAMINATIONS**). All examination irregularities are to be reported, irrespective of the nature and degree of seriousness.

Deputy Principals: Academic of colleges need to collect and collate daily reports from their respective examination centres, complete all sections of the attached Daily Report and submit it to **the responsible CD: NEA official (CD: NEA Directory)** by 09:00 every day following the writing of an examination at the TVET/CET College. The Daily Report must cover the subjects written in both the morning and afternoon sessions of the previous day as well as indicate the centres at which the examinations were conducted.

A Daily Report must be submitted for each and every day of an examination timetable, irrespective of whether any irregularities occurred on that day or not. College principals must monitor this process to ensure compliance.

19.2 IRREGULARITIES IDENTIFIED DURING WRITING SESSIONS

It is mandatory for all examination centres to compile an irregularity register during the writing process. All irregularities detected before, during and after a writing session must be indicated in the Daily Conduct Report, irrespective of the nature and degree of seriousness. These also include technical and administrative irregularities where a student is not necessarily at fault and the irregular practice was alleged by the examination centre officials during the conduct of the examination.

Deputy Principals: Academic of colleges need to collect and collate conduct irregularity registers from their respective examination centres, and email the consolidated CONDUCT irregularity register (**ANNEXURE L – CONDUCT IRREGULARITY REGISTER**) for the college to the responsible CD: NEA official as indicated on the template immediately on conclusion of the last examination.

The attached irregularity form (**ANNEXURE M – IRREGULARITY REPORT**) must also be completed per incident at a centre level. The Deputy Principal: Academic should collect and submit a scanned copy of all forms along with the irregularity register above. The original copies of the irregularity register and the forms must be couriered to **the responsible CD: NEA official**.

Irregularities of a serious nature, that is, where the security or integrity of a question paper has been breached or the wrong question paper has been opened, must be reported immediately to the Chairperson of the National Examinations Irregularities' Committee (**CD: NEA Directory**). It is the responsibility of college head offices to ensure that such irregularities do not occur.

Where Engineering Studies N1 or NC (V) L2 and L3 candidates are implicated in an irregularity during the writing of an examination, the original answer book/s together with the evidence and statement must be submitted along with the original irregularity form to the responsible CD: NEA official after the marking thereof and copies of the affected script/s must be filed with the batch at the examination centre.

Where N2 to N6 or NC (V) L4 and GETC: ABET candidates are implicated in an irregularity during the writing of an examination, the original answer book/s must be submitted to the marking centre and a copy of the answered script to the CD: NEA along with the original irregularity form and supporting documentation. Examination centres must also keep additional copies of the affected answer books, evidence and statements on file with the irregularity register.

In all instances of irregularities detected during the writing of an examination, the letters **IRR** must be entered to the left of the student ID number and not in the attendance or percentage columns on the official external examination mark sheet, and be highlighted on the mark sheet.

All examination irregularities must be included in the Daily Report submitted to the Chief Directorate: National Examinations and Assessment. When additional investigation is required a comprehensive report is to follow within 3 working days after the occurrence of an irregularity, providing details which were not available at the time when the irregularity was initially reported on the DAILY REPORT.

Failure to include an irregularity of any nature in the DAILY REPORT constitutes non-compliance which will be viewed in a very serious light and has the potential to impact on the examination centre status of the centre that has defaulted as this directly affects the integrity of the conduct of examinations at the centre.

19.3 IRREGULARITIES IDENTIFIED DURING MARKING

It is mandatory for all examination centres to compile an irregularity register during the marking process (**ANNEXURE N – MARKING IRREGULARITY REGISTER (NATED N1 AND NC (V) L2 AND L3)**). Deputy Principals: Academic of colleges need to collect and collate marking irregularity registers from their respective examination centres and email the consolidated MARKING irregularity register for the college to **the responsible CD: NEA official (CD: NEA Directory)**.

The attached irregularity forms (**IRREGULARITY ANNEXURE A- STATEMENT BY STUDENT AND WITNESSES; IRREGULARITY ANNEXURE B- EVIDENCE TO SUPPORT IRREGULARITY; AND IRREGULARITY ANNEXURE C- INVIGILATOR'S REPORT**) *must* also be completed per incident at centre level. The Deputy Principal: Academic should collect and submit a scanned copy of all forms along with the irregularity register above. The original copies of the irregularity register and the forms must be couriered to **the responsible CD: NEA official (CD: NEA Directory)**.

Where Engineering Studies N1 or NC (V) L2 and L3 answer books are implicated in an irregularity during the marking process, the original answer books must be submitted along with the original irregularity form after the marking thereof and copies of the affected scripts must be filed with the batch.

In all instances of irregularities detected during the marking of scripts, the letters **IRR** must be entered to the left of the student ID number and not in the attendance or percentage columns on the official external examination mark sheet, and be highlighted on the mark sheet.

A comprehensive report is to accompany an irregularity when additional investigation has been required, providing details of the investigation conducted.

When additional investigation is required a comprehensive report is to follow within 5 working days after the occurrence of an irregularity, providing details which were not available at the time when the irregularity was initially reported on the DAILY REPORT.

All irregularities of a serious nature, where the security or integrity of a question paper has been breached or the presence of crib notes closely resembling the structure and format of a question paper or fraud has been committed, must be reported immediately to the Chairperson of the National Examination Irregularities' Committee (**see CD: NEA Directory**). It is the responsibility of college management to ensure that such irregularities are detected and reported on.

19.4 REPORTING OF LEAKAGES AND FRAUD

Where physical evidence is found to support a leakage or act of fraud, whether it be possession of a question paper and/or marking guideline or crib notes which correspond to the question paper in hard copy or electronic format, the incident must be reported to the local SAPS office and the CD: NEA. A case number must be obtained from the SAPS and forwarded to the CD: NEA. Similarly, when other types of fraud are suspected (i.e. identity theft, falsified ID document, and student writing on behalf of another) these should also be reported to the SAPS and the case number must be submitted to the CD: NEA.

Leakages and incidents of fraud must be reported telephonically immediately they are detected and followed up with a written report to the Chairperson of the National Examination Irregularities Committee (NEIC). Where possible the evidence and statements from the implicated parties and/or witnesses must accompany the report.

Failure to include an irregularity which constitutes a leakage or fraud in the DAILY REPORT constitutes non-compliance which will be viewed in a very serious light and has the potential to impact on the examination centre status of the centre that has defaulted as this directly affects the integrity of the conduct of examinations at the centre.

20 STORAGE OF SCRIPTS AND PORTFOLIOS OF EVIDENCE

The proper storage of scripts and portfolios of evidence is critical to the verification and re-mark processes in the event that a student should query a result. Failure to store this documentation and make it available on request constitutes an irregularity and will impact negatively on the resulting of affected candidates.

Examination centres are expected to retain and store **all** examination answer scripts for Engineering Studies N1 and NC (V) L2 and L3 and all portfolios of evidence for Engineering Studies N1-N6, Business Studies N4 to N6 and NC (V) Level 2-4 in a secure facility **on-site** for a period of 6 months following the resulting process for verification purposes during CD: NEA and Umalusi visits. Similarly, all attendance registers and seating plans must be kept on file for the same duration.

The scripts and portfolios of evidence may be destroyed and disposed of under the strict supervision of the college management after six (6) months from the date of release of the results for a specific examination cycle on condition that the results of all candidates has been finalised and concluded by the time that the scripts and portfolios may be destroyed. CD: NEA will not be held accountable for the resulting of candidates in the absence of this evidence.

21 HANDLING OF APPLICATIONS FOR RE-MARKING / RE-CHECKING

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.

Candidates must write a two letter code followed by the examination number as payment reference. If a college/campus pays a lump sum for a number of candidates, the lump sum must be paid per service (Re-mark/Re-check). The deposit slip must reflect the relevant two letter code followed by the name of college or campus.

RM is the two-letter code for re-mark.
RC is the two letter code for re-check.

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

Tariffs payable for re-marks/re-check will be communicated to examination centres during the release of results.

The reference for the deposit must be: Exam fee – Name of the college. The TVET/CET College should provide CD: NEA with a copy of the deposit slip, a list of candidates that have applied, the applicable amount for each student and a description of the examination fee paid for which the deposit was made.

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 make a follow up with the courier company to confirm delivery.

The closing date for submission of re-mark/re-check application will be communicated to examination centres during the release of results.

21.1 RE-MARKING OF ENGINEERING STUDIES N1 AND NC (V) L2 AND L3 EXAMINATION ANSWER SCRIPTS

The TVET College will be responsible for the re-mark / re-check of the Engineering Studies N1 and NC (V) L2 and L3 examination answer scripts. After the scripts have been re-marked / re-checked the TVET College must forward the application for the re-mark / re-check along with the re-marked script together with the proof of deposit to **the responsible CD: NEA official (CD: NEA Directory)**.

A register (**ANNEXURE O - REGISTER FOR INTERNAL RE-MARK/RE-CHECK APPLICATIONS (NATED N1 AND NC(V) L2 AND L3)**) for Engineering Studies N1 and NC (V) L2 and L3) must be compiled and emailed to **the responsible CD: NEA official (CD: NEA Directory)** for all Engineering Studies N1 and NC (V) L2 and L3 re-mark/ re-checks.

21.2 RE-MARKING OF REPORT 190/1 N2-N6 AND NC (V) L4 EXAMINATION ANSWER SCRIPTS

The Department will be responsible for the re-mark / re-check of **REPORT 190/1 N2-N6 and NC (V) L4** answer scripts. All applications for re-marking/re-checking must be finalised by the examination centre immediately in order to comply with the closing date for submission to the Department. Examination centres are expected to retain and store all examination answer scripts for Engineering Studies N1 and NC (V) L2 and L3 and all portfolios of evidence for Engineering Studies N1-N6, Business Studies N4 to N6 and NC (V) Level 2-4 in a secure facility on-site for a period of 6 months following the resulting process for verification purposes during CD: NEA and Umalusi visits. Similarly, all attendance registers and seating plans must be kept on file for the same duration.

Applications, accompanied by proof of deposit and a **statement of results** must be submitted physically or via courier to the relevant DHET official.

The Department will not take responsibility for re-mark/re-check applications that will be lost or received late. A register must be compiled on the template. (ANNEXURE C – ENGINEERING STUDIES N2-N6 RE-MARK / RE-CHECK REGISTER).

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.

21.3 SBA/ ICASS FILE STORAGE AND RETRIEVAL

All examination centres are expected to retain and store all ICASS/SBA files in a **SECURE FACILITY ON-SITE** for a period of validity of the ICASS/SBA marks following the resulting process of an examination cycle for verification purposes in both the resulting process and during departmental visits. All this evidence is to be kept up to date and must be available for monitoring, moderation and verification purposes. This includes assessment evidence of the candidates who are repeating subjects (i.e. rewrite candidates).

Failure to store this documentation and make it available on request constitutes an irregularity and will impact negatively on the resulting of affected candidates.

The scripts and portfolios of evidence may be destroyed and disposed of under the strict supervision of the college management after six (6) months from the **date of release of the results** for a specific examination cycle on condition that the results of all candidates has been **finalised and concluded** by the time that the scripts and portfolios may be destroyed. CD: NEA will not be held accountable for the resulting of candidates in the absence of this evidence.

22 THE UTILISATION OF THE ANNEXURES

The attached Annexures are to be utilised for all examinations as follows:

- 14.1 **Annexures A1, A2 and A3** are to be utilised for the **ordering, Audit and control** of Examination material. All examination material ordered must be used for **examination purposes only**. There must be strict control and record keeping of all examination material utilised, which will be audited.
- 14.2 **Annexures B and Annexures C** are to be utilised for the **Reporting** of errors on the Question Papers and Marking Guidelines.
- 14.3 **Annexure D** is the internal Marking Plan to be completed and submitted to DHET as recorded on the form.
- 14.4 **Annexures E, F and G** pertain to the students' scripts:
 - a. **Annexure E** - This document is for Exam centres to record all scripts submitted to Distribution Point.
 - b. **Annexure F** – The Chief Invigilator completes the scripts dispatch note for each batch of scripts submitted.
 - c. **Annexure G** – Absentee form is completed once the exam begins (e.g. at 9:00), and is inserted in the batch to replace the missing script of the absent student.
- 14.5 **Annexures H, I and J** pertain to marking and moderation of scripts:
 - a. **Annexure H** – this is the template to be used to report on the marking of the scripts;
 - b. **Annexure I** – this is the template to be used to report on the moderation of the marking;
 - c. **Annexure J** – this is the cover page for the marking and moderation reports.

- 14.6 **Annexures K, L, M and MA, MB, MC** pertains to the conduct of the examinations and Irregularities which may occur:
- Annexure K** – is the Daily Report on the examinations, which is compulsory to complete and submit every day of the examinations, whether an irregularity occurs or not;
 - Annexure L** – is the Irregularity Register, which the college will record ALL its irregularities that occur throughout the examination cycle.
 - Annexure M** – is the document to be completed when an irregularity occurs, together with the following:
 - Annexure A - of M**, on which the Candidate and Witnesses will record their individual statements concerning the irregularity which occurred.
 - Annexure B - of M**, onto which the evidence of the irregularity is attached (crib notes etc.);
 - Annexure C – of M**, on which the Invigilator will record his/her individual statement concerning the irregularity which occurred.
- 14.7 **Annexure N** – Register to record all Internal Marking Irregularities that may be discovered while marking.
- 14.8 **Annexure O** – Register to record all **applications** for Re-mark or Re-check for **Internal** marking.
- 14.9 **Annexure P** - Register to record all **applications** for re-mark or re-check for **External** marking.
- 14.10 **Annexure Q** – Instructions on how to conduct computer examinations.
- 14.11 **Annexure R** – The Computer Snag list is to be used to check the functioning of all the computer hardware and software and the Printer in the Computer laboratory at least 14-21 days before the exam and again 3 days before the computer examinations.
- 14.12 **Annexure S** – This is a list of the procedures to be followed by all Invigilators within the examination venue.
- 14.13 **Annexure T** – This is the procedure to be followed by the Invigilator should an irregularity occur within the examination venue.
- 14.14 **Annexure U** – This document is to be used for students arriving late to the exam venue due to the following reasons:
- The student had arrived late (between 9:00 and 10:00/14:00 and 15:00), due to a **known** Community/ Taxi strike, which delayed the arrival of the student to come on time.
 - This does NOT allow the student to write the exam LATE, but allows the student's ICASS/SBA mark to be carried over to the next Trimester / Semester / Supplementary examination when he/she will be permitted to write. In case of GETC: ABET the SBA mark will be carried over to the next examination (June/November)
- NO Student will be permitted to write the exam if he/she arrives after 9:00/14h00.
This form is completed and kept on file; and submitted to the registration unit at DHET with the Student registrations for the new Trimester / Semester / Supplementary.
- 14.15 **Annexure V** – If a student fails to produce his/her ID document, the Chief Invigilator must ensure that the student is identified by a Staff member who teaches him/her and then the student must sign Annexure V and be requested to produce the ID Document within 48 hours, failing which, it must be reported as an irregularity. If he/she has forgotten the Exam Permit at home, a **copy** must be issued to him/her for use for that day only. If he/she does NOT have an Exam Permit due to failure to register for the examination on time, that candidate is not permitted to write the examination and must write in the next examination cycle for which he/she **must register**.
- 14.16 **Annexure W** – pertain to Open and Closed book examinations – what is permitted and what is not. No Electronic devices, e-books or any electronic material is permitted in the examination venue. Furthermore, some subjects which were previously Open book examinations, have now been changed to closed book examinations. **Consult with the DHET – Question paper unit to confirm the changes.**
- 14.17 **Annexure X** – Use this form to apply for **Concession for Barriers to Learning** only and must be sent to the Resulting and Certification Assistant Director, with the **supporting documents** from the Medical Specialist.
- 14.18 **Annexure Y** – This document is to be signed by TWO Witnessing Candidates who have witnessed that the Question papers were sealed before being opened in front of all the candidates in the exam venue.
- 14.19 **Annexure Z** – This document consists of the Contact details of the DHET Officials for each unit – your queries must be submitted to the **correct** officials to ensure that you obtain the assistance needed.
- 14.20 **Annexure AA** – Use this form to apply for a concession for candidates with subject clashes.
- 14.21 **Annexure AB** – Use this form to apply for a concession for multiple Computer examination sessions.
- 14.22 **Annexure AC** – Use this form to apply for a concession for the use of **additional** Examination venues, which are not registered sites for the college. The OHS and Fire Compliance certificates for the additional site must be supplied with this form.
- 14.23 **Annexure AD** – Use this form when a student presents him/herself for an examination and the student appears to be unregistered to write the examination, but claims to be registered and has written all assessments for the specific subject. The student will be permitted to write the examination after completing and signing this Pro forma Affidavit Annexure. "A technical irregularity should be registered by the College and a copy of the script and any other supporting evidence should be attached to the affidavit and sent to the relevant DHET official as well as to the marking centre, immediately after the exam session for that day".

- The DHET will investigate and give a response via the campus to the student concerned.
- 14.24 **Annexure AE** – This is a list of examination instructions that must be READ OUT ALOUD by the Invigilator to Students within the examination venue, before the examination commences.
- 14.25 **Annexure AF** – This is an Ablution Facility Register, which is to be used in each examination venue, which must be completed when a student leaves the venue to go to the ablution facility and must sign in when he/she returns to the examination venue.
- 14.26 **Annexure AG** – Authorised Visitors register – which must be completed by any authorised official – who enters the examination venue and signed when leaving the venue.
- 14.27 **Annexure AH** – Security and Confidentiality Agreement – must be completed by every college official for every examination cycle that they are involved as an examination official.
- 14.28 **Annexure AI** – Appointment Letter for the Chairperson of the Campus Irregularity Committee.
- 14.29 **Annexure AJ** – Appointment Letter for each Member of the Campus Irregularity Committee.

CONCLUSION

The processes outlined in these guidelines are applicable to ALL public and private TVET and CET colleges offering Report 190/1, NC (V) and GETC: ABET qualifications without exception.

Failure to comply will lead to an irregularity/ies being lodged against the college with the National Examinations and Assessment Irregularities Committee (NEAIC). Where this does happen, the college in question will receive a written warning form the Chairperson of the National Examinations and Assessment Irregularities Committee and the college will be expected to provide a plan of action indicating how the situation will be prevented from recurring in future. In accordance with the national conduct policy, the examination centre status of examination centres that are repeatedly found to be non-compliant in the conduct and administration of examinations at a college will be investigated and considered for de-registration.

It is our collective responsibility to ensure that national examinations are conducted in such a manner so as not to disadvantage or advantage any student or to bring the credibility of the process into question. Let us all ensure that TVET College qualifications continue to be viewed with high regard in industry and places of employment so that our graduates can compete alongside matriculants in the job market and TVET Colleges can claim their rightful status as institutions of first choice.

REVENUE ITEMS

The following references must be used when making payments, e.g. for remarks etc.

NO	DESCRIPTION	REFERENCE	AMOUNT
1.	Boarding	TT & ID number	200.00
2.	Trade test money (administration & evaluation services)	TT & ID number	250.00
3.	Trade test money (per full trade)	TT & ID number	500.00
4.	Trade test money (provisioning of gap training)	TT & ID number	125.00
5.	Replacement of certificate	Rep & ID number	110.00
6.	Re-checking of examination marks	RC & Examination number	14.50
7.	Re-marking of examination answer books all standards and grades	RM & Examination number	81.00
8.	Concessions (per application)	CC & Examination number	51.00
9.	Combination	CM & Examination number	19.00
10.	Declaration to replace a National N Certificate	DR & Examination number	70.00
11.	Exemption/acknowledgement of an instructional offering (per instructional offering)	EX & Examination number	50.00
12.	Changing of initials, surname, or date of birth	RS & Examination number	19.00
13.	Statement of results	ST & Examination number	19.00
14.	Transfer of examination entry (per instruction offering)	TR & Examination number	25.00
15.	Debt repayment	Persal number, Surname & Initials	

16.	Registration of Private Colleges	PFET & Institution name	500.00
17.	Registration of Private Higher Education Institutions	PHEI & Institution name	500.00
18.	Printing refund	Print & University name	

RULES:

1. Fixed length 15 characters. First two characters (TT), followed by 13 numeric characters (ID number)
2. Fixed length 16 characters. First three characters (REP), next 13 characters numeric only (ID number)
3. Fixed Length 15 characters. First two alpha (RC, RM, CC, CM, DR, EX,RS, ST, TR), next 13 numeric characters(ID Number)
4. Variable length, first eight numeric characters (Persal number), remainder characters alpha (surname and initials)
5. Variable length first 4 must start with (PFET, PHEI). Remainder alpha characters only
6. Variable length first five alpha characters (PRINT) remainder alpha characters only



**EXAMINATION STATIONERY
ORDER FORM**

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

222 Struben Street, PRETORIA, 0002

Tel: +27 12 357 4517, Fax: 086 236 8516, <http://www.ExamInventory@dhet.gov.za>

ENQUIRIES: MUSA NZUZA
OLIVER SELOANE
CHARLES CAKWE
VUSI SITHOLE

TEL: 012-357 3921 / nzuza.m@dbe.gov.za
TEL: 012-357 4517 / seloane.o@dbe.gov.za
TEL: 012-357 3926 / cakwe.p@dbe.gov.za
TEL: 012-357 3253 / sithole.v@dbe.gov.za

NB: THIS IS NOT A STATIONERY ORDER FORM. NO EXAM MATERIAL IS TO BE UTILISED FOR TEST / ASSIGNMENT OR ANY OTHER PURPOSE EXCEPT FOR N1-N6/NC(V) EXAMINATIONS
THE FIGURE SUBMITTED ON THIS FORM WILL BE VERIFIED AGAINST ENROLMENT STATS.
THE ORDER FORM MUST BE ACCOMPANIED WITH THE FULLY COMPLETED AUDIT INVENTORY FORM.

9999 Name of examination centre: _____

Stationery needed for _____ examination cycle

LIST OF EXAMINATION STATIONERY

CODE NO:	DESCRIPTION	QUANTITY NEEDED	QUANTITY ISSUED	NUMBER OF ENROLMENTS
Boe ¼	Application for transfer of examination entry			
Boe 118 (b)	Mathematics N2: Information sheet			
Boe 173	Guideline: Properties of water and steam			
Boe 263	Mechanised Arithmetic Tables (tables I)			
Boe 264	Mechanised Arithmetic Tables (table II)			
Boe 4/7	Application for re-marking of scripts			
Boe 8/1	Guideline: Three figure Mathematical Tables			
Boe 8/2	Guideline: Hot Rolled Structural Steel sections			
Boe 8/4/1	Mathematics N1: Information sheet			
Boe 8/4/3	Mathematics N3: Information sheet			
Boe 8/5	Tables of Steel Reinforcement Areas (round bars)			
Boe 8/9	Graph paper			
Boe 8/9 (a)	1 Cycle Semi-logarithmic graph paper			
Boe 8/9 (b)	5 Cycle Semi-logarithmic graph paper			
Boe 8/10	Abstract paper			
Boe 8/11	Billing paper			
Boe 8/12	Dimension paper			
Boe 8/13	Answer scripts			
Boe 8/13 NCV	Answer scripts for (Navy blue printing)			
Boe 8/15	Script for all computer instructional offerings			
Boe 8/18	3 Cycle Semi-logarithmic graph paper			
Boe 8/19	3 Cycle x 3 Cycles logarithmic graph paper			
Boe 8/20	Drawing paper			
Boe 9/5	Bands for Examination answer scripts			
Boe 9/10	Tamper Proof Plastics (Only Nodal Points)			

Contact person and delivery address: _____

E-mail address: _____

Tel: _____

Examination Officer name: _____

Examination Officer signature: _____

Campus Managers signature: _____

Date: _____

NB: Please place examination stationery order 30 days prior the commencement of the examination cycle. Failure to provide accurate number of enrolments per subjects will delay the dispatching of examination stationery.

Middle column will be completed by DHET: Exams after receiving the order of stationery from the college. Number of enrolments indicated on the order form will be verified by DHET: Exams before issuing examination stationery to the college.



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

INVENTORY AUDIT FORM

ANNEXURE A2

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

222 Struben Street, PRETORIA, 0002

Tel: +27 12 357 4517, Fax: 086 236 8516, <http://www.ExamInventory@dhet.gov.za>

ENQUIRIES: MUSA NZUZA TEL: 012-357 3921 / nzuza.m@dbe.gov.za
OLIVER SELOANE TEL: 012-357 4517 / seloane.o@dbe.gov.za
CHARLES CAKWE TEL: 012-357 3926 / cakwe.p@dbe.gov.za
VUSI SITHOLE TEL: 012-357 3253 / sithole.v@dbe.gov.za

NB: THIS IS NOT A STATIONERY ORDER FORM

NO EXAM MATERIAL IS TO BE UTILISED FOR TEST / ASSIGNMENT OR ANY OTHER PURPOSE EXCEPT FOR N1-N6/NC(V) EXAMINATIONS

THE FIGURE SUBMITTED ON THIS FORM WILL BE VERIFIED AGAINST ENROLMENT STATS.

THE ORDER FORM MUST BE ACCOMPANIED WITH THE FULLY COMPLETED AUDIT INVENTORY FORM.

CENTRE NUMBER: ____9999 ____ NAME OF EXAMINATION CENTRE: _____ EXAMINATION CYCLE: _____

ITEM CODE	DESCRIPTION	STOCK RECEIVED IN PREVIOUS EXAMINATION CYCLE	STOCK UTILISED IN THE PREVIOUS EXAMINATION CYCLE	SPOILT ANSWER BOOKS AND MATERIALS	CURRENT / BALANCE OF EXAMINATION STATIONERY IN THE COLLEGE
BOE 1/4	Application for transfer of examination materials				
BOE 118(b)	Mathematics N2: Information sheet				
BOE 173	Guideline: Properties of water and steam				
BOE 263	Mechanised Arithmetic Tables (table I)				
BOE 264	Mechanised Arithmetic Tables (table II)				
BOE 4/7	Application for re-marking of scripts				
BOE 8/1	Guideline: Three Figure Mathematical Tables				
BOE 8/2	Guideline: Hot Rolled Structural Steel sections				
BOE 8/4/1	Mathematics N1: Information sheet				
BOE 8/4/3	Mathematics N3: Information sheet				
BOE 8/5	Tables of Steel Reinforcement Areas (round bars)				

ITEM CODE	DESCRIPTION	STOCK RECEIVED IN PREVIOUS EXAMINATION CYCLE	STOCK UTILISED IN THE PREVIOUS EXAMINATION CYCLE	SPOILT ANSWER BOOKS AND MATERIALS	CURRENT / BALANCE OF EXAMINATION STATIONERY IN THE COLLEGE
BOE 8/9	Graph paper				
BOE 8/9(a)	1 Cycle Semi-logarithmic graph paper				
BOE 8/9(b)	5 Cycle Semi-logarithmic graph paper				
BOE 8/10	Abstract paper				
BOE 8/11	Billing paper				
BOE 8/12	Dimension paper				
BOE 8/13NTD	Answer scripts (Black printing)				
BOE 8/13NCV	Answer scripts (Navy blue printing)				
BOE 8/15	Script for all computer instructional offerings				
BOE 8/18	3 Cycle Semi- logarithmic graph paper				
BOE 8/19	3 Cycle x 3 Cycles logarithmic graph paper				
BOE 8/20	Drawing paper				
BOE 9/5	Bands for Examination answer scripts				
BOE 9/10	Tamper Plastic Envelopes (Only Nodal Points)				

EXAM MATERIALS VERIFIED BY: _____

EXAMINATION OFFICER SIGNATURE: _____

EXAM MATERIALS CERTIFIED BY: _____

CAMPUS MANAGER / HEAD SIGNATURE: _____

DATE: _____

PHYSICAL ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

CELLPHONE NUMBER: _____

OFFICIAL USE:	SYSTEM CHECKED BY:
Name:	
Signature:	
Date:	

NB: You are advised to keep records of examination stationery for audit purposes. Internal control measures must be in place to ensure that colleges do not contravene section 38 of the PFMA



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DAILY STOCK ISSUE AND CONTROL DURING EXAMINATIONS

ANNEXURE A3

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

222 Struben Street, PRETORIA, 0002

Tel: +27 12 357 4517, Fax: 086 236 8516, <http://www.ExamInventory@dhet.gov.za>

YEAR:	
EXAMINATION CYCLE: □	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>NCV Supplementary <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/></p> <p>GETC <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/></p> </div> <div style="width: 45%;"> <p>T1 - ENG. STUDIES <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/></p> <p>T2 - ENG. STUDIES <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/></p> </div> <div style="width: 45%;"> <p>S1 - BUS STUDIES <input style="width: 40px; height: 30px; border: 1px solid black;" type="checkbox"/></p> <p>ALL PROGRAMS FINAL EXAMINATIONS</p> </div> </div>

S2	
T3	
NCV	
GETC	

Date of Exam	Subjects Written	No. of Exam Booklets issued	Venue	Invigilator/s signature - receipts of blank booklets	No. of Blank Exam Booklets Returned	No. of Exam Booklets returned <i>damaged</i>	No. of Scripts returned	Invigilator/s signature -return of booklets & scripts



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ANNEXURE B

REPORT ON ERRORS IN QUESTION PAPERS

Email Ms Y Goliath at Goliath.y@dbe.gov.za

NAME OF EXAM CENTRE: _____
EXAM CENTRE NO: _____
NAME OF TVET COLLEGE: _____
EXAMINATION DATE: _____
SUBJECT AND PAPER: _____
LEVEL: _____

Section	Question/s	DESCRIPTION OF ERROR	ACTION TAKEN

NUMBER OF MARKS AFFECTED: _____
TIME ERROR DETECTED: _____
SUBMITTED BY: _____
DATE: _____

Recommendation on how the error can be addressed in the marking process-

CONTACT DETAILS: TEL: _____
CELL: _____
EMAIL: _____

NAME:
DESIGNATION:

SIGNATURE

DATE



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

REPORT ON ERRORS IN MARKING GUIDELINES

Email Mr CO Khoza: Khoza.co@dbe.gov.za

NAME OF MARKING CENTRE: _____

PROVINCE: _____

NC (V)/BUS.ST/ENG.ST: _____

EXAMINATION DATE: _____

SUBJECT AND PAPER: _____

LEVEL: _____

Section	Question/s	DESCRIPTION OF ERROR	RECOMMENDED AMENDMENT (Chief Marker / Internal Moderator)

NUMBER OF MARKS AFFECTED: _____

MOTIVATION FOR RECOMMENDED AMENDMENT-

SUBMITTED BY: _____

DATE: _____

CONTACT DETAILS: TEL: _____

CELL: _____

FAX: _____

EMAIL: _____

NAME: _____

DESIGNATION: _____

SIGNATURE

DATE



**higher education
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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING PLAN FOR INTERNAL MARKING (N1 AND NC (V) L2 AND L3)

Email: Ms G Ntanjana - Ntanjana.g@dbe.gov.za

NAME OF COLLEGE OFFICIAL DEALING WITH ENQUIRIES: _____

CONTACT DETAILS: CELL: _____ EMAIL: _____

NAME OF COLLEGE: _____

	CAMPUS 1	CAMPUS 2	CAMPUS 3	CAMPUS 4	CAMPUS 5
1. CAMPUSES TO SERVE AS MARKING CENTRES					
2. MARKING CENTRE MANAGER (PER CAMPUS)					
3. DEPUTY CENTRE MARKING MANAGER (PER CAMPUS)					
4. SUBJECTS TO BE MARKED AT EACH CENTRE					

CAMPUS 1: _____

	SUBJECT	LEVEL	EXAM DATE	MEMO DISCUSSION DATE	MARKING DATES	MARKER/S	MODERATION DATES	MODERATOR/S
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

	SUBJECT	LEVEL	EXAM DATE	MEMO DISCUSSION DATE	MARKING DATES	MARKER/S	MODERATION DATES	MODERATOR/S
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								



REGISTER OF SCRIPTS DISPATCHED TO DISTRIBUTION POINTS

Exam centres should file the register of scripts dispatched to Distribution Points

Exam centre number _____ Name of college: _____ Name of campus: _____

Name of the Distribution Point _____ Date of exam: _____

Exam centres should keep a record of all scripts submitted to Distribution Point. All mark-sheets including the zero attendance mark-sheets and manually generated mark-sheets (MGMs) must be submitted to the marking centre. Each mark-sheet must be **separately** wrapped using the brown wrapper. Even if there are no scripts for that mark-sheet, the mark-sheet must be sent to the marking centre. MGMs must also be recorded on this form.

	Subject and paper	Level	Mark-sheet number	Number of registered candidates per mark sheet	Number of candidates absent per mark sheet	No. of scripts dispatched per mark sheet	Name of the official who hand delivered scripts to the Distribution Point	Name of the Distribution Point official who accepted scripts	Signature of the Distribution Point official who accepted scripts	Date and time on which scripts are received at Distribution Point
1										
2										
3										
4										
5										
6										

	Subject and paper	Level	Mark-sheet number	Number of registered candidates per mark sheet	Number of candidates absent per mark sheet	No. of scripts dispatched per mark sheet	Name of the official who hand delivered scripts to the Distribution Point	Name of the Distribution Point official who accepted scripts	Signature of the Distribution Point official who accepted scripts	Date and time on which scripts are received at Distribution Point
7										
8										
9										
10										
11										
12										
13										
14										
15										

Campus Stamp



CHIEF INVIGILATOR'S DISPATCH NOTE FOR SCRIPTS

Exam centre number _____

Subject: _____ Paper: _____ Level: _____

Date written	Mark-sheet number	Number of candidates wrote	Number of candidates absent	Number of scripts submitted

GUIDELINES

1. This Chief Invigilator's scripts dispatch note must be completed for each batch of scripts and be enclosed with the scripts in the transparent satchel. Scripts with Manually Generated Mark sheets (MGMs) must also be accompanied by this form.
2. Each batch of scripts together with the mark-sheet must be **separately** wrapped using the brown belly band. Even if there are no scripts for that mark-sheet, the mark-sheet must be sent to the Distribution Point.
3. The Chief Invigilator's scripts dispatch note must be placed underneath the mark sheet. The attendance register must be placed underneath this Chief Invigilator's scripts dispatch note.
4. No cancellation or Tippex is allowed on this note.
5. The exam centre must keep a copy for every batch dispatched, for future reference.
6. The satchel of scripts must be sealed within 15 minutes after the end of the session.
7. NB. All examination answer scripts must be submitted to the Delivery Point on a daily basis within an hour of a paper being written.
8. The following information must tally 100%:
 - 8.1. Ticks "✓" on the mark sheet versus actual number of scripts.
 - 8.2. Actual number of scripts versus number of scripts recorded on the belly band (wrapper).
 - 8.3. Absent "a" captured on the mark sheet versus number of absentee forms.
9. Should there be problems with the content of the bag, the Chief Invigilator will be invited to the marking centre to provide clarification at his/her own cost.

The aim is credible results.

It is hereby certified that the number of scripts dispatched corresponds to the attendance register.

	Surname and initials	Signature	Date	Cell phone contact number
Dispatch official				
Chief Invigilator / Campus Manager				
Email address				

College Stamp



EXAM CENTRE STAMP

INTERNAL MARKER'S / CHIEF MARKER'S REPORT



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TVET COLLEGES: INTERNAL MARKER'S / CHIEF MARKER'S REPORT (NATED N1 AND NC(V) L2 AND L3)

SUBJECT:						
LEVEL:		PAPER: (✓)	1		2	
OFFERING: (✓)	NATED			NC (V)		

INSTRUCTIONS FOR COMPLETION

- The report on marking will serve the following objectives:
 - Provide feedback on the standard of the question paper.
 - Provide feedback on the quality of the marking guideline.
 - Provide an overview of student performance in the paper.
- Sections 1, 2 and 3 are to be completed in consultation with the Internal Marking Moderator.
- The report must be completed in detail and single word responses will not be accepted.
- Where additional space is required, use a separate page which must be attached to this report.
- All reports are to be submitted immediately via email on completion of the marking of a subject.

PROVINCE:			
NAME OF COLLEGE:			
NAME OF CAMPUS:			CENTRE NUMBER:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
DURATION OF PAPER:		TOTAL MARKS FOR PAPER:	
DATE ON WHICH PAPER WAS WRITTEN:		DATE(S) ON WHICH SCRIPTS WERE MARKED:	
NAME CHIEF MARKER:			
CONTACT DETAILS OF MARKER / CHIEF MARKER:	Tel No:		
	Cell No:		
	Email:		

PART 1: MARKING PROCESS

ITEM	Y	N	Explain
1. Was a marking guideline discussion convened prior to starting with the marking of scripts?			
2. Was a question marking or whole script approach used?			

PART 2: STANDARD OF THE QUESTION PAPER

ITEM	Y	N	Explain and provide reasons / examples from the paper and mention the specific questions
1. Are the instructions on the question paper clear, unambiguous and easy to interpret?			
2. Is the paper of a technically good quality, i.e. numbering and layout correct?			
3. Is the paper of an appropriate standard for the NATED / NC (V) level?			
4. Does the paper cover the prescribed content and weighting as indicated in the curriculum?			
5. Is the language used appropriate for the NATED / NC (V) level?			
6. Were candidates able to complete the question paper in the stipulated time?			
7. Does the question paper adequately cover the different cognitive levels?			
8. OTHER			

WERE THERE ANY UNFAIR QUESTIONS?

Question no:	Question was worth how many marks?	State and elaborate on the error/unfairness in the question
Example Question 3.4	7 marks	In terms of the data that is required by the candidates in order to answer the question correctly, there is a value called $V_{dc} = 15\text{ V}$ which is missing from the diagram. This missing value renders the candidates completely unable to answer questions (3.4.1 – 5 marks and 3.4.3 – 4 marks) which have a total of 9 marks

PART 3: STANDARD OF THE MARKING GUIDELINE

ITEM	Y	N	Explain and provide reasons / examples from the paper and mention the specific question numbers and mark allocation
1. Does the marking guideline correlate with the question paper regarding mark allocation and numbering?			
2. Do the suggested responses match the questions?			
3. Did any amendments have to be made to the marking guideline? If yes, complete the form attached at the end of this report.			
4. Does the marking guideline cater for alternative responses, where applicable?			
5. Are marks appropriately allocated according to responses expected from candidates, e.g. 1 mark for one-word response and 2-3 marks for a definition?			
6. OTHER			

PART 4: STUDENT PERFORMANCE

INSTRUCTION-

During the marking process each marker should complete the table below and submit it to the Chief Marker on conclusion of the marking process per subject. The Chief Marker must incorporate the inputs of all markers for the subject into the final Chief Marker's report.

Question Number	Content assessed in the question	Rate Candidates performance in question				Highlight areas of weakness in student performance in the content assessed in the question In each case Indicate the question number and number of marks affected.
		Poor	Average	Good	Excellent	
EXAMPLE	TRIAL BALANCE		X			<i>In question 7.4 Most candidates unable to calculate <u>Cost of sales</u> (4 marks) and <u>Depreciation</u> (3 marks)</i>
1						
2						
3						
4						
5						
OVERALL	XXXXX					

PART 5: IRREGULARITIES

Were any irregularities picked up in student responses? If yes, provide the examination number and a brief description of the nature of the irregularity.

PART 6: INTERVENTIONS

Interventions implemented to support teaching and learning in the subject during the course of the academic year:

Nature (Lecturer training / Holiday school / etc.)	Target audience (Lecturers / Candidates)	Name of service provider (Province / National / Company / Organisation)	Focus (Curriculum content Development of assessment tasks / etc.)
Workshops	Lecturers	Organisation	Water utilities

PART 7: RECOMMENDATION

Based on your experience as a marker / chief marker, your evaluation of the question paper and comparing this paper to that of previous years, do you recommend that the raw marks be accepted as is, adjusted downwards or adjusted upwards and by what percentage? Motivate your recommendation. The motivation must be in relation to your comments on the **standard of the question paper; standard of the marking guideline and student performance.**

Recommendation	(✓)	%	Motivation
a) Raw Marks accepted			
b) Adjustment upwards			
c) Adjustment downwards			

Based on the quality of student performance in this examination, provide a list of all areas that require additional attention to improve teaching, learning and assessment in this subject.

Name of Marker / Chief Marker: _____

Signature: _____

Date: _____

Name of Internal Moderator: _____ Signature: _____

Date: _____

RECORD OF AMENDMENTS TO MARKING GUIDELINE

[illegible]

Name of Marker / Chief Marker: _____

Signature: _____

Date: _____

Name of Internal Moderator: _____ **Signature:** _____

Date: Date: _____

Note: A single collated report must be submitted per TVET College. For example, where a college has five campuses all offering a subject, the coordinator for the chief markers' reports for the subject will receive five reports and then collate the information into a single report for that subject and paper and submit this to CD: NEA on behalf of the TVET College.

An editable Word Document report must be emailed to CD: NEA using the naming convention as indicated in the *Guidelines for the Conduct and Administration of Examinations in TVET Programmes*

INTERNAL MARKING MODERATOR'S REPORT



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

TVET COLLEGES: INTERNAL MARKING MODERATOR'S REPORT (NATED N1 AND NC(V) L2 AND L3)
INSTRUCTIONS FOR COMPLETION

1. The moderator's report on marking will serve the following objective:
 - a) Provide feedback on the standard and quality of the marking process.
2. The report must be completed in detail and single word responses will not be accepted.
3. Where additional space is required, use a separate page which must be attached to this report.
4. All reports are to be submitted immediately via email on the completion of marking the subject.

PROVINCE:							
NAME OF COLLEGE:							
NAME OF CAMPUS:				CENTRE NUMBER:			
OFFERING: (✓)	NATED				NC (V)		
LEVEL:				PAPER: (✓)	1		2
SUBJECT:							
DATE ON WHICH PAPER WAS WRITTEN:				DATE ON WHICH SCRIPTS WERE MODERATED:			
NAME OF INTERNAL MODERATOR:							
CONTACT DETAILS OF INTERNAL MODERATOR:	Tel No:						
	Cell No:						
	Email:						

PART 1: MODERATION PROCESS

1. Was the work of all markers or only selected markers moderated? Provide a motivation for the approach used.

2. Was a selected question or a whole script approach used for moderation? Provide a motivation for the approach used.

3. How many scripts were moderated? Provide a record of the scripts moderated on the attached sheet.

PART 2: STANDARD OF MARKING

ITEM	Y	N	Explain and provide reasons / examples from the paper and mention the specific questions
1. Was there consistency in the allocation of marks? If no, state examples.			
2. Was the marking guideline adhered to? If no, state examples.			
3. Were any marker(s) requested to re-mark the questions they were responsible for? If yes, list names and explain why.			
4. Were marks accurately totalled? If no, state examples.			
5. Were marks transferred accurately? If no, state examples.			

PART 3: MARKER PERFORMANCE

Question Number	Rate marker performance per question				If marker performance is weak or average, highlight areas of weakness / concern
	Poor	Average	Good	Excellent	
EXAMPLE	X				<i>Mark allocation inconsistent across scripts - markers unable to interpret responses to this open-ended question and did not always give credit where due</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
OVERALL					

PART 4: MARKING IRREGULARITIES

1. Were any irregularities picked up in how a marker approached the marking process? If yes, provide a brief description of the nature of the irregularity and how the situation was resolved.

PART 5: RECOMMENDATION

Based on your experience as an internal moderator, your evaluation of the marking process and comparing this paper to that of previous years, do you recommend that the raw marks be accepted as is, adjusted downwards or adjusted upwards and by what percentage? Motivate your recommendation. The motivation must be in relation to your comments on the **standard of the question paper; standard of the marking guideline and student performance**.

Recommendation	(✓)	%	Motivation
a) Raw Marks accepted			
b) Adjustment upwards			
c) Adjustment downwards			

Name of Internal Moderator: _____

Signature: _____

Date: _____

Note: A single collated report must be submitted per TVET College. For example, where a college has five campuses all offering a subject, the coordinator for the chief markers' reports for the subject will receive five reports and then collate the information into a single report for that subject and paper and submit this to CD: NEA on behalf of the TVET College.

An editable Word Document report must be emailed to CD: NEA using the naming convention as indicated in the *Guidelines for the Conduct and Administration of Examinations in TVET Programmes*.



**COVER SHEET FOR SUBMISSION OF MARKERS' AND MARKING MODERATORS'
REPORTS**

NAME OF COLLEGE		NAME OF CAMPUS		CENTRE NO.	
-----------------	--	----------------	--	------------	--

No	LEVEL	SUBJECT	PAPER (✓)		REPORTS (✓)	
			1	2	Marker	Moderator
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

12						
13						
14						
15						
16						
17						
18						
19						
20						

Name of campus manager / examination officer:	
Contact number:	
Signature:	
Date:	

DAILY REPORT ON THE EXAMINATIONS
THIS REPORT MUST BE SUBMITTED TO: manne.l@dbe.gov.za

1.	COLLEGE:		2.	PROVINCE:	
3.	LIST OF EXAM CENTRES (& NUMBERS) THAT WROTE:		4.	DATE OF EXAMINATION:	

5. REPORT ON THE CONDUCT OF THE EXAMINATION

5.1 Were there any irregularities encountered in the conduct of the examinations?

YES	NO

5.2 If YES, fill in the details on the table provided below.

Number of centres at which irregularities occurred:	
Number of subjects in which irregularities occurred:	
Number of irregularities reported:	
Number of candidates implicated:	

5.3 Provide the details of the centres, subjects, nature of irregularities, candidates implicated and action taken with regard to the information provided in 5.2 above.

NAME AND NUMBER OF CENTRE AT WHICH IRREGULARITIES OCCURRED	NAME OF SUBJECT/LEARNING AREA AND LEVEL IN WHICH IRREGULARITIES OCCURRED PER CENTRE	ID NUMBERS OF CANDIDATES IMPLICATED	NATURE OF IRREGULARITIES REPORTED PER CENTRE	ACTION TAKEN

6. DEPUTY PRINCIPAL: ACADEMIC OF TVET/CET COLLEGE

NAME OF OFFICIAL: _____

SIGNATURE: _____

DESIGNATION: _____

DATE: _____

CELL NUMBER: _____

CONDUCT IRREGULARITY REGISTER
THIS REPORT MUST BE SUBMITTED TO: manne.l@dbe.gov.za

PROVINCE: _____

NAME OF COLLEGE: _____

Date	Centre No	Centre Name	ID NO												Offering / Subject	Level	Paper No. (1 / 2)	Mark Sheet No	Category of Irregularity as per irregularity form	Description of Irregularity



IRREGULARITY REPORT

Steps to be followed in dealing with irregularities:

Centre No:	Mark sheet No:
Subject:	Name of centre:

1. Identify the kind of irregularity from the list provided.
2. Indicate the irregularity by writing "IRR" boldly in the margin as well as on the outside cover of the student's script.
3. State as briefly as possible in or on the script WHY an irregularity is alleged /suspected and the evidence must ALWAYS be provided.
4. The whole script must be batched in the usual way regardless of the suspected irregularity.
5. Write "IRR" in the margin next to the affected student's number on the mark sheet.
6. Chief Invigilator record observations in allocated space on page 2 of this document.
7. Chief Invigilator makes a copy of the Irregularity Report and files a record safely at the centre.
8. Chief Invigilator submits affected script/s with an attached copy of the mark sheet to the marking centre.

EXAMINATION NUMBER	NATURE OF IRREGULARITY	EVIDENCE PROVIDED

NOTE: Attach statement of candidates and witnesses as **IRREGULARITY ANNEXURE A** and evidence as **IRREGULARITY ANNEXURE B**.

SELECT AN IRREGULARITY COMMITTED BY THE STUDENT

1 Intimidation	21 Script/s among scripts of another centre
2 Notes brought into the exam room	22 Script/s handed in late
3 Copying: reported by invigilator/s	23 Technical problem with script/s
4 Copying: reported by examiner	24 Late registration of irregularity
5 Helped by fellow student	25 Exam script damaged
6 Ignored invigilator's instructions	26 Student did not use prescribed script
7 Fraud: another person wrote for the student	27 Dates (exam and time table) differ
8 Possibly assisted by invigilator	28 Transgression of rules by official
9 Different handwriting in script	29 Drunk and disorderly conduct
10 One student - two examination scripts	30 Type not listed above
11 Improper invigilation	31 Answers according to memo
12 Copying from textbook	33 Missing script
13 Crib notes discovered in script	34 Answered other/previous question paper
14 Improper identification	35 Blank script handed in
15 Own examination number not used	36 Sickness
16 Allowed an "open book" examination	37 Wrote at 2 centres
17 Bribery	38 Wrote on different grade than registered
18 Script taken out of exam room and handed in later	39 Exam number not on mark sheet
19 Exam written outside the exam room	
20 Paper/s leaked beforehand	

FOR CHIEF INVIGILATOR TO COMPLETE

Chief Invigilator's Brief Report	NOTE: Attach report as ANNEXURE C				
Recommendation/s					
Chief Invigilator's Name & Surname		Signature		Date	
Mobile Number					

IRREGULARITY ANNEXURE A

STATEMENT BY STUDENT AND WITNESSES

Statements by student and witnesses (other candidates and/or invigilators who witnessed the irregularity).

[illegible]

IRREGULARITY ANNEXURE B

EVIDENCE TO SUPPORT IRREGULARITY

Attached evidence, for example original copy of crib notes, copy of notes on calculator / ruler, etc.

IRREGULARITY ANNEXURE C

INVIGILATORS' REPORT

Full report from invigilator describing the circumstances and details giving rise to the incident.

[illegible]

MARKING IRREGULARITY REGISTER (NATED N1 AND NC(V) L2 AND L3)

PROVINCE: _____

NAME OF COLLEGE: _____

Date	Centre No	Centre Name	ID NO																Offering / Subject	Level	Paper No. (1 / 2)	Mark Sheet No	Category of Irregularity as per irregularity form	Description of Irregularity



CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT
REGISTER FOR INTERNAL RE-MARK/RE-CHECK APPLICATIONS (Engineering Studies N1 and NC (V) L2 and L3)

No	ID/Examination number														Subject and Level	Re-mark/ re-check	Amount paid	Application date	Original mark	Re-mark mark
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				



CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

REGISTER FOR EXTERNAL RE-MARK/RE-CHECK APPLICATIONS (N2 to N6 and NC (V) L4)/GETC: ABET

No	ID/Examination number														Subject and Level	Re-mark/ re-check	Amount paid	Application date
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		

ADDITIONAL INSTRUCTIONS FOR COMPUTER EXAMINATIONS ONLY

- (1) You must be seated **40 minutes** before the start of the **Computer** examination time; this time is allocated to the reading and implementing instructions. You may NOT begin typing until instructed to do so by the Invigilator. During this time, it is suggested that the candidates' login with login names and passwords as given by the IT Department and handed out by invigilators. The default settings must also be set. Any documents that have been loaded on the shared drive should be saved onto the desktop for easy access. Computer Practice candidates may use this time to read through the paper.
- (2) **NB: Different Logins are created to avoid candidates from accessing other candidates work from a previous session. If different logins are unable to be created, then the computer hard drives must be cleaned between sessions.**
- (3) **NB: No computers must have previous work (class work or notes) saved and accessible to candidates during the examinations.**
- (4) Ensure that all your computer printouts have **your own Identity number typed in, as well as the watermark**, which clearly indicates the computer station number and Question number. All printouts **without** these **typed** identification requirements (or with **handwritten** identity numbers) will NOT be considered for marking.
- (5) IT technicians, lecturers and candidates **may not print** for a candidate nor candidates for each other. This is regarded as an examination irregularity.
- (6) Candidates print during the examination and printouts will be collected from the printer by one of the invigilators and handed immediately to each candidate identified by the identity number and watermark (computer number). No candidate will be permitted to leave his/her station to go to the printer.
- (7) Ensure that you save your work on a regular basis. It is the candidates' responsibility to protect their answers, through regular saving in order to prevent loss of work. No extra time will be allocated for such loss of work.
- (8) Save your work correctly. It is not the responsibility of the Invigilator or Technician to "find" work that has been incorrectly saved and "lost".
- (9) You may not request the Invigilator to assist you **in any way** unless the computer freezes or is faulty and needs the intervention of the IT Technician or his designate; or if there is a fault in the question paper and needs the intervention of the Chief Invigilator.
- (10) All printouts which you regard as errors must be crossed out and inserted at the back of your folder. (No printouts may be discarded or thrown into the dust bin).
- (11) If a computer has a technical failure and the candidate had to move to another computer (and will therefore have more than one watermark, a note to this effect signed by the Invigilator and witnessed by the co-invigilator and must be included within the candidate's folder of all Printouts. The time that this occurred must be recorded within the report.

For Information Processing and Office Data Processing:

- (12) Candidates may enter BEFORE the 40 minutes before the start of the exam, under the supervision of the Invigilators. This time may be utilised to do their warm up finger keyboarding drill for the speed test before the start of the examination; however, all drills must stop 40 minutes before the start of the examination and then the following instructions must be followed.
- (13) All desks and computers must be cleared of any type of material used for the drills or exercises.
- (14) During the 40 minutes before the start of the examination these candidates will follow the same routine as the Computer Practice candidates as referred to in point (1). However, no typing must actually take place.
- (15) In the last 5 minutes BEFORE THE START of the examination, the candidates focus will be on the Speed & Accuracy test and they will be given 3 minutes to read through the Speed & Accuracy test. All emphasis is about keeping the candidates CALM. Invigilators are not allowed to move around during the speed test.
- (16) Before the speed and accuracy question commences, candidates are instructed to follow the setting instructions for the Question and to insert the examination number (Identity number) and question number only. Thereafter, candidates must wait until the Invigilator gives the instruction to begin and to stop and print when the Invigilator instructs candidates to do so. Once you have stopped, you will be instructed to print the speed test and it must be SAVED.

- (17) Invigilator must **have either a stop watch or any watch/clock with stop watch** facilities and **MUST** be familiar with conducting a speed & accuracy test using it;
- (18) The speed and accuracy question will be conducted **ONCE ONLY** by the Invigilator, in a **controlled, timed** session at the **beginning** of the examination **ONLY**.
- (19) The Invigilator will use the stop watch to start the candidates at the end of the 10minute period, firmly instructing the candidates to stop all **at the same time**. No candidate must start before or stop after the instruction to do so.
- (20) The invigilator will collect and keep the printouts of this question from the printer, **the Invigilators will initial it at the bottom of each page AND at the end of the typed work**; and only hand it out at the **end** of the examination to be inserted into each candidate's folder.
- (21) If you do not want to do this question, you will only be allowed to continue with the rest of the examination when the duration of the speed and accuracy question has been concluded.
- (22) All **uncontrolled** speed and accuracy questions will NOT be marked. This is identified as follows:
 - a. if a candidate has completed the entire speed and accuracy question within the given 10 minutes and yet is unable to complete all other questions within the balance of the 3 hours (this arouses suspicion of the speed and accuracy question **not** being timed and controlled and will be flagged as an irregularity).
 - b. If the completed speed and accuracy question is not signed by the Invigilator.
- (23) After the speed test the invigilator will quickly check that all speeds are off the screens and allow the candidates to continue with the rest of the paper.



COMPUTER VENUE SNAG LIST

Examination:		Computer Venue:	
--------------	--	-----------------	--

Subject to be written:		Level:	
------------------------	--	--------	--

I, of
Name of Computer Lecturer Campus/CLC

hereby declare that the abovementioned Computer venue, computers, printers and air conditioners/fans have been **prepared and checked for compliance**, in readiness for the Examination as per requirements listed below:

	Requirements	✓	Remarks
1	All equipment (computers and printers etc., have been serviced before the final examination) and confirmed to be in good working order.		
2.	Printer is in good working order and prints clearly (i.e. cartridges have been replaced).		
3.	All computers are connected to the printer and have been tested to print from this printer.		
4.	All computers are separated by dividers (adequately blocking the screen from other candidates).		
5.	Printers have been set to print on one side only; and the watermark has been set to appear uniquely on all printouts.		
6.	All Audio typing software is functional and has been tested to be working well. (Information Processing & Office Data Processing L4)		
7.	If CDs are used for Audio typing, the CD/DVD ROM is in working order.		
8.	The CD with the pre-loaded files for the examination have been received from the DHET 14-21 days before the examination and checked for functionality.		
9.	All essential approved software programs (and approved versions) or files for this examination are pre-loaded (at least 3 days prior) and functional; e.g. Internet working, loaded files are accessible.		
10.	All computers have the necessary, functional software for this examination.		
11.	All computers have the necessary hardware attached and functional for this examination.		
12.	If the answer for 9-10 above is NO, what contingency plans have been made?		
13.	Air conditioners or fans are in good working order and ventilation in the computer venue is good and suitable for the examination.		
14.	A contingency plan has been finalised with a Company to hire Generators for the Computer examinations, in the event of a power failure or load shedding.		

.....
Signature of Computer Lecturer

.....
Date

.....
Signature of Computer Technician/HOD

.....
Date

.....
Signature of Chief Invigilator

.....
Date



INVIGILATION CHECKLIST

		✓
1.	Invigilator has signed the Invigilation attendance register	
2.	Invigilator collected the exam material and Question papers before the start of the exam and signed the Daily Exam material register. [Collect preferably from 8:00/13:00 and then move to the exam venue]	
3.	In the exam venue: Invigilator must check that the desks are set out 1 m apart neatly and must be numbered the day before the exam , according to rows, e.g. Row A, No. 3	
4.	The venue walls and notice board is cleared of all posters besides those pertaining to exam instructions, e.g. No cell phones, no notes or text books etc. And the seating plan must be posted outside the examination venue.	
5.	The following are written on the board BEFORE candidates enter the venue: <ul style="list-style-type: none">• Exam Centre Number• Name of the Subject/s being written• Name of the Paper (e.g. Paper 1 or 2) X or Y Paper• Date of the Exam• Duration/Time: per hour and last 15 min and then last 5 minutes (e.g. 9:00-9:30..., and 11:45, 11:55, 12:00 etc.)	
6.	Allow candidates to sanitise as they enter the venue from 8:15/13:15 , checking each candidate's ID document and Exam permit as they enter (check back of Permit and pages of ID Book for crib notes); and that no bags, cell phones or books are brought in (except for material for open book examinations). At 8:30/13:30 all candidates must be SEATED in the exam venue ,	
7.	Once all candidates have settled down quietly at 8:30/13:30 , the door is closed – no other candidates are allowed in UNTIL the START of the examination at for example, 9:00/14:00, Invigilator then reads the Examination Rules (not the Subject instructions) before the examination commences and ensures that these are adhered to by candidates.	
8.	Arrival after 8:30/13:30 - are directed to a holding room where their exam Permits and ID documents are checked and the Students Examination rules read to them. (they are not given the exam Question paper until they are in the exam venue).	
9.	In the exam venue, the Invigilator then issues each seated candidate with an Answer book and instructs them to write the details from the board on the cover page. [The Answer book may also be issued as the candidates enter the Exam venue].	
10.	Each candidate must sign the Attendance register either at his/her desk once they have all settled down, or as the blank Answer books are handed to candidates. Allow candidates to sanitise before and after signing.	
11.	Invigilator checks with candidates that the content of the cover page is correctly completed.	
12.	Invigilator checks, before opening, that the sealed package of Question papers contains correct Question papers according to the subject, time and date specified on the examination timetable (e.g. level, paper number, language, etc.)	
13.	Invigilator requests two candidates to witness and sign a document that the package of question papers was sealed before opening in front of the candidates within the examination venue.	
14.	The Invigilator/s issues the question papers to seated candidates.	
15.	The invigilator checks with the candidates the correctness of the Question paper, by going through the question paper with candidates, page by page (to ensure that no pages are missing). (Do not read the questions)	
16.	Ten minutes is allowed for candidates to read through the paper	
17.	When the examination is about to begin at 8:55/13:55, students waiting outside may be escorted into the venue and are handed their Question paper and Examination booklet to begin writing the examination.	
18.	Invigilator/s vigilantly and quietly moves around the venue and randomly checks Math sets, calculators, permit content, etc. for crib notes.	
19.	Immediately after the examination has started , absentee notes are completed for candidates who haven't arrived and they are marked absent on the mark sheet register.	
20.	Any candidate who has completed writing may be allowed to leave after the first hour but may NOT take the Question paper out . (He/she may collect it AFTER the end of the exam sessions). No student may be	

	permitted to leave within the last 15 minutes of the examination session.	
21.	Time is struck off on the board after each hour and then the last 15 minutes and the last 5 minutes is announced.	
22.	At the end of the examination, scripts are collected from each seated candidate and they sign the register a second time when they hand in their script.	
23.	Arrange the examination answer books and absentee forms that belong to a specific mark sheet in numerical order according to the examination numbers appearing on the mark sheet	
24.	Place the mark sheet that belongs to a pile of examination answer books on top of the pile of examination answer books.	
25.	Check in the batched answer books and all blank or spoilt answer books at the Exams office; and sign for them in the control register by the Chief Invigilator in the Exam office.	



DECLARING AN IRREGULARITY

Irregularities could be crib notes in the ID book, on back of Permit, on rulers, calculators, math sets, paper, on the body, etc. of the candidate writing the examination; or an illegal candidate writing for another, etc. Whether irrelevant or not, it must be declared as an irregularity.

HOW TO DECLARE AN IRREGULARITY – FOR INVIGILATORS

	Invigilator discovers notes on Ruler, back of Permit or in ID pages, or on Calculator or on body	Done✓
	If found on the candidate's body – if on visible parts – take a photo with your phone; or get another Invigilator to witness it – they will write a report - evidence is the witnesses' report. If candidate eats/destroys/rubs out the evidence before it can be confiscated – write this in your report and if anyone else witnessed it – they will write a report.	
1.	Invigilator confiscates the evidence (notes, Permit with notes, Ruler with notes; calculator with notes, etc.); as well as the candidate's Exam Answer book.	
2.	Invigilator informs the candidate quietly, without causing any disturbance, that this is an irregularity and that he/she will be allowed to continue from where he/she left off in a second answer book and both will be submitted for marking.	
3.	Invigilator then writes the following on the Cover page: <ul style="list-style-type: none"> On the confiscated answer book – "IRR – crib notes on ruler" (or whatever offence was committed), the time the script was confiscated; and book 1 of 2. Issue a new answer book to the candidate after writing on the cover page: "IRR – crib notes on ruler" (or whatever offence was committed), the time the new answer book was confiscated; and book 2 of 2. 	
4.	Invigilator will instruct the candidate that he/she will continue from the question where he/she finished off in answer book 1; and at the end of the examination, he/she must not leave the venue as he/she will have to go to the office to write out his/her report on what transpired.	
5.	At the end of the examination, the candidate, the Invigilator and the Chief Invigilator will write a Report on their experience and both Answer book 1 and book 2 of the candidate will be put together with any evidence.	
6.	The Chief Invigilator will make copies of Reports and the crib notes; – if it is on the ruler or calculator – and if possible, a photocopy will be made of the notes (if not visible – the actual items must be confiscated as evidence). The Chief Invigilator will also write a Report using the Annexures for Irregularities and make copies of all the report	
7.	Scan and email the reports to DHET: manne.l@dbe.gov.za immediately. The copies of all the Reports will be attached to the candidate's Book 1 and book 2 and batched with all the other scripts to be sent to the Nodal Point for the marking centre.	
8.	Copies of all documents will also be presented to the College / Campus IRR Committee, who will also convene a meeting that afternoon to discuss the matter and to make a recommendation in their report to the DHET.	
9.	All <u>original</u> Reports, together with the <u>evidence</u> , will be couriered to DHET for attention of: <ul style="list-style-type: none"> Ms L Manne, Department of Higher Education & Training, 2nd Floor Examinations, SF964, 222 Struben Street, Pretoria. 	



**CANDIDATE LETTER: APPLICATION TO WRITE IN NEXT EXAMINATION DUE TO
LEGITIMATE LATE ARRIVAL**

Candidate Name and Surname:	
Candidate ID Number:	
Date of examination missed:	
Exam (Subject and Level)	

- (a) This letter serves to confirm that the candidate will write in the next examination session and that the Site-based assessment/ICASS marks will be utilised for the next applicable examination session, due to the following reasons:

FOR LEGITIMATE LATE ARRIVAL:

--

1. Prior to the start of the examinations, I was made aware of the candidate exam training session and that attendance at this session was compulsory; and at the training session I was made aware of the examination regulations, including instructions regarding the arrival time (30 minutes before the start of the examination) and the consequences of arriving late (after the starting time) for the examinations; however, I arrived late due to the legitimate reasons below:

Commuter strikes or other Riots, etc., (not the fault of the Candidate)	
----------------------------------------------------------------------------	--

2. I therefore acknowledge that I will be required to write this subject that I have missed during the next

Trimester	Semester	NC(V) or Supplementary
-----------	----------	------------------------

examination session (select the applicable option).

3. I am aware that since I have not been permitted to, or was unable to write the current examination due to abovementioned reasons, I will be permitted to write all the subjects missed, ONLY for those **which I qualify** (as per Examination Permit and ICASS regulations) during the immediate next

Trimester	Semester	NC(V) or Supplementary
-----------	----------	------------------------

examination session. (select the applicable option).

I have been informed that my valid ICASS/SBA assessment marks will be utilised for the ensuing examination.

Candidate signature

Principal/Academic Manager

Date

Date



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CANDIDATE'S FAILURE TO PRODUCE ID DOCUMENT OR EXAM PERMIT FOR AN EXAMINATION

Date: _____

Candidate Name and Surname: _____

Candidate ID Number: _____

Exam: (Subject and Level) _____

This letter serves to confirm that I arrived at my exam room without my ID Document / Examination Permit.

I acknowledge the following:

3. Prior to the start of the examinations, I was made aware of the scheduled candidate exam training session and that attendance at this session was compulsory, where all the rules and regulations were explained.
4. At the Pre-Examination training, as well as when I was issued with my Examination Permit, I was made aware that I will not be permitted to write an examination without:
 - a. My valid ID document; and
 - b. My Examination Permit.

5. Today,(date) I have not produced the following on arrival to the Examination venue:

My ID document	
My Examination Permit	

6. I am aware that I will have to present myself to the Examination Office, in order for the Chief Invigilator to identify me and issue me with this Permission document and a (daily-dated) temporary copy of my ID document and/or a temporary copy of the Examination Permit to enter the examination venue after being identified.
 7. I agree to the regulations that I will produce my ID document / Affidavit to the Examination officer within 24 hours. (if ID document was not produced).
- and
8. I am willing to pay for a copy of my Examination Permit / copy of ID Document to be issued to me before I enter the examination room. (Cost of the copy to be determined by the College).
 9. I am aware that failure to produce my original ID document within 24 hours will result in the incident being reported to the DHET as an irregularity and that I will bear the consequences thereof.

Candidate signature

Principal/Academic Manager/Chief Invigilator

Date

Date



SUBJECTS RELATED TO OPEN AND CLOSED BOOK EXAMINATIONS

The table below provides an indication of the subjects in which OPEN and CLOSED Book examinations are conducted in Report 191 Business Studies part-qualifications along with a description of the REFERENCE material allowed in the examination room.

NO	SUBJECT	OPEN BOOK	CLOSED BOOK	REFERENCE MATERIALS ALLOWED IN THE EXAMINATION ROOM
1	Communication N4 – Paper 1 Kommunkasie N4 – Vraestel 1	Yes		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
2	Communication N4 – Paper 2 Kommunkasie N4 – Vraestel 2		Yes	2 Dictionaries (bilingual and/or explanatory) - no additional reference works
3	Communication N5 – Paper 1 Kommunkasie N5 – Vraestel 1	Yes		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
4	Communication N5 – Paper 2 Kommunkasie N5 – Vraestel 2		Yes	2 Dictionaries (bilingual and/or explanatory) - no additional reference works
5	Communication N6 – Paper 1 Kommunkasie N6 – Vraestel 1	Yes		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
6	Communication N6 – Paper 2 Kommunkasie N6 – Vraestel 2		Yes	2 Dictionaries (bilingual and/or explanatory) - no additional reference works
7	Day Care Communication N5 – English, Afrikaans and isiXhosa	Yes		3 reference works
8	Day Care Communication N5 – English, Afrikaans and isiXhosa	Yes		3 reference works
9	Entrepreneurship & Business Management N4 – Paper 1 Entrepreneurskap & Ondrenemingsbestuur N4 Vraestel 1		Yes	NONE
10	Entrepreneurship & Business Management N4 – Paper 2 Entrepreneurskap & Ondrenemingsbestuur N4 Vraestel 2	Yes		5 reference works – dictionaries, pocket calculator, textbooks, student files containing lesson notes
11	Entrepreneurship & Business Management N5 – Paper 1 Entrepreneurskap & Ondrenemingsbestuur N5 Vraestel 1		Yes	None
12	Entrepreneurship & Business Management N5 – Paper 2 Entrepreneurskap & Ondrenemingsbestuur N5 Vraestel 2	Yes		5 reference works – dictionaries, pocket calculator, textbooks, student files containing lesson notes
13	Entrepreneurship & Business Management N6 – Paper 1 Entrepreneurskap & Ondrenemingsbestuur N6 Vraestel 1		Yes	None

NO	SUBJECT	OPEN BOOK	CLOSED BOOK	REFERENCE MATERIALS ALLOWED IN THE EXAMINATION ROOM
14	Entrepreneurship & Business Management N6 – Paper 2 Entrepreneurskap & Ondrenemingsbestuur N6 Vraestel 2	Yes		5 reference works – dictionaries, pocket calculator, textbooks, student files containing lesson notes
15	Interior Styles & Studies N4 Interieurstyle en Studies N4	Yes		Class notes and 5 additional resources
16	Interior Styles & Studies N5 Interieurstyle en Studies N5	Yes		Class notes and 5 additional resources
17	Interior Styles & Studies N6 Interieurstyle en Studies N6	Yes		Class notes and 5 additional resources
18	Introductory Communication N4 Inleidende Kommunikasie N4	Yes		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
19	Management Communication N4 – Paper 1 Bestuurskommunikasie N4 – Vraestel 1	Yes		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
20	Management Communication N4 – Paper 2 Bestuurskommunikasie N4 – Vraestel 2		Yes	2 Dictionaries (bilingual and/or explanatory)
21	Tourism Communication N4 Toerismekommunikasie N4	Yes		Student portfolio containing class notes, brochures, guides, case studies and assignments, along with textbooks, travel voucher and 2 dictionaries
22	Tourism Communication N5 Toerismekommunikasie N5	Yes		Student portfolio containing class notes, brochures, guides, case studies and assignments, along with textbooks, travel voucher and 2 dictionaries
23	Tourist Destinations N4 Toeristebestemmings N4	Yes		Student portfolio containing class notes, brochures, guides, case studies and assignments and textbooks, pocket calculator and atlas
24	Tourist Destinations N5 Toeristebestemmings N5	Yes		Student portfolio containing class notes, brochures, guides, case studies and assignments and textbooks, pocket calculator and atlas
25	Tourist Destinations N6 Toeristebestemmings N6	Yes		Student portfolio containing class notes, brochures, guides, case studies and assignments and textbooks, pocket calculator and atlas
26	Travel Services N4 Reisdientse N4		Yes	
27	Travel Services N5 Reisdientse N5	Yes		DTT/DTS Manual, student portfolio containing class notes, brochures, guides, case studies, assignments AND textbooks, pocket calculator.
28	Travel Services N6 Reisdientse N6		Yes	pocket calculator and extracts from websites
29	Building & structural construction N5	Yes		Open book. A2 drawing paper; hot-rolled steel sections (BOE 8/2)
30	Building & structural construction N6	Yes		Open book. Tables BOE 8/2; candidates may use personal notes and textbooks. Calculators may be used.
31	Chemical plant operation N4		Yes	<Periodic table must be attached to paper.>
32	Chemical plant operation N5		Yes	<Periodic table must be attached to paper as well as document indicating properties of organic compounds.>

NO	SUBJECT	OPEN BOOK	CLOSED BOOK	REFERENCE MATERIALS ALLOWED IN THE EXAMINATION ROOM
33	Chemical plant operation N4		Yes	<Periodic table must be attached to paper.>
34	Chemical plant operation N5		Yes	<Periodic table must be attached to paper as well as document indicating properties of organic compounds.>
35	Engineering science N4		Yes	<Information sheet regarding physical constants attached.>
36	Power machines N5		Yes	Steam Tables (BOE 173); superheated steam tables (Appendix to BOE 173); drawing instruments; calculators may be used.
37	Power machines N6		Yes	Steam Tables (BOE 173); calculators may be used
NOT E	No electronic devices with e-books, dictionaries or any other electronic material may be taken into the examination room; only hard copy notes and approved books will be permitted for open book examinations, into the examination venues.			
	Furthermore, copies of past examination question papers and marking guidelines DO NOT CONSTITUTE CLASS NOTES and therefore MAY NOT BE TAKEN into the examination room.			



CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

APPLICATION FORM FOR CONCESSION(S) FOR CANDIDATES WITH BARRIERS TO LEARNING

1. APPLICANT DETAILS

NAME OF TVET/CET COLLEGE										
CAMPUS/CLC AT WHICH CANDIDATE IS REGISTERED										
EMAIL ADDRESS OF CAMPUS/CLC										
ID NUMBER OF CANDIDATE										
TITLE OF CANDIDATE	Mr		Mrs		Miss					
SURNAME OF CANDIDATE										
FIRST NAMES OF CANDIDATE										
COLLEGE OFFERINGS	NATED		NC (V)		GETC: ABETL4					

2. CONCESSION DETAILS

Motivation for application:				
I hereby request concession(s) for the following subject(s) / instructional offering(s):				
No.	Subject	Exam Date	Exam Time	Concession requested
Declaration by the Applicant: <i>I declare that the information contained in this form is to the best of my knowledge accurate and authentic. I understand that by signing this application form, I accept the conditions for concession and if any of the information provided in this form is subsequently found to be untrue, incomplete or incorrect, my application will be declared null and void.</i>				
..... Signature: Applicant	 Date		

3. SUPPORT AND APPROVAL OF APPLICATION

Support for the application for concession(s):

I hereby declare that the necessary supporting documentation is attached to this form and that it is to the best of my knowledge accurate and correct. I understand that by signing this application form, I support the application for concession(s) of the above applicant.

.....
Signature: Campus /CLC Examinations Officer

.....
Date

Name in print:

Approval of application for concession(s):

I hereby declare that the above applicant meets the requirements to apply for concession(s). I understand that by signing this application form, I approve the application for concession(s) by the above applicant.

.....
Signature: Head of College

.....
Date

Name in print:

College Stamp



PROOF OF SEALED
QUESTION PAPERS

ANNEXURE Y

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

This document serves as proof that the Question papers for this/these subjects arrived in a sealed box and was opened for the first time in the presence of the candidates in the examination venue.

Subject/s, Level and Paper:	
Date:	
Venue:	

Instruction: Chief/Deputy Chief Invigilator will open the boxes while two volunteer candidates come up and witness that the boxes were sealed and they will watch the opening of the boxes with the Question papers. Candidates to sign as witnesses:

Candidate 1:
Signature

Candidate 2:
Signature

Chief/Deputy Chief Invigilator:



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ANNEXURE AA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

APPLICATION FORM FOR SUBJECT CLASHES CONCESSION(S)

1. COLLEGE DETAILS

NAME OF TVET/CET COLLEGE								
CAMPUS/CLC AT WHICH CANDIDATE/S ARE REGISTERED	9999							
EMAIL ADDRESS OF CAMPUS/CLC								
COLLEGE OFFERINGS	NATED BUSINESS		NATED ENGINEERING		NC (V)		GETC: ABETL4	

2. CONCESSION DETAILS

I hereby request concession(s) for Subject Clashes for the following Students and subject(s) / instructional offering(s):

No.	Student ID Number	Student Name and Surname	Subjects	Exam Date	Exam Time
1.			1.		
			2.		
2.			1.		
			2.		
3.			1.		
			2.		
4.			1.		
			2.		
5.			1.		
			2.		
6.			1.		
			2.		
7.			1.		

No.	Student ID Number	Student Name and Surname	Subjects	Exam Date	Exam Time
			2.		
8.			1.		
			2.		
9.			1.		
			2,		
10.			1.		
			2.		

3. SUPPORT FOR THE APPLICATION

Support for the application for concession(s):

I hereby declare that the necessary information is to the best of my knowledge accurate and correct. I understand that by signing this application form, I support the application for concession(s) for the above applicant/s.

.....
Signature: Campus/CLC Manager / Examinations Officer

.....
Date

Name in print:

College Stamp



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

ANNEXURE AB

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

APPLICATION FORM FOR A CONCESSION - MULTIPLE COMPUTER SESSIONS

1. COLLEGE DETAILS

NAME OF TVET /CET COLLEGE								
CAMPUS/CLC AT WHICH CANDIDATE/S ARE REGISTERED								
EXAM CENTRE NO:	9999							
EMAIL ADDRESS OF CAMPUS/CLC								
COLLEGE OFFERING	NATED BUSINESS		NATED ENGINEERING		NC (V)		GETC: ABETL4	

2. CONCESSION DETAILS

I hereby request a concession for multiple computer sessions. Attached hereto is a list of students per session, per computer laboratory. *NB: Private colleges are permitted to run TWO sessions <u>only</u> and scripts must be submitted IMMEDIATELY after each session.	No. of computer sessions required

Computer Laboratory Name:	No. of computers contained in each Laboratory	No. of Printers	Are all Computers networked to the printer in each lab (Yes/No)

3. SUPPORT FOR THE APPLICATION

Support for the application for concession(s):

.....

Signature: *Campus/CLC Manager/Examinations Officer*

Date:

College Stamp



CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

APPLICATION FORM FOR A CONCESSION - ADDITIONAL VENUE FOR EXAMINATIONS

1. COLLEGE DETAILS

NAME OF TVET /CET COLLEGE						
EXAM CENTRE AT WHICH CANDIDATES ARE REGISTERED		9999				
EMAIL ADDRESS OF CAMPUS/CLC MANAGER						
EXAMINATIONS FOR WHICH EXAMINATION CONCESSION IS REQUESTED:	NC(V)		T1 ENGINEERING			
	S1 BUSINESS STUDIES		T2 ENGINEERING			
	S2 BUSINESS STUDIES		T3 ENGINEERING			
	GETC: ABETL4					

2. CONCESSION DETAILS

I hereby request a concession for the use of an additional venue for examination purposes. I understand that this concession is valid for the current examinations ONLY.
Attached hereto is the OHS Certificate/Report and Fire Compliance Certificate of the additional venue.

Examination Centre's Registered Address:	Address of Additional Venue to be used for this examination

3. SUPPORT FOR THE APPLICATION

Support for the application for concession(s):

.....
Signature: Campus/CLC Manager/Examinations Officer

Date:

College Stamp



CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

**PRO FORMA AFFIDAVIT
FOR NON REGISTERED CANDIDATES**

Chapter H of the gazette no 45649 section 9. (5) Page 95 reads as follows: “Chief invigilators must not allow students who have not registered for a specific learning area/subject to write the examination. However, if a student insists on writing, the chief invigilator must allow the student to write in the interest of good order. The student must complete a pro forma affidavit and sign to the effect that if after an investigation it is revealed that the mistake is with the Department or accredited assessment body, his/her script will be marked and the results will be released”.

The chief invigilator must declare an irregularity in accordance with the procedures of this policy.

Examination Centre No: _____

Centre Name: _____

Candidate's examination No: _____

Name of the student: _____

Subject(s) involved: _____

I, student Name: _____; Number: _____

hereby declare that I understand and accept that, if the non-registration of the subject(s) is of my own negligence, my script will **not be marked** and therefore **no results** will be released.

Signature of student: _____

Signature of chief invigilator: _____

Witness 1: _____

Witness 2: _____

Date: _____

COLLEGE STAMP

DATE:

**EXAMINATION INSTRUCTIONS TO BE
READ TO STUDENTS BEFORE THE START
OF THE EXAMINATIONS**

**CHIEF DIRECTORATE:
NATIONAL EXAMINATIONS AND ASSESSMENT**

- 1) Examinations will now be conducted in this room in the following subjects: [Invigilator then announces the actual subjects]. Students who have not entered for these subjects must now leave the examination room.
- 2) No late arrivals will be allowed to enter into the examination venue after **9:00** – for a morning exam; or **13:00** for afternoon exam (at the start of the examination session).
- 3) Cell phones are **not allowed** in the examination room. Before the start of the examinations you must declare and hand in your cell phone and collect it after the examination. [Invigilator pause in case students want to declare their cell phones]. If you are found with a cell phone, or if it buzzes or rings during the examination period, an irregularity will be declared and you render yourself liable to suspension from current and future examinations from a period of 11 months to 3 years.
- 4) No explanation of examination questions may be asked for or given.
- 5) You will **not** be allowed to leave the examination room within the **first hour** from the start of the examination session and during the last **fifteen minutes** of the examination period. (Students must be encouraged to use the ablution facilities before 8:20). In an emergency - as with during the exam session – a student will be allowed out under strict supervision.
- 6) Students must carefully read and comply with the instructions which appears on the front cover page of the answer script and also those in the Question paper.
- 7) You are not allowed to assist another student or try to assist him/her to get help or to communicate with anybody other than the Invigilators. Any questions must be directed to the Invigilators.
- 8) You may not create a disturbance in the examination room or behave in an improper or unseemly manner.
- 9) You may not disregard the instructions of the Invigilator.
- 10) Unless stipulated for an examination, you may not have a script, memorandum, notes, maps, photos or other documents or papers (including unused paper) or other material which may be of help to you in the examination other than that provided to you by the Invigilator and the admission permit and ID document in your possession, while you are in the examination room. The excuse that you had forgotten that you had it in your possession will not be accepted.
- 11) Only calculators as approved and prescribed may be used by a student in the examination, except in subjects where these are indicated on the question paper as being prohibited. No other electronic devices may be used during the examinations.
- 12) If you do not obey these instructions, you render yourself liable to suspension from current and future examinations and the Department of Higher Education and Training may in such case, refuse to give you credit to other examinations written.
- 13) You will only be issued a second booklet once the first answer booklet is fully utilized (on every page).
- 14) All aids and answer scripts, as well as answer sheets issued to you, must be handed in before you leave the examination room.
- 15) [Invigilator - Read any errata on a specific question paper to the student/s concerned]. You are allowed 10 minutes reading time of the question paper before the official commencement of the examination; during which time, NO writing of any kind may take place.
- 16) You may NOT tear out, cut out, or damage any pages of your answer script for any reason. Answers may be crossed out and you will continue to write answers in the same answer book thereafter.
- 17) As soon as you have signed out and handed in your examination answer script, you must leave the examination room. You will NOT be allowed back into the examination venue for any reason, once you have signed out and handed in your examination script. No answer script or part of an answer script will be accepted for any reason once you have signed out and left the venue.

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

VENUE:

DATE:

[illegible]

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

VENUE:

DATE:

[illegible]



SECURITY AND CONFIDENTIALITY AGREEMENT

I _____ Identity Number _____
(Full names and Surname) Persal Number _____

the undersigned, am currently employed by _____ (College name), in the
post of _____

and consequently may gain access to classified material, information or intelligence described as security matter under the Protection of Information Act (Act no 84 of 1982), I hereby enter into an agreement with the Department of Higher Education and Training:

1. not to disclose any classified material, any facts or information which will become known to me in the execution of my duties during the working with the TVET/CET College Examinations and Assessment processes or intelligence with regard to the sources, agents, operational method, technology, financial, personnel and administrative policies of the Department of Higher Education and Training, either by publishing, divulging, announcing, revising, exhibiting or by any other means without previously having obtained the explicit authorisation of the Director-General himself or of a person authorised thereto by him;
2. to keep myself informed and to comply with the provisions under Protection of Information Act, the Regulations and the Directives of the Department of Higher Education and Training and the security matters as issued from time to time;
3. to report immediately to my supervisor should it come to my knowledge in any way that classified material, information or intelligence referred to under paragraph 1 above has fallen into the hands of an unauthorized person, or if such a person should attempt to obtain from me any classified material, information or intelligence not directly related to his/her duties, or attempting to obtain such material;
4. that compliance with all the prescribed security provisions measures of the Department of Higher Education and Training of the agreement to maintain secrecy is imperative for my continued employment in the Department of Higher Education and Training, **or** as an official conducting examinations of the Department of Higher Education and Training; and that non-compliance will result in my being exposed to legal steps as well as to departmental disciplinary steps or other steps that could lead to the termination of my services;
5. to deliver or return, upon request or upon termination of my services, all classified or unclassified material, documents, equipment, tools of trade, (tape) recordings or any other documents that is the property or lawful possession of the Department of Higher Education and Training;
6. that compliance with all the stipulations and prescribed measures of the Department of Higher Education and Training regarding security is an imperative to my being retained in its service;
7. that no change of occupation or profession will release me from the obligations of this agreement after the termination of my services with the Department of Higher Education and Training;

8. to authorise the Department of Higher Education and Training to do forensic investigation on all my electronic gadgets should there be a suspicion that I might be keeping DHET's confidential information without authorisation.

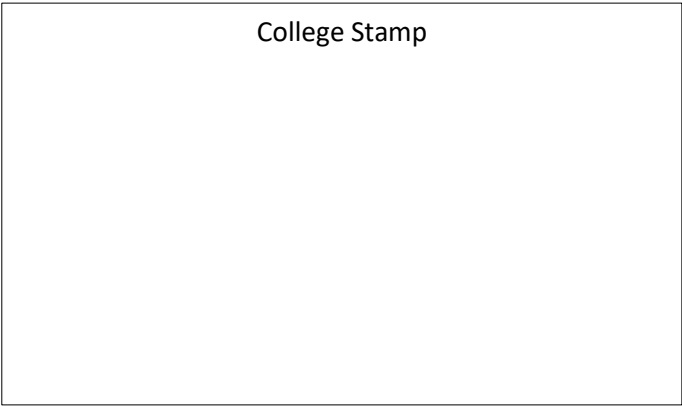
Thus agreed and signed on this _____ day of _____ 20____

Signature of Staff Member

Witness 1 Name and Signature: _____

Witness 2 Name and Signature: _____

Signature of the Head of the Campus / College
On behalf of the Department of Higher Education and Training Authorised thereto by the Director-General.





COLLEGE LOGO

ANNEXURE AI

PRO-FORMA APPOINTMENT LETTERS:

CHAIR PERSON OF THE
CAMPUS IRREGULARITY
COMMITTEE

NAME OF COLLEGE:			
Exam Centre Name:			
Exam Centre Number:		9999	

FOR THE FOLLOWING EXAMINATION CYCLE FOR THE YEAR: 20.....

NC(V) SUP		T1 ENG STUDIES		S1 BUS STUDIES		T2 ENG STUDIES		NC(V) S2 BUS ST T3 ENG ST (Combined)	

(Select the correct one)

Dear
Dr/Mr/Mrs

ID No:																	
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In terms of the National Policy Pertaining to the Conduct, Administration and Management of Examination of Colleges Established, Declared or Registered in terms of the Continuing Education and Training, Act. 2006 (Act No 16 of 2006) Government Gazette no: 45649 of 17 December 2021, you are hereby appointed as the chair person of the campus irregularity committee.

This appointment is only valid for the examination conducted per supplementary/trimester/semester/annually as per the examination cycle for that particular qualification.

Your duties as chairperson of the campus irregularity committee are stipulated in the said gazette; Annexure N, Section 1. Sub-sections (2) (a)(b)(c)(d)

Furthermore, the campus manager MUST be appointed as the chairperson of the irregularity committee.

In the event that the campus manager is not available on a particular day of the examination for exceptional reasons he/she MUST appoint the deputy chief invigilator in writing to act as chairperson of the campus irregularity, but ONLY for that particular day.

In addition, it is expected of chairpersons of campus irregularity committees and all the members to study and understand all aspects of conducting the examinations as per Gazette No.45649.

I wish you well with this important task.

Signed: _____
(Deputy Principal Academic)

Date: _____

COLLEGE STAMP

I,

ID No:

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Fully

understand and accept the appointment as chairperson of the campus irregularity committee and will uphold the security and the integrity of the examinations to the best of my ability

Signed: _____

Date: _____



COLLEGE LOGO

PRO-FORMA APPOINTMENT LETTER AS A MEMBER OF THE CAMPUS IRREGULARITY COMMITTEE

NAME OF COLLEGE:			
Exam Centre Name:			
Exam Centre Number:		9999	

EXAMINATION CYCLE FOR THE YEAR: 20.....

NC(V) SUP		T1 ENG STUDIES		S1 BUS STUDIES		T2 ENG STUDIES		Academic Year S2 BUS & T3 ENG ST (Combined)	
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(Select the correct one)

Dear Dr/Mr/ Mrs		ID No:																	
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In terms of the National Policy Pertaining to the Conduct, Administration and Management of Examination of Colleges Established, Declared or Registered in terms of the Continuing Education and Training Act, Act. 2006 (Act No 16 of 2006) Government Gazette no: 45649 of 17 December 2021, you are hereby appointed as a member of the campus irregularity committee as per the above details.

This appointment is only valid for the examination conducted per supplementary/trimester/ semester/annually, as per the examination cycle for that particular qualification.

Your duties as a member are stipulated in the said gazette; Annexure N, Sections 1. Sub-sections (2) (a) (b)(c)(d) . Important to note is that: NO lecturer is allowed to be part of the committee if an irregularity is managed where a family member is under investigation.

In addition, it is expected of members to study and understand all aspects of conducting the examination as per Gazette No.45649.

I wish you well with this important task.

Signed: _____
(Chairperson of the irregularity committee)

Date: _____

COLLEGE / CAMPUS STAMP

I,

ID No:																			
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Hereby fully understand and accept the appointment as a member of the campus irregularity committee and will uphold the security, confidentiality and the integrity of the examinations to the best of my ability.

Signed: _____

Date:_____

COLLEGE/CAMPUS STAMP

DHET EXAMINATIONS OFFICIALS CONTACT LIST**PRODUCTION UNIT**

ALL PROGRAMMES: Nodal Points and if you haven't received a Question paper from the Nodal Point.

PROVINCE & CENTRES	NAME	EMAIL	TEL
ALL	Mr AG du Toit (Deputy Director)	dutoit.a@dbe.gov.za	(012) 357 3992
ALL	Mr D Madube (Senior Admin Officer)	madube.o@dbe.gov.za	(012) 357 3224
ALL	Mr P Maribe (Senior Admin Clerk)	maribe.p@dbe.gov.za	(012) 357 3233
ALL	Mrs H Crafford (Senior Admin Clerk)	crafford.h@dbe.gov.za	(012) 357 3229

1. EXAMINATIONS MANAGEMENT & MONITORING UNIT**2.1 DD: Mr A Kgaka – kgaka.a@dbe.gov.za and SAO: Mr M Nzuza – nzuza.m@dbe.gov.za**

For **only** Subject clashes (maximum two), multiple computer exam sessions; and Exam centre registrations and registration site visits.

OFFICIAL	PROVINCE	EMAIL	TEL.
Mr A. Kgaka Mr M Nzuza Ms B Mohlaba Ms N Nkuna	Deputy Director Supervisor (Province 5,6,8) Supervisor (Province 1,2,4) Acting Supervisor (Province 3,7,9)	Kgaka.a@dbe.gov.za Nzuza.m@dbe.gov.za Mohlaba.b@dbe.gov.za Nkuna.n@dbe.gov.za	012 357 3558 012-357 3921 012 357 3919 012 357 3923
Ms Radebe & Mr B Seroka	WC-1 & EC-4 NC -2	Radebe.t@dbe.gov.za or Seroka.b@dbe.gov.za	012-357 4326 012 357 3587
Ms P Mogale Ms K Sesoko	KZN-5 GP 8	Mogale.p@dbe.gov.za Sesoko.k@dbe.gov.za	012 357 4326 012 357 3262
Ms R Mmoyi	GP - 8	Mmoyi.r@dbe.gov.za	012-357 3912
Ms N Nkuna Ms R Mpho	LP - 7 LP – 7	Nkuna.n@dbe.gov.za Mpho.r@dbe.gov.za	012 357 3923 012-357 3922
Mr V Sithole	KZN - 5	Sithole.v@dbe.gov.za	012357 3253
Mr O Seloane Mr S Nkuna	NW – 9 NW – 9	Seloane.o@dbe.gov.za	012 357 4517
Mr C Cakwe Mr A. Thipe	FS – 3 & MP – 6 FS – 3	Cakwe.p@dbe.gov.za	012 357 3926

1.2 DD: Mr A Kgaka– kgaka.a@dbe.gov.za and SAO: Ms B Mohlaba – Mohlaba.b@dbe.gov.za

Submit your State of Readiness before every examination; and the Monitoring Tool during examinations to:

OFFICIAL	EMAIL	TEL
Ms M Smith	Smith.m@dbe.gov.za / abrao.smith@yahoo.com	N/A
Ms B Mohlaba	Mohlaba.b@dbe.gov.za	012 357 3919
Ms T Nkosi	Nkosi.t@dbe.gov.za	012 357 3984
Mr B Seroka	Seroka.B@dbe.gov.za	012 357 3587
Ms T Radebe	Radebe.t@dbe.gov.za	012 357 4326

2. REGISTRATION, RESULTING & CERTIFICATION

All Examination **concession applications for barriers to learning** must be submitted to the following officials:

NAME OF OFFICIAL	RANK	EMAIL ADDRESS
Mr L Maseko	Assistant Director: Business Studies	Maseko.l@dbe.gov.za
Ms J Dolamo	SAO: Business Studies	Dolamo.j@dbe.gov.za
Ms F Morotoba	Assistant Director: Engineering Studies	Morotoba.f@dbe.gov.za
Ms A Nagel	SAO: Engineering Studies	Nagel.a@dbe.gov.za
Mr J Bukes	Assistant Director: NC (V)	Bukes.j@dbe.gov.za
Mr G Moremi	SAO: NC (V)	Moremi.g@dbe.gov.za
Ms F Morotoba	Assistant Director: Engineering Studies	Morotoba.f@dbe.gov.za

All concession applications for **Amanuensis** (the use of a Scribe) must be submitted to the following officials:

NAME OF OFFICIAL	RANK	EMAIL ADDRESS
Mr L Maseko	Assistant Director: Business Studies	Maseko.l@dbe.gov.za
Ms F Morotoba	Assistant Director: Engineering Studies	Morotoba.f@dbe.gov.za
Mr J Bukes	Assistant Director: NC (V)	Bukes.j@dbe.gov.za

3.1 UNIT MANAGER: Ms Florence Morotoba (Morotoba.f@dhet.gov.za); Tel. 012 357 3958

NAME	EMAIL	TEL.	CENTRES	PROVINCE
Ms F Morotoba	morotoba.f@dhet.gov.za	012 357 3958	2/0201 – 2/5299 4/0421 – 4/5428	Northern cape Eastern cape
Ms A Nagel	nagel.a@dbe.gov.za	012 357 3937	5/2501 – 5/2599 4/0404 – 4/0419	KwaZulu-Natal Eastern cape
Ms K Tabudi	tabudi.k@dbe.gov.za	012 357 3948	6/0612 – 6/0666 8/2841 – 8/2896 8/8801 – 8/8899	Mpumalanga Gauteng Gauteng
Mr L Tholo	tholo.l@dbe.gov.za	012 357 3228	5/5501 – 5/5599 6/5604 – 6/5615 6/2612 – 6/2623	KwaZulu-Natal Mpumalanga
Ms G Grobler	grobler.g@dbe.gov.za	012 357 3938	6/0680 – 6/2611 8/2801 – 8/2838 8/5801 – 8/5899	Mpumalanga Gauteng Gauteng
Ms D du Plooy	duplooy.d@dbe.gov.za	012 357 3935	3/0301 – 3/5399 10/5001 – 10/5099 11/5007 – 11/5015 GCC 7/0707-10/5037	Free state Mpumalanga Namibia Swaziland
Ms A Rencken	rencken.a@dbe.gov.za	012 357 3942	6/2625 – 6/5603 7/0701 – 7/5799 8/3801 – 8/3848	Mpumalanga Limpopo Gauteng
Mr HN de Beer	debeer.hn@dbe.gov.za	012 357 3934	1/0101 – 1/5199 9/0901 – 9/5999	Western cape North west
Mr K Bopape	Bopape.k@dbe.gov.za	012 357 3234	6/0667 – 6/0678 8/0801 – 8/0899 GCC 1/5164-5/5611	Mpumalanga Gauteng
Mr S Kganyago	Kganyago.s@dbe.gov.za	012 357 3943	5/0501 – 5/0599	KwaZulu-Natal

		6/0602 – 6/0608 7/2703 – 7/2745	Mpumalanga Limpopo
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***Distance Education Centres 11/5004 – 11/5018 must log enquiries with the official allocated to their respective full time Examination Centre code**

3.2 NATIONAL CERTIFICATE (VOCATIONAL)

UNIT MANAGER: Mr Jerome Bukes (Assistant Director Bukes.j@dbe.gov.za) Tel. 012 357 3956

This includes Special concessions due to legitimate absenteeism or late comings.

NAME	CONTACT DETAILS	EXAMINATION CENTRES
Mr G Moremi (Senior Admin Officer)	(012) 357 3981 Email: Moremi.g@dbe.gov.za	KwaZulu-Natal: 5501 - 5593
Mr M Groenewald (Admin Officer)	(012) 357 3972 Email: Groenewald.m@dbe.gov.za	Eastern Cape
Ms M Moshokoa (Chief Admin Clerk)	(012) 357 3975 Email: Moshokoa.m@dbe.gov.za	Gauteng: 0801 to 0899
Mr L du Plooy (Senior Admin Clerk)	(012) 357 3977 Email: duPlooy.l@dbe.gov.za	Limpopo
Mrs A Nel (Senior Admin Clerk)	(012) 357 3968 Email: Nel.a@dbe.gov.za	Western Cape
Mr M Ramalekana (Senior Admin Clerk)	(012) 357 3971 Email: Ramalekana.m@dbe.gov.za	North West Northern Cape
Ms I Baloyi (Senior Admin Clerk)	(012) 357 3988 Email: Baloyi.in@dbe.gov.za	Kwazulu-Natal: 0501 - 0565
Ms O Moeketsi (Senior Admin Clerk)	(012) 357 3989 Email: Moeketsi.o@dbe.gov.za	Gauteng 5801 to 5899
Ms M Makena (Senior Admin Clerk)	(012) 357 3211 Email: Makena.m@dbe.gov.za	Gauteng - 2815 - 2823 8801 – 886 Free State
Ms B Masemola (Senior Admin Clerk)	(012) 357 3482 Email: Masemola.b@dbe.gov.za	Mpumalanga

3.3 BUSINESS STUDIES - UNIT MANAGER: Mr Lesley Maseko (Maseko.l@dbe.gov.za) Tel.012 357 3223

PROVINCE	NAME	TEL	E-MAIL
Western Cape	Ms Cleopatra Matseba	(012) 357 3963	Matseba.c@dbe.gov.za
Northern Cape	Ms Thandeka Kekana	(012) 357 3602	Kekana.t@dbe.gov.za
Free State	Ms Cleopatra Matseba	(012) 357 3963	Matseba.c@dbe.gov.za
Eastern Cape	Ms Dineo Mekoa	(012) 357 3946	Mekoa.d@dbe.gov.za
KZN (0502 – 2599)	Ms Elizabeth Mazibuko	(012) 357 3964	Mazibuko.e@dbe.gov.za
KZN (5501 – 5598)	Mr Nelson Ntuli	(012) 357 3951	Ntuli.n@dbe.gov.za
Mpumalanga	Mr Letlhogonolo Segapelo	(012) 357 3542	Segapelo.l@dbe.gov.za
Limpopo	Ms Julia Dolamo	(012) 357 3960	Dolamo.j@dbe.gov.za
Gauteng (0801 – 5874)	Ms Sandra Soteriou	(012) 357 3961	Soteriou.s@dbe.gov.za
Gauteng (8801 – 8898)	Mr Itumeleng Mpuru	(012) 357 3225	Mpuru.i@dbe.gov.za
Gauteng (2801 - 2899)	Mr Samuel Madiba	(012) 357 3235	Madiba.s@dbe.gov.za
Gauteng (3801 - 3899)	Mr Molefi Boikanyo	(012) 357 3881	Boikanyo.m@dbe.gov.za
North West	Ms Thandeka Kekana	(012) 357 3602	Kekana.t@dbe.gov.za
Foreign Countries	Ms Thandeka Kekana	(012) 357 3602	Kekana.t@dbe.gov.za

3. MARKING UNIT – ACTING UNIT MANAGER: Ms G Ntanjana (Ntanjana.g@dbe.gov.za) Tel: 012 357 3908

NAME	Responsibility	TEL	E-MAIL
Ms Jv Rensburg	Reporting errors in NC (V) L2 and L3 marking guidelines	012 357 3540	jvRensburg.M@dbe.gov.za

4. QUESTION PAPER UNIT – UNIT MANAGER: MR C BALOYI (Baloyi.c@dbe.gov.za) Tel: 012 357 3581

For errors on the Question paper; Question paper annexures, Key-in materials CD for computer exam material and braille Question papers.

NAME	EMAIL	TEL.	
Mrs Y Goliath	Goliath.y@dbe.gov.za	012 357 3552	All Programmes
Ms ML Mashigo	Mashigo.m@dbe.gov.za	012 357 3541	Key-in Material

5. HISTORICAL RECORDS AND DIPLOMA

UNIT MANAGER: MR D MORAKE, (Deputy Director - Morake.D@dbe.gov.za), Tel: 012 357 3987

NAME	CONTACT DETAILS	TITLE	RESPONSIBILITY
Mr D Morake	(012) 357 3987 Email: morake.d@dbe.gov.za	Unit Manager	NND, Credits, teachers, NTC & Verifications
Ms E Phago	(012) 357 3967 Email: Phago.e@dbe.gov.za	Senior Admin Officer	Central recipient of diploma
Ms J Manzini	(012) 357 3543 Email: Manzini.j@dbe.gov.za	Senior Admin Officer	Processing of NND
Ms K Mofokeng	(012) 357 3557 Email: mofokeng.k@dbe.gov.za	Admin Clerk	Processing of NND
Ms R Phetla	(012) 357 3941 Email: Phetla.r@dbe.gov.za	Admin Clerk	Processing of NND
Mr D Sinyegwe	(012) 357 3982 Email: Sinyegwe.d@dbe.gov.za	Admin Clerk	Processing of NND
Ms J Mapatjie	(012) 357 3969 Email: Mapatjie.j@dbe.gov.za	Admin Clerk	Processing of NND
Mr M Lisoga	(012) 357 3947 Email: Lisoga.m@dbe.gov.za	Admin Clerk	Processing of NND
Mr A Rambani	(012) 357 3600 Email: Rambani.a@dbe.gov.za	Admin Clerk	Processing of NND

6. SUB-DIRECTORATE 3: SYSTEM ADMINISTRATION

UNIT MANAGER: Mr M Ravhengani (Assistant Director - Ravhengani.M@dbe.gov.za), Tel: 012 357 3901

NAME	CONTACT DETAILS	EXAMINATION CENTRES	PROVINCES
Ms TS Nkhwashu	(012) 357 3953 Email: Nkhwashu.S@dbe.gov.za	Limpopo	Province 07
Ms I van Heerden	(012) 357 3950 Email: vanheerden.l@dbe.gov.za	Western cape	Province 01 Province 38
Ms M Shokane	(012) 357 3962 Email: Rasodi.M@dbe.gov.za	Free state Eastern cape	Province 03 Province 04
Ms S Mahlangu	(012) 357 3955 Email: Mahlangu.S@dbe.gov.za	Northern cape Mpumalanga	Province 02 Province 06
Ms TS Nkhwashu	(012) 357 3953 Email: Nkhwashu.S@dbe.gov.za	Kwazulu-Natal	Province 05
Mr A Maponyane	(012) 357 3954 Email: Maponyane.A@dbe.gov.za		
Ms O Kekana	(012) 357 3237 Email: Kekana.R@dbe.gov.za	Gauteng (2801 – 2899)	Province 28
Ms H Venter	(012) 357 3949 Email: Venter.H@dbe.gov.za	Gauteng	Province 08 & 58
Ms A Sadiki	(012) 357 3230 Email: Sadiki.A@dbe.gov.za	Gauteng (8801 – 8899) North west	Province 88 Province 09
Ms H Venter	(012) 357 3949 Email: Venter.H@dbe.gov.za	Province 10 Namibia and Swaziland correspondence 11	Province 10 Province 11

NAME	CONTACT DETAILS	EXAMINATION CENTRES	PROVINCES
Ms I van Heerden	(012) 357 3950 Email: vanheerden.i@dbe.gov.za	Province 10 Namibia and Swaziland correspondence 11	