



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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**TO : PRINCIPALS OF PUBLIC TVET AND PRIVATE COLLEGES
: ACADEMIC HEADS AT TVET COLLEGES
: REGIONAL MANAGERS, REGIONAL DIRECTORS/ OFFICIALS**

MEMORANDUM TE23 OF 2023

MANAGEMENT OF EXAMINATION CONCESSION REQUESTS

The Chief Directorate: National Examinations and Assessment (CD: NEA) has noted with concern the growing number of examination concession requests related to deviations from starting times. This situation is occurring largely because examination centres are registering candidates for examinations without taking due consideration of the published examination time-tables for the current academic year.

In light of the afore-mentioned, all examination centres are reminded that:

1. Concessions to deviate from normal starting times (save for multiple-sessions for computer-related subjects) will only be granted if the registration of the affected subjects was done after the timetable was issued
2. **All examination concession requests must be submitted to CD: NEA 30 days in advance of the start of the first day** of the examinations (the CD: NEA will **not approve** any concessions if they have not been submitted 30 days in advance of the first day of the commencement of the examinations)
3. Unless it is a natural disaster or any other supernatural act, no concessions to allow candidates to write at alternative venues other than the officially registered and approved venues will be approved. **Examination centres are urged to take cognisance of their facilities and infrastructure when they enrol candidates.**

All examination centres are once more reminded to consult Examination Procedures dated September 2022 to enhance compliance to acceptable practices for the conduct of national examinations

Your cooperation in this regard is greatly appreciated.

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Chief Director: National Examinations and Assessment

DATE: 31/05/2023