



CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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To: CAMPUS MANAGERS
EXAMINATION OFFICERS
ACADEMIC HEADS / DEPUTY PRINCIPALS (ACADEMIC)
PRINCIPALS OF PUBLIC TVET COLLEGES AND PRIVATE COLLEGES
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
UMALUSI
DHET MANAGERS
REGIONAL TVET MANAGERS

MEMORANDUM TE05 OF 2023

RELEASE OF 202211 NC (V) L2-4 EXAMINATION RESULTS

The quality assurance body responsible for TVET College qualifications has approved the release of the November 2022 National Certificate (Vocational) results. Attached please find the schedule of results for your Examination Centre.

The final date to submit the Declaration, **Annexure A**, to acknowledge receipt of results is 23 January 2023.

The final date to submit the Declaration, **Annexure B**, to acknowledge receipt of the Statements of Results is 30 January 2023.

1. MOP-UP PROCESS OF THE NOVEMBER 2022 EXAMINATIONS

The centres with the outstanding results are requested to submit all the official ICASS/ISAT/Written mark sheets and evidence for affected subjects on or before 10H00 on 06 February 2023 to relevant official managing your examination centre as outlined in **Annexure F**. It is the responsibility of the examination centre to follow-up with the courier service provider to confirm delivery of the relevant supporting documentation to ensure that the marks reach the Department on time.

2. FEBRUARY 2023 (SUPPLEMENTARY) EXAMINATION

The closing date for entries to the February 2023 examination is 27 January 2023 at examination centres to be submitted to the CD: NEA on 01 February 2023. The supplementary examination commences for enrolled and qualifying candidates on 13 February 2023. Preliminary entry schedules are not distributed due to short time frames.

Candidates applying for re-marking/re-checking or mop-up processes must enrol for the 202303 supplementary examinations pending the outcome of the processes, as no late enrolments will be allowed.

Kindly be referred to Examination Instruction 1 of 2015 to establish who qualifies for entry to the supplementary examination.

3. HANDLING OF APPLICATIONS FOR RE-MARKS / RE-CHECKS

The closing date for remarks/rechecks at the college is 31 January to be submitted to the CD: NEA on **03 February 2023**.

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. **The candidate's examination number (ID number) must be written as a reference for the payment on the deposit slip.** Bank account of the Department of Higher Education and Training are as follows:

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

The following tariffs are payable for re-marks/re-check:

- R 81.00 for a re-mark
- R 14.50 for a re-check

3.1 Process for NC (V) Level 2-3 answer scripts

Examination Centres are responsible for the re-marking / re-checking of the NC (V) Level 2-3 answer scripts for the November 2022 examination cycle. All applications for re-marking/re-checking of scripts must be finalized by the examination centre within five days of receiving the application.

After the scripts have been re-marked / re-checked the examination centre must forward the application for the re-mark / re-check along with the original script together with the proof of deposit via courier to **Ms M Janse Van Rensburg, Work Station FF539, Sol Plaatje Building, 222 Struben Street, Pretoria**. A register must be compiled on the template provided and sent together with the scripts. (**ANNEXURE C – NC (V) LEVEL 2-3 RE-MARK / RE-CHECK REGISTER**).

A photocopy of the remarked/rechecked script must be kept at the examination centre with the batch of scripts upon removal of the original script.

It is the responsibility of the examination centre to make a follow up with the courier company to confirm delivery and ensure that the documentation reaches the Department on or before 03 February 2023.

3.2 Process for NC (V) L4 answer scripts

The Department will be responsible for the re-mark / re-check of NC (V) L4 answer scripts for the November 2022 examination cycle. All applications for re-marking/re-checking must be finalised by the examination centre in time as the closing date for submission to the Department is **31 January 2023**

Applications, accompanied by proof of deposit must be submitted via courier to **Ms M Janse Van Rensburg, Work Station FF539, Sol Plaatje Building, 222 Struben Street, Pretoria**. This documentation must reach the Department on or before **03 February 2023**.

The Department will not take responsibility for re-mark/re-check applications that are lost or received late because they were sent to other DHET officials instead of **Ms M Janse Van Rensburg**.

A register must be compiled on the template provided and sent together with the above mentioned documentation. (**ANNEXURE E – NC (V) L4 RE-MARK / RE-CHECK REGISTER**). A separate register must be completed per qualification. The re-mark / re-check application form is attached as **ANNEXURE C**.

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.

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 NC (V) Level 2-3 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.

The Department wishes to thank all staff at TVET Colleges for their role in conducting a successful November 2022 examination cycle.

Kind regards



Ms V Tshetlo

Chief Director: National Examinations and Assessment

Date: 16 January 2023

ANNEXURE F: NATIONAL CERTIFICATE (VOCATIONAL) SUB DIRECTORATE

NAME	CONTACT DETAILS	EXAMINATION CENTRES
Mrs M Visser (Project Manager)	Visser.m@dbe.gov.za	Unit Manager
Mr G Moremi (Senior Administration Officer)	(012) 357 3981 Email Address: Moremi.g@dbe.gov.za	KZN: 5501 – 5593
Mr M Groenewald (Administration Officer)	(012) 3573972 Email Address: Groenewald.m@dbe.gov.za	Eastern Cape
Ms M Moshokoa (Chief Administration Clerk)	(012) 3573975 Email Address: Moshokoa.m@dbe.gov.za	Gauteng: 0801 to 0899
Mr L du Plooy (Senior Administration Clerk)	(012) 3573977 Email Address: duPlooy.l@dbe.gov.za	Limpopo
Mrs A Nel (Senior Administration Clerk)	(012)3573968 Email Address: Nel.a@dbe.gov.za	Western Cape
Mr M Ramalekana (Senior Administration Clerk)	(012)3573971 Email Address: Ramalekana.m@dbe.gov.za	North West Northern Cape
Ms I Baloyi (Senior Administration Clerk)	(012) 357 3988 Email Address: Baloyi.in@dbe.gov.za	KZN: 0501 – 0565
Ms O Moeketsi (Senior Administration Clerk)	(012) 357 3989 Email Address: Moeketsi.o@dbe.gov.za	Gauteng: 5801 to 5899
Ms M Makena (Senior Administration Clerk)	(012) 357 3211 Email Address: Makena.m@dbe.gov.za	2815 - 2823 8801 – 8860 Free State
Ms B Masemola (Senior Administration Clerk)	(012) 357 3482 / Email Address: Masemola.b@dbe.gov.za	Mpumalanga