



**CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT**

Private Bag X110, Pretoria, 0001, South Africa, 123 Francis Baard Street, PRETORIA, 0002.

Enquires: Khoza CO  
Tel : (012) 357-3508  
E-mail : [Khoza.co@dbe.gov.za](mailto:Khoza.co@dbe.gov.za)

**TO: PRINCIPALS OF PUBLIC TVET COLLEGES  
ACADEMIC MANAGERS  
REGIONAL MANAGERS AND DIRECTORS  
CAMPUS MANAGERS**

**MEMORANDUM TE08 OF 2023: INVITATION TO APPLY TO HOST A TVET COLLEGE NATIONAL MARKING CENTRE**

In an effort to enhance the integrity and credibility of TVET Colleges marking processes the Department of Higher Education and Training hereby invites interested colleges from the following provinces to apply to host national marking centres.

PROVINCE	MARKING PROGRAMME/SUBJECTS TO BE HOSTED	PREFERED CAMPUSSES
1. Eastern Cape	NCV and Business Studies	A campus that is only offering NCV and Business Studies
2. Mpumalanga	Engineering Studies	A campus that is only offering Engineering Studies
3. Gauteng	Business Studies	A campus that is only offering Business Studies

Current marking centres in the above list may not apply.

The following criteria have to be met by the campus interested in hosting a marking centre:

- Registration of the campus as a public educational institution,
- Availability of suitable officials to manage the Marking Centre,
- Security of venue to prevent access to unauthorized persons,
- Sufficient parking space and adequate number of secured rooms for marking,
- Availability of a hall/s
- Clearance in terms of local health and fire services by-laws,
- Provision of proper lighting and ventilation,
- Availability of a script control room that will serve as the heart of marking operations,
- Availability of water and ablution facilities,
- Suitable venue for a strong room or a safe for the safekeeping of examination material and answer scripts,
- IT and photocopying facilities,
- Well-equipped computer laboratories for data capturing and marking reports writing and
- General cleanliness with regard to: surrounding gardens, foyers, ablution facilities and marking rooms.

The following will add as an advantage:

- Suitable hostel accommodation for markers and
- Availability of catering facilities for marking officials,
- Electricity generator

Interested colleges must complete the attached application form (Annexure A). Applications must be signed by the College Principal and be e-mailed to Mr CO Khoza at: [khoza.co@dbe.gov.za](mailto:khoza.co@dbe.gov.za) not later than 10 February 2023.

Yours sincerely

Ms. V. Tshetlo

Chief Director: National Examinations and Assessment

Date: 20/01/2023