



## 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**

**CC: ACADEMIC HEADS OF TVET/ PRIVATE COLLEGES  
REGIONAL MANAGERS  
REGIONAL TVET OFFICIALS**

#### **MEMORANDUM TE10 OF 2024**

#### **INTERNAL ASSESSMENT (ICASS) DIRECTIVES FOR 2024**

The purpose of this memo is to communicate issues that have been highlighted by Quality Assurance Councils as in need of attention for improvement of the conduct of ICASS and external examinations. All Examination Centres are required to adhere to the contents herein without fail to ensure a seamless process for the processing and approval of internal and external resulting processes.

#### **1. SUBMISSION OF ISAT AND PAT COLLEGE/ CAMPUS ASSESSMENT PLANS**

All colleges/ campuses which offer National Certificate: Vocational (NC(V)) L2-L4 programmes are requested to submit Integrated Summative Assessment Tasks (ISAT) and Practical Assessment Tasks (PAT) Implementation Plans to the Chief Directorate: National Examinations and Assessment (CD: NEA) (refer to the attached draft guideline document attached as **Annexure A** to compile the implementation plans).

The purpose for the request to submit these implementation plans is to enable the CD: NEA to conduct the on-site monitoring of the conduct of both ISAT and PAT.

The implementation plans must be consolidated per College to include all Campuses belonging to the college and be signed-off by the Deputy Principal: Academic Affairs/Academic Manager.

These implementation plans must be submitted for the attention of Mr. Makgalemele at [Makgalemele.J@dbe.gov.za](mailto:Makgalemele.J@dbe.gov.za) and must be submitted on or before **15 March 2024**.

## **2. 2024 UMALUSI DIRECTIVES FOR IMPROVEMENT**

Colleges and Examination Centres are required to put measures in place to ascertain that the following directives for improvement are being attended to:

### **2.1. National Certificate: Vocational L2-L4**

**Colleges must ensure that:**

- 2.1.1 The training and capacity-building sessions are provided to the lecturers to ensure that assessment tasks and assessment tools meet all requirements;
- 2.1.2 All colleges must use the latest SAG and DHET ICASS instructions/guidelines;
- 2.1.3 Suitably qualified lecturers, with knowledge of their subjects as lecturers and internal moderators, are appointed;
- 2.1.4 The required infrastructure at colleges is available to effectively offer the NC(V) programmes;
- 2.1.5 Full videos are recorded and pictures taken and stored of the ISAT activities that require students to present the product or produce artifacts for verification for all levels;
- 2.1.6 Self-evaluation state of readiness reports are submitted by all colleges registered to conduct DHET examinations; and
- 2.1.7 Examination centres comply with the policy pertaining to the conduct, administration, and management of the examinations.

### **2.2. NATED Report 190/191 Engineering Studies N2-N3**

**Colleges must ensure that:**

- 2.2.1 There are systems in place to ensure the development of quality internal assessment tasks and marking guidelines;
- 2.2.2 Internal Assessment Tasks Marks are totalled and transferred correctly;
- 2.2.3 Lecturers and Students are exposed to the Workplace/Industry;
- 2.2.4 Examination Centres comply with the policy pertaining to the conduct, administration, and management of the examinations; and

## 2.2.5 Examination centres strengthen invigilation processes

All Colleges are urged to ensure that whenever applicable , these directives are being attended to and evidence of such adherences is kept to be availed monitoring sessions

Kind regards



**Ms V Tshetlo**

**CHIEF DIRECTOR: NATIONAL EXAMINATIONS AND ASSESSMENT**

**DATE:** 06/03/2024

**Draft Guideline Document for ISAT/PAT Implementation Plans**

The ISAT/ PAT Implementation Plans must at the least contain the following elements:

- ❖ The setting of PAT for L2 Vocational subjects (assessor, moderator, pre-moderation dates, actual administration dates, post-moderation dates, verification of marks and responsible officials)
- ❖ Evidence that lecturers are in possession of prescribed PAT's (L3 and L4)
- ❖ Evidence of the availability of procurement plans for PAT's/ISAT
- ❖ Evidence of availability of appropriate infrastructure (workshops, practicum rooms, simulation rooms)