



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

Private Bag X110, Pretoria, 0001, South Africa, 123 Francis Baard Street, PRETORIA, 0002.  
Tel: +27 12 357 3892, Fax: 012 328 6878, <http://www.dhet.gov.za>

Enquiries: Leslie Maseko  
Tel: (012) 357 3223  
Email: [Maseko.l@dbe.gov.za](mailto:Maseko.l@dbe.gov.za)

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  
QCTO  
REGIONAL TVET MANAGERS

### MEMORANDUM TE02 OF 2024

#### RELEASE OF NOVEMBER 2023 BUSINESS STUDIES N4-N6 RESULTS

The quality assurance bodies responsible for TVET College qualifications have approved the release of the November 2023 NATED Report 190/1 Business Studies N4 – N6 examination results. Please find attached the Schedule of Results applicable to your Examination Centre.

*It was noted that some examination centres still allowed candidates to write examinations without complying with the requirements as indicated in Memorandum 46 of 2015.*

These candidate's results were processed as follows:

- **888** subject results – means that the candidates did not meet the minimum admission requirements.
- **333** subject results – means that the candidates wrote examination despite not meeting the minimum admission requirements.

Should an examination centre identify candidates with incomplete marks (i.e. outstanding (777), absent (999), outstanding moderation record (MR) and no final mark as result of pre-requisite (AD).

#### 1. MOP-UP PROCESS TO MANAGE UNRESOLVED RESULTS FOR THE 2023/11 BUSINESS STUDIES EXAMINATIONS

The examination centres with the outstanding results are requested to submit all ICASS/ISAT/Written Mark Sheets or electronic data files and Portfolio of Evidence (PoE) for the affected students on or before 10H00 on **29 January 2024** to the relevant official managing your examination centre as outlined in **Annexure A**. It is the responsibility of the examination centre to follow up with a courier service provider and Department officials to confirm delivery of your mark submission and ensure that the marks reach the Department on time.

All the subjects' results which are not released due to the electronic file submitted by the examination centre which did not include the raw marks for all candidates (i.e. it was incomplete) will be released on **22 March 2024** as it is the responsibility of Examination Centres to inform the affected candidates of the reason for the delay in the release of

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results. All affected candidates must be permitted to register to rewrite these subjects during the next examination cycle. (i.e. June 2024)

**Note:** No change of marks will be allowed for candidates who obtained 999 as a final examination mark for the same examination. These candidates are required to rewrite the subject in the subsequent examination cycle.

## 2. TVET STUDENTS EXAMINATIONS ENQUIRIES

The candidates are encouraged to make use of the DHET Exams e-query solution for colleges on [www.eservices.gov.za](http://www.eservices.gov.za) to log any other TVET Examinations related enquiry. The main benefits of this solution amongst others are examination centres/candidates can manage their queries life cycle and availability of enquiry services 24/7.

## 3. CONFIRMATION OF THE SUBMITTED MARKS

All college principals are hereby requested to confirm the accuracy of the November 2023 results at their colleges by completing and submitting the attached **Declaration Form** to [Maseko.l@dbe.gov.za](mailto:Maseko.l@dbe.gov.za) or [Dolamo.j@dbe.gov.za](mailto:Dolamo.j@dbe.gov.za) carbon copy [BusCare@dhet.gov.za](mailto:BusCare@dhet.gov.za) before or on 09 February 2024.

## 4. HANDLING OF APPLICATIONS FOR RE-MARKS / RE-CHECKS

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 students, 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.

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 per subject
- R 14.50 for a re-check per subject

### 4.1. Process for Business Studies N4 –N6 answer scripts

The Department will be responsible for the re-mark / re-check of Business Studies N4-N6 answer scripts for the November 2022 examination cycle. All applications for re-marking/re-checking must be finalised by the examination centre by **02 February 2024** as the closing date for submission to the Department is **16:00 on Tuesday, 07 February 2024**.

Applications, accompanied by proof of deposit and a **statement of results** must be submitted via courier to **Ms. Y Pama, Work Station GF222, Sol Plaatje Building, 222 Struben Street, Pretoria**.

The Department will not take responsibility for re-mark/re-check applications that will be lost or received late because they were sent to other DHET officials instead of Ms. Y Pama.

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A register must be compiled on the template provided and sent together with the above mentioned documentation. (ANNEXURE B – BUSINESS STUDIES N4-N6 RE-MARK / RE-CHECK REGISTER).

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 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 of re-mark/re-check applications.

**Closing date for receipt of the November 2023 re-mark/re-check applications at DHET is Tuesday, 07 February 2024.**

The Department wishes to thank all staff at TVET Colleges for their role in conducting a successful November 2023 examinations cycle.

Kind regards



Ms V Tshetlo

**Chief Director: National Examinations and Assessment**

Date: 09/01/2024

**ANNEXURE A: LIST OF DHET OFFICIALS MANAGING BUSINESS STUDIES UNIT EXAMINATION RESULTS**  
**SUB-DIRECTORATE - DEPUTY DIRECTOR: Mr Walter Maphosa [Maphosa.w@dbe.gov.za](mailto:Maphosa.w@dbe.gov.za)**  
**ASSISTANT DIRECTOR: Mr Leslie Maseko [Maseko.l@dbe.gov.za](mailto:Maseko.l@dbe.gov.za)**

NAME	E-MAIL	TEL	PROVINCE/ COUNTRY
Ms Cleopatra Matseba (Senior Admin Clerk)	<a href="mailto:Matseba.c@dbe.gov.za">Matseba.c@dbe.gov.za</a>	(012) 357 3963	Western Cape: Province 1 Free State: Province 3
Ms Thandeka kekana (Senior Admin Clerk)	<a href="mailto:Kekana.l@dbe.gov.za">Kekana.l@dbe.gov.za</a>	(012) 357 3602	Northern Cape: Province 2 North West: Province 9 Foreign Countries: Province 10
Ms Dineo Mekoa (Senior Admin Clerk)	<a href="mailto:Mekoa.d@dbe.gov.za">Mekoa.d@dbe.gov.za</a>	(012) 357 3946	Eastern Cape: Province 4
Ms Elizabeth Mazibuko (Senior Admin Clerk)	<a href="mailto:Mazibuko.e@dbe.gov.za">Mazibuko.e@dbe.gov.za</a>	(012) 357 3964	Kwa Zulu Natal: Province 5 (0502 – 2599)
Mr Nelson Ntuli (Senior Admin Clerk)	<a href="mailto:Ntuli.n@dbe.gov.za">Ntuli.n@dbe.gov.za</a>	(012) 357 3951	Kwa Zulu Natal: Province 5 (5501 – 3599)
Mr Lefthogonolo Segapelo (Senior Admin Clerk)	<a href="mailto:Segapelo.l@dbe.gov.za">Segapelo.l@dbe.gov.za</a>	(012) 357 3542	Mpumalanga: Province 6
Ms Julia Dolamo (Senior Admin Officer)	<a href="mailto:Dolamo.j@dbe.gov.za">Dolamo.j@dbe.gov.za</a>	(012) 357 3960	Limpopo: Province 7
Ms Sandra Soteriou (Senior Admin Clerk)	<a href="mailto:Soteriou.s@dbe.gov.za">Soteriou.s@dbe.gov.za</a>	(012) 357 3961	Gauteng: Province 8 (0801 – 5874)
Mr Itumeleng Mpuru (Senior Admin Clerk)	<a href="mailto:Mpuru.i@dbe.gov.za">Mpuru.i@dbe.gov.za</a>	(012) 357 3225	Gauteng: Province 8 (8801 – 8898)
Mr Samuel Madiba (Senior Admin Clerk)	<a href="mailto:Madiba.s@dbe.gov.za">Madiba.s@dbe.gov.za</a>	(012) 357 3235	Gauteng: Province 8 (2801 – 2896)
Mr Molefi Boikanyo (Senior Admin Clerk)	<a href="mailto:Boikanyo.m@dbe.gov.za">Boikanyo.m@dbe.gov.za</a>	(012) 357 3881	Gauteng: Province 8 (3801 – 4899)

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**DECLARATION –NATED REPORT 190/1 NOVEMBER  
2023 BUSINESS STUDIES N4-N6 EXAMINATION  
RESULTS**

TO: [BusStudyCare@dhet.gov.za](mailto:BusStudyCare@dhet.gov.za)  
CC: Mr Walter Maphosa ([Maphosa.W@dbe.gov.za](mailto:Maphosa.W@dbe.gov.za))

I, .....,  
Principal of ..... College, hereby declare  
that the results of all Business Studies N4 - N6 candidates at the college have been confirmed  
and finalized for the November 2023 examinations.

I acknowledge and understand that no change of marks will be allowed after the Business Studies  
Mop-up process for the November 2023 cycle have been concluded.

Signed by the Principal

CAMPUS NAME:	
CAMPUS NUMBER:	
SIGNATURE:	
DATE:	

College Stamp



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**APPLICATION FOR RE-MARKING / RE-CHECKING OF SCRIPTS**

College officials must read and follow the directives of the memo on release of results before dispatching the re-mark/re-check applications to DHET.

No application for re-mark/re-check will be handled directly from candidates – all applications must come from examination centres. Candidates must write a two letter code (RM for re-mark or RC for re-check) followed by the examination number as payment reference. Attach proof of payment and a copy of results reflecting that you did write and get results for the subject(s) you want to be re-marked / re-checked.

<b>EXAMINATION DATE</b>		<b>2023 NOVEMBER BUSINESS STUDIES EXAMS</b>					
<b>RE-MARK</b>	<b>R81.00</b>			<b>RE-CHECK</b>	<b>R14.50</b>		
<b>PAY THE ADMINISTRATIVE FEE TO DHET ACCOUNT TO FACILITATE THE RELEASE OF THE RESULT:</b>							
<b>ACCOUNT HOLDER</b>	<b>BANK</b>	<b>TYPE OF ACCOUNT</b>	<b>ACCOUNT NO:</b>	<b>REFERENCE</b>			
Department of Higher Education and Training	ABSA	Deposit Account	40-7577-9507	RM for re-mark or RC for re-check followed by the examination number (ID Number)			
<b>SUBJECT (S)</b>			<b>LEVEL</b> <i>(eg. N1, NCV L3 etc.)</i>	<b>INSTRUCTIONAL OFFERING CODE</b>	<b>RE-MARK / RE-CHECK</b>		
1.							
2.							
3.							
<b>EXAMINATION CENTRE NUMBER</b>							
<b>SURNAME AND INITIALS OF APPLICANT</b>							
<b>CANDIDATE'S EXAMINATION NUMBER</b>							
<b>CELL. NUMBER OF APPLICANT</b>							
<b>E-MAIL ADDRESS OF APPLICANT</b>							
<b>NAME OF TVET EXAM CENTRE</b>							
<b>TEL. No. OF TVET EXAM CENTRE</b>							
<b>SIGNATURE OF APPLICANT</b>		<b>DATE OF SUBMISSION AT EXAM CENTRE</b>		<b>SURNAME and INITIALS OF EXAM OFFICER AT CAMPUS</b>		<b>DATE</b>	
<b>RECEIPT NUMBER:</b> <i>(Attach proof of payment to this application)</i>			<b>AMOUNT:</b>				
<b>DATE SUBMITTED TO DHET</b>		<b>DATE RECEIVED BY DHET</b>		<b>DATE PROCESSED BY DHET</b>			
<b>REMARKING/RE-CHECKING PROCESS</b>							
<b>NAME:</b>			<b>DATE:</b>		<b>SIGNATURE:</b>		



Closing date for receipt of 202311 Business Studies re-mark/re-check applications at campus is 02 February 2024