



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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
REGIONAL TVET MANAGERS

MEMORANDUM TE03 OF 2024

1. RELEASE OF NOVEMBER 2023 RESULTS ENGINEERING STUDIES N1-N6

The quality assurance bodies responsible for TVET College qualifications have approved the release of the November 2023 NATED Report 190/1 Engineering Studies N1 – N6 examination results. Please find attached the Schedule of Results applicable to your Examination Centre.

Further communication regarding Motor Trade Theory N2 Subject Code 11040662 will follow for the results that are pending.

It was noted that some examination centres still allowed candidates to write the examination without complying with the requirements as indicated in Memorandum 46 of 2015. These candidates' results were processed as follows:

999 subject results – means that the candidate was absent for the examination

888 subject results - did not meet the examination minimum admission requirements.

333 subject results – means that the candidate wrote examination despite not meeting the examination minimum admission requirements.

Should an examination centre identify candidates with incomplete marks (i.e. pending (777), outstanding (999) and missing moderation record (MR)). These incomplete results will be managed as follows:

2. IRREGULARITIES IDENTIFIED DURING THE EXAMINATION

Any irregularities identified whether individual, group of students or from an examination centre/college have been blocked and affected centres and colleges should have received the first letters of notification as per the date of this letter. Affected centres are urged to notify students of the alleged irregularities to enable them to submit statements/affidavits as a form of self-representation. Such suspected irregularities will be investigated and finalised. The following codes are indicated for those candidates or centres with suspected irregularities:

PX- instructional offering/mark withheld due to a suspected irregularity

LX- instructional offering/mark withheld due to a suspected irregularity and a late entry (Refer to **Examination Instruction 30 of 2000 paragraph 12**)

Upon completion of investigations, the necessary processing of blocked results will be conducted and blocked results will either be released or permanently nullified.

3. MOP-UP PROCESS OF THE 2023/11 ENGINEERING 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 affected students on or before 10H00 on 15 February 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 submissions and ensure that the marks reach the Department on time.

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.

4. 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 to log any other TVET examinations related enquiry. The main benefits of this solution amongst others are exam centres/candidates can manage their queries life cycle and availability of enquiry service 24/7.

5. 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 (Annexure B)** to Morotoba.f@dbe.gov.za and carbon copy maphosa.w@dbe.gov.za before or on Friday, 26 January 2024 to facilitate timeous release of certificates.

6. 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 the 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
- R 14.50 for a re-check

6.1 Process for Engineering Studies N1 answer scripts

Examination Centres are responsible for the re-marking / re-checking of the Engineering Studies N1 answer scripts for the November 2023 examination cycle. All applications for re-marking/re-checking of scripts must be finalized by the examination centre by 07 February 2024. The examination centre must ensure that Annexure C is submitted with the script to DHET for capturing on or before 20 February 2024.

After the scripts have been re-marked / re-checked the examination centre must forward the application for a 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 GF224, Sol Plaatjies Building, 222 Struben Street, Pretoria:**

The following must be submitted:

- The completed application form
- The original script
- Original proof of payment

A **register** must be compiled on the template provided and sent together with the scripts. (**ANNEXURE C – ENGINEERING STUDIES N1 REMARK / RECHECK 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 follow up with courier services to confirm delivery.

6.2 Process for Engineering N2-N6 answer scripts

The Department will be responsible for the re-mark / re-check of Engineering Studies N2-N6 answer scripts for the November 2023 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 07 February 2024**.

Applications accompanied by proof of deposit and a **statement of results** must be submitted via courier to **Ms. M Janse Van Rensburg, Work Station GF224, Sol Plaatjies 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 to Ms M Janse van Rensburg.

A register must be compiled on the template provided and sent together with the above mentioned documentation. (**ANNEXURE D – ENGINEERING STUDIES N2 - N6 RE-MARK / RE-CHECK REGISTER**).

The re-mark / re-check application form is attached as (**ANNEXURE E**).

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 will not be processed.
- In addition to the application form and proof of deposit, re-mark /re-check applications for Engineering 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 Engineering Studies.

It is the responsibility of the examination centre to follow up with courier services to confirm delivery.

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

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: 10 -01 - 2024

ANNEXURE A: LIST OF DHET OFFICIALS MANAGING ENGINEERING STUDIES UNIT EXAMINATION RESULTS
SUB-DIRECTORATE - DEPUTY DIRECTOR : Mr Walter Maphosa - Maphosa.w@dbe.gov.za
ASSISTANT DIRECTOR: Ms Florence Morotoba - Morotoba.F@dbe.gov.za,

NB: Distance Education Centres 11/5004 – 11/5018 must log enquiries with the official allocated to their respective full time Examination Centre code

NAME	E-MAIL	TEL	CENTRES	PROVINCE
Ms Florence Morotoba (Assistant Director)	morotoba.f@dhet.gov.za	012 357 3958	2/0201 – 2/5299 4/0421 – 4/5428	NORTHERN CAPE EASTERN CAPE
Ms Anneline Nagel (Senior Admin Officer)	nagel.a@dbe.gov.za	012 357 3937	5/2501 – 5/2599 4/0404 – 4/0419	KWAZULU-NATAL EASTERN CAPE
Ms Kerileng Tabudi (Senior Admin Clerk)	tabudi.k@dbe.gov.za	012 357 3948	6/0612 – 6/0666 8/2841 – 8/2896 8/8801 – 8/8899	MPUMALANGA GAUTENG GAUTENG
Mr Lazarus Tholo (Senior Admin Clerk)	tholo.l@dbe.gov.za	012 357 3228	5/5501 – 5/5599 6/5604 – 6/5615 6/2612 – 6/2623	KWAZULU NATAL MPUMALANGA
Ms Gerda Grobler (Senior Admin Clerk)	grobler.g@dbe.gov.za	012 357 3938	6/0680 – 6/2611 8/2801 – 8/2838 8/5801 – 8/5899	MPUMALANGA GAUTENG GAUTENG
Ms Dina du Plooy (Senior Admin Clerk)	duplooy.d@dbe.gov.za	012 357 3935	3/0301 – 3/5399 10/5001 – 10/5099 11/5007 – 11/5015 GCC 7/0707 – 10/5037	FREE STATE NAMIBIA SWAZILAND
Ms Annetjie Rencken (Senior Admin Clerk)	rencken.a@dbe.gov.za	012 357 3942	6/2625 – 6/5603 7/0701 – 7/5799 8/3801 – 8/3848	MPUMALANGA LIMPOPO GAUTENG
Mr Hendricks de Beer (Chief Admin Clerk)	debeer.hn@dbe.gov.za	012 357 3934	1/0101 – 1/5199 9/0901 – 9/5999	WESTERN CAPE NORTH WEST
Mr Kenneth Bopape (Senior Admin Clerk)	Bopape.k@dbe.gov.za	012 357 3234	6/0667 – 6/0678 8/0801 – 8/0899 GCC 1/5164 – 6/5611	MPUMALANGA GAUTENG
Mr Samuel Kganyago (Senior Admin Clerk)	Kganyago.s@dbe.gov.za	012 357 3943	5/0501 – 5/0599 6/0602 – 6/0608 7/2703 – 7/2745	KWAZULU NATAL MPUMALANGA LIMPOPO

