



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
: ACADEMIC HEADS AT TVET COLLEGES
: REGIONAL MANAGERS - DHET REGIONAL OFFICES
: REGIONAL DIRECTORS/ OFFICIALS**

MEMORANDUM TE15 OF 2024

MONITORING OF SITE-BASED ASSESSMENT: NATED BUSINESS STUDIES N4 - N6 SEMESTER 1 JUNE 2024 EXAMINATIONS

The Chief Directorate: National Examinations and Assessment (CD: NEA) is engaging in continuous monitoring of the site-based assessment (SBA) component for Business Studies N4 - N6 Semester 1 June 2024 examinations.

The purpose of this monitoring is to determine the level of compliance with respect to the TVET Curriculum Instruction Internal Assessment (ICASS) for the above-mentioned programmes.

Regional Department of Higher Education and Training (DHET) officials will conduct ICASS monitoring for all regions save the Kwazulu-Natal region and Free State sub-region during the period **20 May – 07 June 2024**.

These officials will compile region-specific schedules in the other regions and will then inform colleges about the regional monitoring schedules. The regional monitoring schedule will include dates for monitoring, venues for monitoring, as well as colleges/ campuses and subjects chosen for monitoring in each region.

National DHET officials will conduct ICASS monitoring for the Kwazulu-Natal region and Free State sub-region during the period **03 – 07 June 2024**.

These officials will inform colleges and examination centres sampled in the Kwazulu-Natal region and Free State sub-region about instructional offerings that will be monitored in a separate correspondence.

Your attention is further drawn to the fact that monitoring will be done off-site for the Kwazulu-Natal region (to be hosted at Coastal KZN TVET College: Durban Campus) and for the Free State sub-region (to be hosted at Motheo TVET College: Bloemfontein Campus).

Colleges are requested to submit the ICASS files to the hosting campuses three (03) working days before the monitoring dates.

All Deputy Principals (Academic)/ Campus Managers must ensure that subjects sampled for monitoring are availed without fail to ensure a smooth monitoring process.

ICASS implementation evidence must be submitted in a manner packaged to show the following aspects:

Assessment Evidence 1

- Relevant national policies in relation to the conduct, management and administration of national examinations and assessment
- Internal (college-developed) assessment and moderation policies (signed-off by relevant authority e.g. College Board; College Council)
- Up-to-date TVET Curriculum Instruction (ICASS Guidelines) for Report 191 programmes published by the Department for 2024
- Agenda and attendance registers of internal college/ campus workshops held for **all** lecturers on ICASS Guidelines 2024
- Annual ICASS management plans for all subjects offered by the campus
- Campus Monitoring plans to ensure adherence to national policies, guidelines and assessment plans
- Consolidated Campus ICASS Monitoring Reports and evidence of presentation to the college academic board

Assessment Evidence 2

- Lecturer's Subject file and Lecturer's Assessment file which must contain **all relevant contents** as per the 2024 ICASS Guidelines for the programme.

Assessment Evidence 3

- **All students' assessment evidence (all marked scripts of Assignment, Test and Internal Examination for Business Studies)** must be arranged as per the official examination and/ or trimester DHET mark-sheets.

Additional queries regarding the contents of this correspondence may be directed to Mr. Tleru on the telephone number (012) 357 4520) and email address Tleru.L@dbe.gov.za or Mr. Makgalemele on (012) 357 3549 and email address Makgalemele.J@dbe.gov.za.

The following regional officials may be contacted for further clarity:

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The monitoring of SBA plays a central role in determining whether the results for the June 2024 Business Studies N4 - N6 will be released or not. Any examination centre which fails to submit the required assessment evidence run the risk of the blocking of examination results for that centre until the ICASS is verified.

Your cooperation in this regard is greatly appreciated.

Kind regards



Dr MD Ramoroka
Acting Chief Director: National Examinations and Assessment

DATE: 07 - 05 - 2024

