



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 TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES
PRINCIPALS OF PRIVATE COLLEGES
PRINCIPALS OF COMMUNITY EDUCATION AND TRAINING (CET) COLLEGES
CENTRE MANAGERS OF DEPARTMENT OF CORRECTIONAL SERVICES**

CC: REGIONAL MANAGERS

MEMORANDUM TE16 OF 2024

EXAMINATION QUESTION PAPER DISTRIBUTION TO EXAMINATION CENTRES

- 1 This policy document must be read in conjunction with Memo TE13 of 2021.
- 2 Since the introduction of memo TE13 of 2021 it is still an alarming trend that public and private TVET colleges fail to adhere to the conditions outlined in the annual final management plans. This includes:
 - the failure of examination centres to enrol students before the relevant closing date,
 - the submission of txt files beyond the closing dates, which impacts negatively on processes at the Chief Directorate: National Examinations and Assessment (CD: NEA),
 - the continuous influx of late enrolments after systems have been closed,
 - examinations centres do not follow the internal prelim process where verification of enrolments are done at centre level before submitting the txt file to the DHET for loading, and
 - final preliminary schedules, of which the function is to correct personal candidate details, is used to enrol late students.
- 3 The consequences of these actions inevitably lead to requests to email question papers to examination centres on the morning of and even during examination sessions. Investigations have shown that an overwhelming majority of these cases are because of examination centres not adhering to management plans.
- 4 The CD: NEA recently conducted an examination and assessment Lekgotla to, amongst others discuss the activities that are placing a risk on national examinations and erode the credibility and integrity of these examinations. The emailing of question papers on the morning of examinations is one such risk. **Therefore, the DHET has decided that this practice of emailing question papers will be completely terminated from the May/June 2024 examination cycles onwards. This measure is applicable to all TVET and CET national examinations.**

5 One of the critical activities in the management plans is the extraction of final enrolment data for the purpose of printing and packaging of examination question papers at the Government

Printing Works (GPW). These activities can only be engaged once all enrolments are uploaded into the examination system and the cohort student's is a credible reflection of those that had prepared for examinations.

6 Once the extraction of data had been activated, this data set becomes the only and final data provided to the Government Printing Works (GPW). This process is essential for the secure printing, packaging and delivery of question papers. If a college or campus' data are not included in this data file, they will NOT receive any printed and packed question papers at the delivery point(s). Centre managers must engage with the affected students to re-register for the new examination opportunity.

7 The current practice of issuing examination permits and mark sheets to those students that are "late enrolments" will in future not be permitted, nor accommodated. These students will have to enrol for the next examination cycle. In extraordinary cases only the CD: NEA will evaluate applications and, if approved, electronic versions of question papers could be provided to the relevant examination centre. Only the CD: NEA will issue examination permits and mark sheets in these cases.

8 Principals of public and private colleges as well as centre managers at the Department of Correctional Services must ensure that candidates are enrolled for subject offerings according to the language preference indicated on their admission permits. Examination centres are under no circumstances allowed to request examination question papers from any institution other than the CD: NEA.

It is our collective responsibility to uphold the credibility and integrity of our national examinations.

Kind regards



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DR D RAMOROKA
ACTING CHIEF DIRECTOR: NATIONAL EXAMINATIONS & ASSESSMENTS

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