



## 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 TE04 OF 2025

#### 1. RELEASE OF THE NOVEMBER 2024 RESULTS ENGINEERING STUDIES N2 - N6

The quality assurance bodies responsible for TVET College qualifications have approved the release of the November 2024 NATED Report 190/1 Engineering Studies N2 – 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 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.

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 2024/11 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 14 February 2025 to the relevant official managing their examination centre as outlined in (Annexure A). It is the responsibility of the examination centre to follow up with the courier service providers 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](http://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 2024** results at their Colleges by completing and submitting the attached **Declaration form (Annexure B)** to [Morotoba.f@dbe.gov.za](mailto:Morotoba.f@dbe.gov.za) and carbon copy [maphosa.w@dbe.gov.za](mailto:maphosa.w@dbe.gov.za) before or on **22 January 2025** 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 N4-N6 and Engineering N2-N6 answer scripts

The Department will be responsible for the re-mark / re-check of Engineering Studies N4-N6 answer scripts for the **November 2024** examination cycle. All applications for re-marking/re-checking must be finalised by the examination centre by **03 February 2025** as the closing date for submission to the Department is **16:00 on 07 February 2025**.

Applications accompanied by proof of deposit and a **copy 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 should 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.
- 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 2024 re-mark/re-check applications at DHET is 16:00 on 07 February 2025.**

The Department wishes to thank all staff at TVET Colleges for their role in conducting a successful November 2024 examinations cycle.

Kind regards



**Dr MD Ramoroka**

**Acting Chief Director: National Examinations and Assessment**

Date: 10-01-2025

**ANNEXURE A: ENGINEERING STUDIES UNIT**

**UNIT MANAGER:** Mr Walter Maphosa [Maphosa.w@dbe.gov.za](mailto:Maphosa.w@dbe.gov.za)

**UNIT SUPERVISOR:** Mrs Florence Morotoba [Morotoba.f@dbe.gov.za](mailto:Morotoba.f@dbe.gov.za)

NAME	E-MAIL	TEL	CENTRES	PROVINCE
Ms F Morotoba	<a href="mailto:morotoba.f@dhet.gov.za">morotoba.f@dhet.gov.za</a>	012 357 3958 081 497 8828	2/0201 – 2/5299 4/0421 – 4/5428	NORTHERN CAPE EASTERN CAPE
Ms A Nagel	<a href="mailto:nagel.a@dbe.gov.za">nagel.a@dbe.gov.za</a>	012 357 3937 069 392 7449	5/2501 – 5/2599 4/0404 – 4/0419	KWAZULU-NATAL EASTERN CAPE
Ms K Tabudi	<a href="mailto:tabudi.k@dbe.gov.za">tabudi.k@dbe.gov.za</a>	012 357 3948 069 442 0577	6/0612 – 6/0666 8/2841 – 8/2896 8/8801 – 8/8899	MPUMALANGA GAUTENG GAUTENG
Mr L Tholo	<a href="mailto:tholo.l@dbe.gov.za">tholo.l@dbe.gov.za</a>	012 357 3228 067 029 5467	5/5501 – 5/5599 6/5604 – 6/5615 6/2612 – 6/2623	KWAZULU NATAL MPUMALANGA
Ms G Grobler	<a href="mailto:grobler.g@dbe.gov.za">grobler.g@dbe.gov.za</a>	012 357 3938 067 066 4034	6/0680 – 6/2611 8/2801 – 8/2838 8/5801 – 8/5899 GCC	MPUMALANGA GAUTENG GAUTENG ALL PROVINCES
Ms D du Plooy	<a href="mailto:duplooy.d@dbe.gov.za">duplooy.d@dbe.gov.za</a>	012 357 3935	3/0301 – 3/5399 10/5001 – 10/5099 11/5007 – 11/5015 8/2811 – 8/2838	FREE STATE NAMIBIA SWAZILAND CORRESPONDENCE GAUTENG
Ms A Rencken	<a href="mailto:rencken.a@dbe.gov.za">rencken.a@dbe.gov.za</a>	012 357 3942 069 393 7649	6/2625 – 6/5603 7/0701 – 7/5799 8/3801 – 8/3848	MPUMALANGA LIMPOPO GAUTENG
Mr HN de Beer	<a href="mailto:debeer.hn@dbe.gov.za">debeer.hn@dbe.gov.za</a>	012 357 3934 069 378 9713	1/0101 – 1/5199 9/0901 – 9/5999	WESTERN CAPE NORTH WEST
Mr K Bopape	<a href="mailto:Bopape.k@dbe.gov.za">Bopape.k@dbe.gov.za</a>	012 357 3234 069 437 6633	6/0667 – 6/0678 8/0801 – 8/0899 8/2801 – 8/2808	MPUMALANGA GAUTENG GAUTENG
Mr S Kganyago	<a href="mailto:Kganyago.s@dbe.gov.za">Kganyago.s@dbe.gov.za</a>	012 357 3943 069 834 2107	5/0501 – 5/0599 6/0602-6/0608 7/2703-7/2745	KWAZULU NATAL MPUMALANGA LIMPOPO