



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

To: REGIONAL TVET MANAGERS
PRINCIPALS OF PUBLIC TVET COLLEGES AND PRIVATE COLLEGES
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
ACADEMIC HEADS / DEPUTY PRINCIPALS (ACADEMIC)
CAMPUS MANAGERS
EXAMINATION OFFICERS
UMALUSI
QCTO

MEMORANDUM TE03 OF 2025

RELEASE OF NOVEMBER 2024 BUSINESS STUDIES N4-N6 RESULTS

The quality assurance bodies responsible for TVET College qualifications have approved the release of the November 2024 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 2024/11 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 **21 February 2025** 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 **17 March 2025** as it is the



responsibility of Examination Centres to inform the affected candidates of the reason for the delay in the release of results. All affected candidates must be permitted to register to rewrite these subjects during the next examination cycle. (i.e. June 2025)

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 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 2024 results at their colleges by completing and submitting the attached **Declaration Form** to Maseko.l@dbe.gov.za or Dolamo.l@dbe.gov.za carbon copy BusCare@dhet.gov.za before or on **22 January 2025**.

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 2024 examination cycle. All applications for re-marking/re-checking must be finalised by the examination centre by **31 January 2025** as the closing date for submission to the Department is **16:00 on Wednesday, 05 February 2025**.



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.

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.
- 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 2024 re-mark/re-check applications at DHET is Wednesday, 05 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 D Ramoroka

Acting Chief Director: National Examinations and Assessment

Date: 09-01-2025

ANNEXURE A: LIST OF DHET OFFICIALS MANAGING BUSINESS STUDIES UNIT EXAMINATION RESULTS
SUB-DIRECTORATE MANAGER: Mr Walter Maphosa w@mbe.gov.za: Cell no 083 702 8576
Unit Manager: Mr Leslie Maseko l@mbe.gov.za: Tel 012 357 3223 / 060 228 8384

NAME	E-MAIL	TEL	PROVINCE/ COUNTRY
Ms Cleopatra Matseba	Matseba.c@dbe.gov.za	(012) 357 3963/ 067 668 5922	Western Cape: Province 1 Free State: Province 3 (0301-2399)
Ms Thandeka Kekana	Kekana.t@dbe.gov.za	(012) 357 3602/ 067 631 0946	Northern Cape: Province 2 North West: Province 9 Foreign Countries: Province 10 and 11
Ms Dineo Meko	Mekoa.d@dbe.gov.za	(012) 357 3946/ 069 766 0027	Eastern Cape: Province 4
Ms Elizabeth Mazibuko	Mazibuko.e@dbe.gov.za	(012) 357 3964/ 068 197 9194	Kwa Zulu Natal: Province 5 (0502 – 2599)
Mr Nelson Ntuli	Ntuli.n@dbe.gov.za	(012) 357 3951/ 067 122 1530	Kwa Zulu Natal: Province 5 (5501 – 3599)
Mr Leithogonolo Segapelo	Segapelo.l@dbe.gov.za	(012) 357 3542/ 069 198 3761	Mpumalanga: Province 6
Ms Julia Dolamo	Dolamo.j@dbe.gov.za	(012) 357 3960/ 067 720 9986	Limpopo: Province 7 (0701-2799)
Ms Sandra Soteriou	Soteriou.s@dbe.gov.za	(012) 357 3961	Gauteng: Province 8 (0801 – 5899)
Mr Itumeleng Mpuru	Mpuru.i@dbe.gov.za	(012) 357 3225/ 069 324 1313	Gauteng: Province 8 (8801 – 8898) Prov 7 (5701-5736) Prov 3 (5301-5319)
Mr Samuel Madiba	Madiba.s@dbe.gov.za	(012) 357 3235/ 067 726 7874	Gauteng: Province 8 (2801 – 2899)
Mr Molefi Boikanyo	Boikanyo.m@dbe.gov.za	(012) 357 3881/ 068 575 4657	Gauteng: Province 8 (3801 – 4899)



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**DECLARATION –NATED REPORT 190/1 NOVEMBER
2024 BUSINESS STUDIES N4-N6 EXAMINATION
RESULTS**

TO: BusStudyCare@dhet.gov.za
CC: Mr Walter Maphosa (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 2024 examinations.

I acknowledge and understand that no change of marks will be allowed after the Business Studies
Mop-up process for the November 2024 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.

EXAMINATION DATE		2024 NOVEMBER BUSINESS STUDIES EXAMS					
RE-MARK	R81.00	RE-CHECK			R14.50		
PAY THE ADMINISTRATIVE FEE TO DHET ACCOUNT TO FACILITATE THE RELEASE OF THE RESULT:							
ACCOUNT HOLDER	BANK	TYPE OF ACCOUNT	ACCOUNT NO:	REFERENCE			
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)			
SUBJECT (S)			LEVEL <i>(eg.N1, NCV L3 etc.)</i>	INSTRUCTIONAL OFFERING CODE	RE-MARK / RE-CHECK		
1.							
2.							
3.							
EXAMINATION CENTRE NUMBER							
SURNAME AND INITIALS OF APPLICANT							
CANDIDATE'S EXAMINATION NUMBER							
CELL. NUMBER OF APPLICANT							
E-MAIL ADDRESS OF APPLICANT							
NAME OF TVET EXAM CENTRE							
TEL. No. OF TVET EXAM CENTRE							
SIGNATURE OF APPLICANT		DATE OF SUBMISSION AT EXAM CENTRE		SURNAME and INITIALS OF EXAM OFFICER AT CAMPUS		DATE	
RECEIPT NUMBER: <i>(Attach proof of payment to this application)</i>			AMOUNT:				
DATE SUBMITTED TO DHET		DATE RECEIVED BY DHET		DATE PROCESSED BY DHET			
REMARKING/RE-CHECKING PROCESS							
NAME:			DATE:		SIGNATURE:		

Stamp: Exam Centre