



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
CAMPUS MANAGERS
REGIONAL OFFICIALS
ACADEMIC HEADS
EXAMINATION OFFICERS**

MEMORANDUM TE07 OF 2026

NOTIFICATION: RESCHEDULING OF ANNUAL TRAINING OF CHIEF INVIGILATORS AND TRAINING OF CHIEF INVIGILATORS OF NEW COLLEGES

The Chief Directorate: National Examinations and Assessment (CD: NEA) informs all examination centres (Public, Private and Correctional Centres) about the rescheduling of the annual training of Chief Invigilators which used to be conducted in February/ March of every year. This annual training of all Chief Invigilators and Examination Officers will be conducted later in the year and NOT in February/ March as usual. Training dates will be communicated to all centres in due course.

Notwithstanding the above, the CD: NEA will however conduct Chief Invigilator and Examination Officers' training for newly registered colleges and newly appointed Chief Invigilators and Examination Officers scheduled as follows:

- Date: 10 March 2026
- Time: 09-14:00
- Mode: Virtual

The affected newly registered colleges and newly appointed Chief Invigilators and examination officers must RSVP on or before 13 February 2026. The link will be shared with all the colleges that would have confirmed their attendance.

RSVP: Ms Basani Mohlaba: Mohlaba.B@dbe.gov.za and Ms Rethabile Kekana: Kekana.RY@dbe.gov.za

Kind Regards

DR MD RAMOROKA
ACTING CHIEF DIRECTOR: NATIONAL EXAMINATIONS & ASSESSMENT
DATE: 09/02/2026