



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF TECHNICAL &
VOCATIONAL EDUCATION & TRAINING EXAMINATIONS

NATED REPORT 190/1
BUSINESS STUDIES

DRAFT
2021

BUSINESS STUDIES

2021 ACADEMIC YEAR

1. WRITTEN EXAMINATIONS

1.1 WRAP-UP PROCESS OF THE NOVEMBER 2020 EXAMINATIONS

Candidates applying for the re-marking or re-checking or mop-up must be enrolled for the 202106 examinations pending the outcome of the processes, as no late enrolments will be allowed.

The writing of Information Processing and Computer Practice subjects should not impede on the teaching conduct time of other subjects.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 202011 results electronically	Examination Centres	04 December 2020
DHET	Create and print statements of results	DHET	21 January 2021
DHET	Sorting and packing process	DHET	25 January 2021
Staff commence at TVET Colleges (Semester 1 st)			18 January 2021
DHET	Dispatch statements of results	Examination Centres	25 January 2021
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <p>All enquiries must be supported by the following evidence:</p> <ul style="list-style-type: none"> • Copy of the script (s) where applicable • Copy of mark sheet (s) where applicable • Copy of the seating plan and attendance register for exams • Proof of scripts dispatched to Distribution Point / Marking Centre • Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward <p>FORMAT OF ENQUIRY</p> <p>All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> • Examination Centre Number • Examination Centre Name • ID of candidate • Name of subject • Subject code • Mark submitted via txt file • Mark to be approved 	DHET	26 January-16 February 2021

	<u>No November 2020 examinations enquiries will be administered after 16 February 2021.</u>		
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	15 February 2021
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	19 February 2021
DHET	Mop-up process: Release results electronically	Examination Centres	05 March 2021
DHET	Re-Marking Process	Marking Centres	06-07 March 2021
DHET	Capturing of re-marks and approval process	DHET	08-19 March 2021
DHET	Release results for re-marks and re-checks	Examination Centres	22 March 2021
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	5 April 2021
DHET	Create and print statements of results for amended marks	DHET	05 April 2021
DHET	Sorting and packing process	DHET	09 April 2021
DHET	Dispatch statements of results for amended marks	Examination Centres	13 April 2021
DHET	Creation of batch Certification (N4 - N6) process	DHET	22 February 2021
DHET	Sorting and packing process	DHET	01 March 2021
DHET	Dispatch certificates	Examination Centres	02-03 March 2021

2. THE JUNE 2021 EXAMINATIONS (SEMESTER 1)

Candidates applying for the re-marking or re-checking or mop-up must be enrolled for the 202111 examinations pending the outcome of the processes as no late enrolments will be allowed.

The writing of Information Processing and Computer Practice subjects should not impede on the teaching conduct of other subjects.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
STAFF COMMENCE AT TVET COLLEGES (1 ST SEMESTER TERM 1)			18 January 2021
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	18 January 2021
N5 AND N6 CLASSES COMMENCE AT TVET COLLEGES			25 January 2021
N4 CLASSES COMMENCE AT TVET COLLEGES			08 February 2021
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	26 February 2021
Examination Centres	INTERNAL PRELIM PROCESS It is mandatory that examination centres implement a verification process to print and correct their own prelims before submitting the <u>txt file</u> to the DHET. Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	26 February - 12 March 2021
Examination Centres	Submit candidate entries to the DHET. Txt files to be submitted to the relevant data capturers to upload the files.	DHET	15 March 2021
DHET	Loading of Candidate N4 to N6 Entries into DHET Examination System	DHET	28 April 2021
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS E - Mail preliminary entry schedules to Examination Centres. Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	18 March 2021
TVET College Close			01 April 2021
STAFF AND CLASSES COMMENCE AT TVET COLLEGES (1 ST SEMESTER TERM 2)			12 April 2021
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to the relevant DHET Resulting Official managing your Examination Centre. It is mandatory that candidates sign the prelim to confirm correctness of subjects enrolled for.	DHET	12 - 29 April 2021

	The DCM (Academic) must sign off on the Prelims.		
DHET	Create data sets for QP stickers	DHET	08 May 2021
Examination Centres	<p>TVET Colleges to submit request for subject clashes and concession to the DHET for approval.</p> <p>Concession Examples:</p> <ul style="list-style-type: none"> • Braille Question Paper • Large font Question Paper • Extra time to complete a paper • Scribe to read or write <p><u>No submissions will be considered after 02 May 2021</u></p>	Examination Centres	05 April 2021
DHET	Examination Extracting Processes	DHET	30 April 2021
DHET	Printing, sorting and packing process	DHET	02 May 2021
DHET	Dispatch final entry schedule, admission letters and mark sheets (Term and Written) to Examination Centres.	Examination Centres	05 May 2021
Examination Centres	Classes End	Examination	21 May 2021
DHET	<p>Computer-based examinations in session – to run concurrently while classes continues.</p> <p>The following Computer Subjects will be written prior to the start of the Examination Session to complement the duration of the marking process.</p> <ul style="list-style-type: none"> • Information Processing N4: 15 May (X Paper) • Information Processing N5: 18 May (X Paper) • Computer Practice N4: 19 May (X Paper) • Computer Practice N5: 20 May (X Paper) • Computer Practice N6: 21 May (X Paper) 	Examination Centres	15 - 21 May 2021
Examination Centres	<p>Submit all (N4 – N6) completed <u>ICASS / term marks</u> txt files to the <u>DHET</u>.</p> <p>Examination Centres to verify SBA marks before submitting txt files.</p> <p>Candidates are not allowed to write the examination if not in compliance with the admission requirements as per Exam Instruction 01 of 2015 and Memo 46 of 2015.</p>	DHET	21 May 2021

DHET	Loading of Submit N4 – N6 Term marks to the DHET via txt files and mark sheets to the Resulting section.	DHET	27 June 2021
DHET	Examination in Session Non-computer subjects	Examination Centres	24 May - 14 June 2021
DHET	Marking process (staggered marking)	Marking Centres	From 29 May 2021
DHET	Marking (Block model)	Marking Centres	15 – 27 June 2021
DHET	Final Marks Upload / Capturing Process	DHET	29 June 2021
TVET Colleges Closes			14 June 2021
Staff commence at TVET Colleges			08 July 2021
Classes commence			14 July 2021
DHET	Release schedule of results electronically	Examination Centres	08 July 2021
DHET	Creation and print statements of results	DHET	08 July 2021
DHET	Sorting and packing process	DHET	12 July 2021
DHET	Dispatch statements of results	DHET	12 July 2021

Note: Examination Centres are responsible for submitting complete and accurate data (enrolments, marks and etc.) that will culminate in complete resulting and certification of candidates.

3. MOP-UP AND RE-MARKING PROCESSES OF THE JUNE 2021 EXAMINATIONS

Candidates applying for the re-marking or re-checking or mop-up must be enrolled for the 202111 examinations pending the outcome of the processes, as no late enrolments will be allowed.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (SEMESTER 2 TERM 3)			08 July 2021
Classes commence			14 July 2021
DHET	Release schedule of the 202006 results electronically	Examination Centres	08 July 2021
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	DHET	23 July 2021
Examination Centres	Closing date for application of re-marks and re-checks at DHET.	Examination Centres	27 July 2021
Examination Centres	<p>Mop-up Process to manage unresolved results:</p> <p>All enquiries must be supported by the following evidence:</p> <ul style="list-style-type: none"> • Copy of the script (s) where applicable • Copy of mark sheet (s) where applicable • Copy of the seating plan and attendance register for exams • Proof of scripts dispatched to Distribution Point / Marking Centre • Affidavit from the Campus Manager explaining the reasons for non-compliance and proposal on the way forward <p>FORMAT OF ENQUIRY</p> <p>All enquiries from an Examination Centre must be summarised in an Excel spread sheet with the following headings:</p> <ul style="list-style-type: none"> • Examination Centre Number • Examination Centre Name • ID of candidate • Name of subject • Subject code • Mark submitted via txt file • Mark to be approved <p><u>No enquiries will be administered after 19 August 2021.</u></p>	DHET	06 - 19 August 2021
DHET	Re-Marking Process	Marking Centres	14 - 15 August 2021
DHET	Capturing of re-marks and approval process	DHET	16 - 20 August 2021
DHET	Mop-up process: Release results electronically	Examination Centres	19 August 2021

DHET	Release results for re-marks and re-checks	Examination Centres	02 September 2021
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	02 September 2021
DHET	Creation and print statements of results for amended marks	DHET	02 September 2021
DHET	Sorting and packing process	DHET	07 September 2021
DHET	Dispatch statements of results for amended marks	Examination Centres	10 September 2021
DHET	Creation of batch Certification (N4 - N6) process	DHET	14 September 2021
DHET	Sorting and packing process	DHET	16 -17 September 2021
DHET	Dispatch certificates	Examination Centres	17 September

Note: Examination Centres are responsible for submitting complete and accurate data (enrolments, marks and etc.) that will culminate in complete resulting and certification of candidates.

4. THE NOVEMBER 2021 EXAMINATIONS (SEMESTER 2)

Candidates applying for the re-marking or re-checking or mop-up must be enrolled for the 202111 examinations pending the outcome of the processes, as no late enrolments will be allowed.

The writing of Information Processing and Computer Practice subjects should not impede on the teaching conduct time of other subjects.

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
STAFF COMMENCE AT TVET COLLEGES (SEMESTER 2 TERM 1)		Examination Centres	08 July 2021
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	08 July 2021
CLASSES COMMENCE AT TVET COLLEGES		Examination Centres	14 July 2021
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	04 August 2021
Examination Centres	INTERNAL PRELIM PROCESS It is mandatory that examination centres implement a verification process to print and correct its own prelims before submitting the txt file to the DHET. No late entries will be allowed. Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	04 - 20 August 2021
Examination Centres	Submit Candidate Entries to the DHET. Txt files to be submitted to the relevant data capturers to upload the files.	DHET	25 August 2021
DHET	Loading of Candidate N4 to N6 Entries into DHET Examination System	DHET	23 September 2021
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS E - Mail preliminary entry schedules to Examination Centres. Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	30 August 2021
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to the relevant DHET Resulting Official managing your Examination Centre. It is mandatory that candidates sign the prelim to confirm correctness of subjects enrolled for.	DHET	08 September 2021

	The DCM (Academic) must sign off on the Prelims.		
DHET	Create data sets for QP stickers	SITA	27 September 2021
TVET College Close			17 September 2021
STAFF COMMENCE AT TVET COLLEGES (SEMESTER 2 TERM 2)			27 September 2021
CLASSES COMMENCE			27 September 2021
Examination Centres	<p>TVET Colleges to submit request for subject clashes and concession to the DHET for approval.</p> <p>Concession Examples:</p> <ul style="list-style-type: none"> • Braille Question Paper • Large font Question Paper • Extra time to complete a paper • Scribe to read or write <p><u>No late submissions will be considered after 04 October 2021</u></p>	DHET	04 October 2021
DHET	Examination Extraction Processes	DHET	05 October 2021
DHET	Printing, Sorting and Packing Process	DHET	12 October 2021
Examination Centres	Dispatch final entry schedule, admission letters and mark sheets (Term and Written) to Examination Centres.	Examination Centres	20 October 2021
Examination Centres	Classes End	Examination Centres	08 November
DHET	<p>Computer-based examinations in session - to run concurrently while class continues</p> <ul style="list-style-type: none"> • Information Processing N4 – 02 November (X Paper) • Information Processing N5 – 03 November (X Paper) • Computer Practice N4 – 04 November (X Paper) • Computer Practice N5 – 05 November (X Paper) • Computer Practice N6 – 08 November (X Paper) 	Examination Centres	02 - 08 November 2021
Examination Centres	<p>Submit all (N4 – N6) completed <u>ICASS / term marks</u> txt files to the <u>DATA</u> Section. Examination Centres to verify SBA marks before submitting txt files.</p> <p>Candidates are not allowed to write the examination if not in compliance with the</p>	DHET	11 November 2021

	admission requirements as per Exam Instruction 01 of 2015 and Memo 46 of 2015.		
DHET	Loading of Candidate N4 to N6 Term Marks into DHET Examination System	DHET	04 December 2021
DHET	Examination in Session	Examination Centres	09 November 2021 To 30 November 2021
DHET	Marking process (staggered model)	Marking Centres	From 13 November 2021
DHET	Marking process (Block model)	Marking Centres	03 – 15 December 2021
DHET	Final Marks Capturing Process	DHET	17 December 2021
TVET College Close			08 December 2021
DHET	Release schedule of results electronically to Examination centres	Examination Centres	10-12 January 2022
DHET	Create Statements of Results		12 January 2022

Note: Examination Centres are responsible for submitting complete and accurate data (enrolments, marks and etc.) that will culminate in complete resulting and certification of candidates.