

MANAGEMENT PLAN

FOR

ADMINISTRATION AND MANAGEMENT OF TECHNICAL VOCATIONAL
EDUCATION & TRAINING EXAMINATIONS

NATED REPORT 190/1
ENGINEERING STUDIES

2021

ENGINEERING STUDIES

2021 ACADEMIC YEAR

1. MOP-UP AND RE-MARKING PROCESSES OF THE NOVEMBER 2020 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer scripts for the 202011 cycle are not exempted from the onus of entering for the 202104 examination before the stipulated date.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	Staff Commence at TVET College (Trimester 1 st)	Examination Centres	18 January 2021
DHET	Release schedule of the 202011 results electronically	Examination Centres	04 - 05 February 2021
DHET	Creation and print statements of results	DHET	05 February 2021
DHET	Sorting and packing process	DHET	08 February 2021
DHET	Dispatch statements of results	Examination Centres	10 February 2021
Examination Centres	<p>Mop-up Process to manage unresolved results:</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 15 February 2021</u></p>	DHET	11 - 15 February 2021
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	Re-marking Process	Marking Centres	06-07 March 2021
DHET	Capturing of re-marks and approval process	DHET	09 March 2021
DHET	Mop-up process: Release marks electronically	Examination Centres	23 March 2021
DHET	Mop-up process: Release any remaining results	Examination Centres	09 April 2021

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	Staff Commence at TVET College (Trimester 1 st)	Examination Centres	18 January 2021
	electronically		
DHET	Release results for re-marks and re-checks	Examination Centres	22 March 2021
DHET	Creation and print statements of results for amended marks	DHET	09 April 2021
DHET	Sorting and packing process	DHET	15 April 2021
DHET	Dispatch statements of results for amended marks	Examination Centres	20 April 2021
DHET	Create batch and consolidated Certificates of candidates for QA approval	DHET	23 April 2021
DHET	QA Approval and printing process	QA / BETA	23 April 2021
DHET	Certificate consolidation process (Keep certificates in office until college re-opens)	DHET	28 April 2021
DHET	QA Approval and printing process	DHET	28 April 2021
DHET	Sorting and packing process	DHET	30 April 2021
DHET	Dispatch certificates	Examination Centres	14 May 2021

2. THE APRIL 2021 EXAMINATIONS (TRIMESTER 1)

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202011 cycle are not exempted from the onus of entering for the 202104 examination before the stipulated date in instances where the outcome of the 202011 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations.

The writing of the drawing subjects should not impede on the teaching contact time of the remaining subjects.

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
	STAFF COMMENCE AT TVET COLLEGES (1 ST TERM)	Examination Centre	18 January 2021
	N1 CLASSES COMMENCE	Examination Centre	25 January 2021
	N5 AND N6 CLASSES COMMENCE		06 February 2021
	N2, N3 AND N4 CLASSES COMMENCE AT TVET COLLEGES	Examination Centres	08 February 2021
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	04 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 for loading Note: Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	04 - 11 February 2021
Examination Centres	Submit Candidate Entries to the DHET for registration	DHET	12 February 2021
DHET	Uploading of candidates registration text file into the Examination system	DHET	19 February 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	10 - 19 February 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 The DCM (Academic) must sign off on the Prelims	DHET	10 - 02 March 2021
DHET	Request for stickers and packing labels	DHET	25 February 2021
DHET	Examination Extracting Processes	DHET	15 March 2021
DHET	Printing, sorting and packing process	DHET	18 March 2021
DHET	Dispatch final entry schedule, admission letters and mark sheets (term and written) to Examination Centres	Examination Centres	24 March 2021
Examination Centres	Submit all (N1 – N6) completed ICASS / term marks txt files to DHET for registration. Examination Centres to verify SBA marks before submitting txt files.	DHET	01 April 2021

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
	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		
DHET	Uploading of (N1-N6) Term Marks into the DHET Examination System	DHET	01-22 April 2021
DHET	Drawing examinations in session DATE: 01 April Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper) DATE: 01 April Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper) DATE: 01 April Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)	Examination Centres	01 April 2021
Examination Centres	Classes end	Examination Centres	31 March 2021
DHET	Examination in Session	Examination Centres	01 - 23 April 2021
TVET Colleges Close			23 April 2021
DHET	Block Marking	Marking Centres	24 April – 03 May 2021
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via txt files for loading	DHET	28 April 2021
DHET	Uploading of N1 Written Marks into the DHET Examination System	DHET	04 May 2021
Marking Centres	Submit N2 – N6 written (External Assessment) marks to DHET for registration via txt files and <u>mark sheets</u> to the <u>Resulting</u> section for filing	DHET	04 May 2021
DHET	Final Marks Capturing Process	DHET	07 May 2021
DHET	Standardisation processes	UMALUSI/QTCO	14 MAY 2021
DHET	Approval of results	UMALUSI/QTCO	18 MAY 2021
DHET	Release schedule of results electronically	Examination Centres	19 MAY 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 APRIL 2021 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer books for the 202104 cycle are not exempted from the onus of entering for the 202108 examination before the stipulated date in instances where the outcome of the 202104 mop-up and re-mark or re-check process has not been published before the closing date for the examinations. These candidates must be entered for the 202108 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 202104 results electronically	Examination Centres	19 May 2021
Staff commence at TVET Colleges (Trimester 2nd)			13 May 2021
Examination Centres	<p>Mop-up Process to manage unresolved results:</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 April 2021 examinations enquiries will be administered after 31 May 2021.</u></p>	DHET	20 - 31 May 2021
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	03 June 2021
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	07 June 2021
DHET	Mop-up process: Release marks electronically	Examination Centres	21 June 2021
DHET	Re-Marking Process	Marking Centres	19 – 20 June 2021
DHET	Capturing of re-marks and approval process	DHET	21 – 25 June 2021
DHET	QA processes (mop-up and remarks)	DHET	16 July 2021
DHET	Release results for re-marks and re-checks	Examination Centres	21 July 2021
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	23 July 2021
DHET	Create and print statements of results for amended marks	QA / BETA	23 July 2021
DHET	Sorting and packing process	DHET	27 July 2021
DHET	Dispatch statements of results for amended marks	Examination Centres	28 July 2021
DHET	Create batch Certificates	DHET	30 July 2021
DHET	QA Approval and printing process	QA / BETA	30 July 2021
	Certificate consolidation	DHET	05 August 2021
	QA Approval and printing process		05 August 2021

DHET	Sorting and packing process	DHET	09 - 10 August 2021
DHET	Dispatch certificates	Examination Centres	13 August 2021

4. AUGUST 2021 EXAMINATIONS (TRIMESTER 2)

Candidates applying for the re-marking or re-checking of examination scripts for the 202104 cycle are not exempted from the onus of entering for the 202108 examination before the stipulated date in instances where the outcome of the 202104 re-mark or re-check process has not been published before the closing date for the examinations.

The writing of the drawing subjects should not impede on the teaching contact time of the remaining subjects. No amendment of marks will be allowed after the resulting process.

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
	STAFF COMMENCE AT TVET COLLEGES (Trimester 2)	Examination Centre	13 May 2021
	CLASSES COMMENCE AT TVET COLLEGES	Examination Centre	20 May 2021
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	28 May 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 DATA section . Note: Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table	Examination Centres	28 May - 02 June 2021
Examination Centres	Submit candidate (N1-N6) registration entries to the DHET	Examination Centres	02 June 2021
DHET	Uploading of candidates (N1-N6) registration text file into the Examination IT system	DHET	17 June 2021
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS E - Mail preliminary entry schedules to Examination Centres. Note: Candidates are not allowed to write more than five subjects in one examination sitting	Examination Centres	03 - 17 June 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. Note: It is mandatory for candidates sign the prelim to confirm correctness of subjects enrolled for. The DCM (Academic) must sign off on the Prelims.	DHET	03-22 June 2021
DHET	Request for stickers and packing labels	DHET	25 JUNE 2021
DHET	Examination Extracting Processes	DHET	08 July 2021
DHET	Printing, sorting and packing process	DHET	12 July 2021
DHET	Dispatch final entry schedule, admission letters and mark sheets (term and written) to Examination Centres.	Examination Centres	16 July 2021
Examination Centres	TVET Colleges to submit concession applications to DHET for approval. Concession Examples: ➤ Braille Question Paper ➤ Large font Question Paper ➤ Extra time to complete a paper ➤ Scribe to read or write	DHET	23 June 2021

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
	<u>No submissions will be considered after 23 June 2021</u>		
Examination Centres	Submit all (N1 – N6) completed ICASS / term marks txt files to the DATA Section. Examination Centres to verify SBA marks before submitting txt files. Note: Candidates should 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.	DHET	27 July 2021
DHET	Uploading of N1-N6 Term marks text file into the Examination system	DHET	27 July - 06 August 2021
DHET	Drawing examinations in session DATE: 23 July Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper) DATE: 23 July Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper) DATE: 23 July Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)	Examination Centres	23 July 2021
Examination Centres	Classes end	Examination Centres	22 July 2021
DHET	Examination in Session	Examination Centres	23 July - 13 August 2021
	TVET Colleges Close		13 August 2021
DHET	Block Marking	Marking Centres	14-24 August 2021
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via txt files for loading	DHET	18 August 2021
DHET	Uploading of N1 Written marks text file into the DHET Examination IT system	DHET	24 August 2021
Marking Centres	Submit N2 - N6 written (External Assessment) marks to DHET via txt files and <u>mark sheets</u> to the <u>Resulting</u> section for filing	DHET	14 - 24 August 2021
DHET	Final Marks Capturing Process	DHET	25 August 2021
DHET	Standardisation processes	UMALUSI/QTCO	30 August 2021
DHET	Approval of Results	UMALUSI/QTCO	03 SEPTEMBER 2021
DHET	Release schedule of results electronically to Examination Centres	Examination Centres	07 SEPTEMBER 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.

5. MOP-UP AND RE-MARKING PROCESSES OF THE AUGUST 2021 EXAMINATIONS

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer books for the 202108 cycle are not exempted from the onus of entering for the 202111 examinations before the stipulated date in instances where the outcome of the 202104 mop-up and re-mark or re-check process has not been published before the closing date for the examinations. These candidates must be entered for the 202111 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedule of the 202108 results electronically	Examination Centres	07 September 2021
Staff commence at TVET Colleges (Trimester 3)			02 September 2021
Classes commence			08 September 2021
Examination Centres	<p>Mop-up Process to manage unresolved results:</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 27 September 2021</u></p>	DHET	08 - 27 September
Examination Centres	Closing date for application of re-marks and re-checks at Examination Centres.	Examination Centres	24 September 2021
Examination Centres	Closing date for application of re-marks and re-checks at DHET.	DHET	29 September 2021
DHET	Re-Marking Process	Marking Centres	16-17 October 2021
DHET	Mop-up process: Release marks electronically	Examination Centres	15 October 2021
DHET	QA processes	DHET	15 October 2021
DHET	Capture re-marks and approval process	Examination Centres	18-25 October 2021
DHET	Release the re-marks and re-checks results electronically	Examination Centres	29 October 2021
DHET	Mop-up process: Release any remaining results electronically	Examination Centres	05 November 2021
DHET	Create and print statements of results for amended marks	QA / BETA	05 November 2021
DHET	Sorting and packing process	DHET	09 November 2021
DHET	Dispatch statements of results for amended marks	Examination Centres	12 November 2021
DHET	Create batch Certificates	DHET	15 November 2021

DHET	QA Approval and printing process	QA / BETA	15 November 2021
DHET	Certificate Consolidation	DHET	16 November 2021
	QA Approval and printing process	DHET	16 November 2021
DHET	Sorting and packing process	DHET	22 November 2021
DHET	Dispatch certificates	Examination Centres	26 November 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.

6. THE NOVEMBER 2021 EXAMINATIONS (TRIMESTER 3)

Candidates in the mop-up process and candidates applying for the re-marking or re-checking of examination answer books for the 202108 cycle are not exempted from the onus of entering for the 202111 examinations before the stipulated date in instances where the outcome of the 202104 mop-up and re-mark or re-check process has not been published before the closing date for the examinations. These candidates must be entered for the 202111 Examination pending the outcome.

The writing of the drawing subjects should not impede on the teaching contact time of the remaining subjects. No amendment of marks will be allowed after the resulting process.

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
	STAFF COMMENCE AT TVET COLLEGES (Trimester 3)	Examination Centre	02 September 2021
	CLASSES COMMENCE AT TVET COLLEGES	Examination Centre	08 September 2021
Examination Centres	Closing date for registration of candidates at Examination Centres.	Examination Centres	17 September 2021
Examination Centres	<p>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 DATA section.</p> <p>Note: Examination Centres are NOT allowed to enrol candidates for subjects not on the Time Table</p>	Examination Centres	17 - 21 September 2021
Examination Centres	Submit Candidate Entries to the DHET for loading into examination system	Examination Centres	22 September 2021
DHET	Uploading of candidates registration text file into the Examination IT system	DHET	04 October 2021
DHET	<p>PRELIMINARY ENTRY MANAGEMENT PROCESS E - Mail preliminary entry schedules to Examination Centres.</p> <p>Candidates are not allowed to write more than five subjects in one examination sitting</p>	Examination Centres	23 September - 04 October 2021
Examination Centres	<p>PRELIMINARY ENTRY MANAGEMENT PROCESS</p> <p>Examination Centres to effect corrections on the Word document and submit to the relevant DHET Resulting Official managing your Examination Centre.</p> <p>Note: It is mandatory that candidates sign the prelim to confirm correctness of subjects enrolled for. The DCM (Academic) must sign off on the Prelims.</p>	DHET	22 September - 08 October 2021
DHET	Request for stickers and packing labels	DHET	18 October 2021
Examination Centres	<p>TVET Colleges to submit concession applications to 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>Note: No submissions will be considered after 15 October 2021</u></p>		15 October 2021

RESPONSIBILITY	ACTIVITY	LOCALITY	DUE DATE
DHET	Examination Extraction Processes	DHET	25 October 2021
DHET	Printing, sorting and packing process	DHET	29 October 2021
DHET	Dispatch final entry schedule, admission letters and mark sheets to Examination Centres.	Examination Centres	02 November 2021
Examination Centres	Submit all (N1 – N6) completed ICASS / term marks txt files to DHET for loading into examination mainframe system. Examination Centres to verify SBA marks before submitting txt files. Note: Candidates must 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.	DHET	15 November 2021
DHET	Final Marks Capturing/Loading of N1-N6 Term marks into the examination IT system	DHET	08 December 2021
DHET	Drawing examinations in session DATE: 16 November Engineering Drawing N3 (X Paper) Building Drawing N3 (X Paper) DATE: 16 November Engineering Drawing N2 (X Paper) Building Drawing N2 (X Paper) DATE: 16 November Engineering Drawing N1 (X Paper) Building Drawing N1 (X Paper)	Examination Centres	16 November 2021
Examination Centres	Classes end	Examination Centres	12 November 2021
DHET	Examination in Session	Examination Centres	15 November - 03 December 2021
	TVET Colleges Close		08 December 2021
DHET	Marking process	Marking Centres	04 – 15 December 2021
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via txt files for loading	DHET	06 December 2021
DHET	Loading of N1 written (External Assessment) marks into the Examination system	DHET	07 December 2021
Marking Centres	Submit N2 – N6 written (External Assessment) marks to DHET via txt files and <u>mark sheets</u> to the <u>Resulting</u> section for filing	DHET	04 December – 15 December 2021
DHET	Final Marks Capturing Process	DHET	17 December 2021
DHET	Standardisation Processes	DHET	20-24 DECEMBER 2021
DHET	Approval of Results	UMALUSI/QCTO	27-31 DECEMBER 2021
DHET	Release schedule of results electronically to Examination Centres	Examination Centres	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.