



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MANAGEMENT PLAN

FOR

THE ADMINISTRATION AND MANAGEMENT OF TECHNICAL & VOCATIONAL
EDUCATION & TRAINING (TVET) COLLEGE EXAMINATIONS

NATIONAL CERTIFICATE (VOCATIONAL) PROGRAMMES

2021 ACADEMIC YEAR

1. WRITTEN EXAMINATIONS: NQF LEVEL 2 - 4

1.1 WRAP-UP PROCESS OF THE NOVEMBER 2020 EXAMINATIONS

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	Staff commences	Examination Centres	18 January 2021
Examination Centres	Level 2 classes commence	Examination centres	01 February 2021
DHET	Electronically release schedule of results (SORs) for the 202011 examinations	Examination Centres	4 – 5 February 2021
DHET	Create Statements of Results	DHET	5 February 2021
Examination centres	levels 3 and 4 classes commence	Examination centres	15 February 2021
DHET	Printing, Sorting, packing of SOR's	DHET	12 February 2021
DHET	Dispatching of SOR's	DHET	17 February 2021
Examination Centres	<p>Management of unresolved results: Mop-up Process</p> <p>All enquiries must be supported by:</p> <ul style="list-style-type: none"> ✓ Proof of evidence ✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and propose the way forward. <p>The following requirements are mandatory:</p> <p>ICASS / ISAT ENQUIRY.</p> <p>Excel spread sheet with headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ ID of candidate ✓ Name of subject ✓ Level ✓ Mark to be approved <p>EXTERNAL ASSESSMENT ENQUIRY:</p> <ul style="list-style-type: none"> ✓ Seating Plan of candidate (s) ✓ Attendance Register ✓ Signature of candidate (s) ✓ Copy of the script (s) - L2 & L3 <p>Excel spread sheet with headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ ID of candidate ✓ Name of subject ✓ Level ✓ Mark to be approved. <p>TVET Colleges to enrol candidates timeously for the supplementary examination starting on 8 March 2021.</p> <p><u>No November 2020 examinations enquiries will be administered after 26 February 2021.</u></p>	DHET	8 – 26 February 2021
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	8 February 2021

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	12 February 2021
DHET/Examination Centres	Remarking process	DHET	27 – 28 February 2021
	Capturing of remarked marks	DHET	1 – 12 March
DHET	QA approval process for mop-up and remarks	Umalusi	16 March 2021
DHET	Mop-up and remark processes: Release 1 st set of results	Examination centres	23 March 2021
DHET	Create updated SOR's	DHET	23 March 2021
DHET	Printing, sorting packing and distribution of updated SOR's	DHET	29 March 2021
Examination Centres	Classes end	Examination Centres	1 April 2021
DHET	Staff and classes commence	Examination centres	12 April 2021
DHET	Mop-up process: Release Final set of results	Examination Centres	23 April 2021
DHET	Create Statements of Results	DHET	23 April 2021
DHET	Printing, sorting, packing and distribution	Examination centres	30 April 2021
DHET	Create first issue certificates per level	Umalusi	23 April- 30 April 2021
DHET	Submit electronically to QA per level for approval	Umalusi	23 April – 30 April 2021
DHET	Receive printed certificates, sorting, packing	DHET	3 – 14 May 2021
DHET	Distribution of certificates for 202011	Examination Centres	6 - 31 May 2021

1.2 THE 2021 SUPPLEMENTARY EXAMINATIONS

Candidates applying for the re-marking or re-checking or mop-up must be enrolled for the 202103 supplementary examinations pending the outcome of the processes, as no late enrolments will be allowed.

Note: There are no preliminary entry schedule processes for the supplementary examination and no amendment of marks will be allowed after the resulting processes.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commence at TVET Colleges (1 st Term)		Examination Centres	18 January 2021
Examination Centres	Level 2 classes commence	Examination Centres	01 February 2021
DHET	Release schedule of the 202011 results electronically	DHET	4 -5 February 2021
Examination Centres	Levels 3 and 4 classes commence	Examination Centres	15 February 2021
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	
Examination Centres	Closing date for registration of candidates at Examination Centres	Examination Centres	12 February 2021
Examination Centres	Submit Candidate Entries to the DHET	DHET	15 February 2021
DHET	Up-load Entries received from Examination Centres	DHET	15-19 February 2021
DHET	Extracting for printing of question papers	DHET	19 February 2021
Examination Centres	Submit State of Readiness (SOR) for the NC(V) Supplementary and T1 Engineering examinations	Examination Centres	24 February 2021
DHET	Examination Extracting / Printing / Packing Processes	DHET	01 March 2021
DHET	Dispatch admission letters and written mark sheets to examination centres	Examination Centres	03 March 2021
DHET	Examination in Session: Life Skills and Computer Literacy 8 – 9 March 2021 Candidates are not allowed to write the supplementary examination if not in compliance with the requirements as per Exam Instruction 01 of 2015 and Memo 46 of 2015	Examination Centres	08 March – 01 April 2021
Examination Centres	Submit the Monitoring Tool on the day that examinations is monitored by the College	DHET	10 – 24 March 2021
	Closing of TVET colleges	Examination Centres	01 April 2021
DHET	Marking process	Marking Centres	5 – 14 April 2021 Block marking
Exam Centres	Submission of L2 and L3 txt files to data section to upload (Written Marks)	DHET	12 April 2021
DHET	Uploading of L2 and L3 txt files (Written Marks)		12 – 16 April 2021
Opening of TVET Colleges and commencement of classes (2 nd Term)			12 April 2021
Marking Centres	Submission of L4 txt files (written component) to data section and mark sheets to Resulting section (written marks)	DHET	14 April 2021
DHET	Upload L4 Marks	DHET	14 – 20 April 2021
DHET	Submit datasets for QA Approval	QA	23 April 2021
QA	QA Approval Processes and Approval meeting	DHET	23 - 30 April 2021

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Release schedules of results electronically	Examination Centres	3 May 2021
DHET	Create statements of results	DHET	3 May 2021
DHET	Dispatch statements of results	Examination Centres	7 May 2021
Examination Centres	<p>Management of unresolved results: Mop-up Process from 3 - 10 May 2021</p> <p>All enquiries must be supported by:</p> <ul style="list-style-type: none"> ✓ Proof of evidence ✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and propose the way forward. <p>EXTERNAL ASSESSMENT ENQUIRY:</p> <ul style="list-style-type: none"> ✓ Seating Plan of candidate (s) ✓ Attendance Register ✓ Signature of candidate (s) ✓ Copy of the script (s) - L2 & L3 <p>Excel spread sheet with headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ ID of candidate ✓ Name of subject ✓ Level ✓ Mark to be approved. <p>TVET Colleges to enrol candidates timeously for the November Examination – 14 May 2021.</p> <p><u>No 202103 supplementary examinations enquiries will be administered after 10 May 2021.</u></p>	DHET	3 - 10 May 2021
Examination Centres	Closing date for application of re-marks and re-checks at examination centres	Examination Centres	13 May 2021
DHET	Submit to QA for approval for mop-up	QA	14 May 2021
Examination Centres	Closing date for submission of remarks and rechecks to DHET	Examination Centres	17 May 2021
DHET	Mop-up process: Release 1 st set of Results	Examination centres	19 May 2021
DHET	Create Statements of Results for mop-up		19 May 2021
DHET	Receive, sort, pack and distribute SOR	Examination centres	24 May 2021
DHET	Re-Marking Process	Marking Centres	29 – 30 May 2021
DHET	Capturing of re-mark scores and QA approval processes	QA	31 May – 3 June 2021
DHET	Submit remark datasets to QA	QA	8 June 2021
DHET	Release results for re-marks and re-checks	Examination Centres	11 June 2021
DHET	Mop-up process: Release Final set of results	Examination Centres	11 June 2021
DHET	Create updated Statements of Results	DHET	11 June 2021

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Printing, sorting, packing and distribution	Examination Centres	14 June 2021
DHET	Consolidate November with supplementary records Create consolidated certificates and submit to QA per level	QA	14 - 25 June 2021
DHET	Receive, sort, pack and distribute certificates	Examination Centres	17 - 30 June 2021
DHET	Consolidate records across all previous exam cycles, per level	DHET	1 – 9 July 2021
DHET	Submit to QA for approval and printing per level	QA	1 – 16 July 2021
DHET	Receive consolidated certificates, sort, pack and distribute	Examination centres	5 – 21 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.

1.3 THE NOVEMBER 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.

Note: There are no preliminary entry schedule processes for the supplementary examination and no amendment of marks will be allowed after the resulting processes.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	Staff commence at TVET Colleges (1 st Term)	Examination Centres	18 January 2021
Examination Centres	Download entry forms from the DHET website www.tvetcolleges.co.za	Examination Centres	
	Classes commence at TVET Colleges (1 st Term) Level 2		01 February 2021
	Classes commence at TVET colleges 1 st term levels 3 and 4		15 February 2021
	Closing of TVET Colleges		1 April 2021
	Opening of TVET Colleges and commencement of classes (2 nd Term)		12 April 2021
Examination centres	Closing date for entries for 2021 examination	Examination centres	14 May 2021
Examination centres	Closing date for November 2021 examination entries	Examination Centres	30 March 2021
Examination Centres	INTERNAL PRELIM PROCESS AT EXAMINATION CENTRES Closing date for registration of candidates at Examination Centres. It is mandatory for examination centres to implement a verification process to print and correct their own prelims before submitting the txt file to DHET.	Examination Centres	30-31 March 2021
Examination Centres	Submit Candidate Entries to the DHET. Txt files to be submitted to the relevant data capturers to upload the files. DCM (Academic) to sign off on prelims. Note: <u>Only candidates who wrote the supplementary examination and were unsuccessful will be given 15 working days following the release of the supplementary results to register for the November 2021 examinations.</u>	Examination Centres	01 April 2021
	Closing of TVET colleges	Examination Centres	01 April 2021
	Reopening of TVET colleges	Examination Centres	12 April 2021
DHET	Uploading of candidates registration txt files into the Examination System	DHET	1-15 April 2021
Examination Centres	Closing of TVET Colleges	Examination Centres	14 June 2021
Examination Centres	Opening of TVET Colleges and commencement of classes (3 rd Term)	Examination Centres	8 July 2021
DHET	PRELIMINARY ENTRY MANAGEMENT PROCESS	DHET	01 April - 15 June 2021

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	E - Mail preliminary entry schedules to Examination Centres. Candidates are not allowed to write more than seven subjects in one examination sitting (Examination Instruction 1 of 2015)		
Examination Centres	PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to the relevant DHET Official in the NC (V) section. Candidates to sign off on prelims. DCM (Academic) to sign off on prelims.	Examination Centres	17 June - 8 July 2021
DHET	Examination Extracting / Printing / Packing Processes	DHET	23 August 2021
Examination Centres	TVET Colleges to submit request for subject clashes and concession to the DHET for approval. <u>No late submissions will be considered after 30 September 2021</u>	Examination Centres	13-30 September 2021
Examination Centres	Submit State of Readiness (SOR) for the November 2021 examinations	Examination Centres	13 September 2021
Examination Centres	Closing of TVET colleges	Examination Centres	17 September 2021
Opening of TVET Colleges (4 th term)			27 September 2021
Commencement of classes (4th Term)			27 September 2021
Examination Centres	Submit all (L2 – L4) completed ICASS and ISAT txt files to DHET for loading. Examination Centres to verify SBA marks before submitting txt files. 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	26 October 2021
DHET	Examination in Session: 21 – 27 October: (Life Skills and Computer Literacy P2) 28 October – 26 November (All Subjects)	Examination Centres	21 October - 26 November 2021
	Classes end for Levels 2, 3 and 4	Examination Centres	27 October 2021
Examination Centres	Submit the Monitoring Tool on the day that examinations is monitored by the College	DHET	27 October - 19 November 2021
Examination Centres	Finalise loading of all L2 – L4 completed ICASS and ISAT txt files into DHET examination system	DHET	30 November
DHET	Marking process (staggered model)	Marking Centres	From 30 October 2021
Examination Centres	Submit L2 / L3 written (External Assessment) marks to the DHET via txt files – DATA section.	DHET	01 - 8 December 2021
TVET Colleges Close			08 December 2021
Marking Centres	Marking Process (block marking)	Marking Centres	04 – 15 December 2021

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Loading of level 2 and 3 written (External Assessment) marks to the DHJET via txt files	DHET	14 December 2021
Marking Centres	Submit L4 written (External Assessment) marks to the DATA section via txt files and mark sheets to the Resulting section.	DHET	9 – 19 December 2021
DHET	Final Marks Capturing Process	DHET	19 December 2021
DHET	Pre standardisation	DHET/PED	22 December 2021
DHET	Standardisation meeting	QA	23 December 2021
DHET	Standardisation and QA approval processes	DHET	22 – 30 December 2021
DHET	Release schedule of results electronically	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.

