



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

NATED REPORT 190/1 BUSINESS STUDIES PROGRAMMES

2024 ACADEMIC YEAR

1. MOP-UP AND RE-MARKING PROCESS OF THE NOVEMBER 2023 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202311 cycle are not exempted from the onus of entering for the 202406 examination before the stipulated date in instances where the outcome of the 202311 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations. These candidates must be entered for the 202406 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET/QCTO	Standardisation meeting N4 – N6	DHET	03 January 2024
DHET/QCTO	Approval of Results meeting N4 – N6	DHET	04 January 2024
DHET	Blocking of additional irregularities as per official approval letters from DHET/QA	DHET	04 - 05 January 2024
Staff commences at TVET College (1st Semester Term 1)			08 January 2024
DHET	Electronically releasing of 202311 results accompanied by the Declaration to be returned	DHET	09 January 2024
DHET	Downloading of Results TXT and Word files	Examination Centres	09 – 10 January 2024
Classes commence at TVET College (1 st Semester Term 1)			15 January 2024
DHET	Create and Printing of Statements of Results	DHET	17 January 2024
DHET	Sorting and Packing of Statements of Results	DHET	19 - 25 January 2024
Examination Centres	Submit Declaration of Receipt of Results	DHET	25 January 2024
DHET	Dispatching of statements of results accompanied by Declarations to be returned	Examination Centres	26 January 2024
Examination Centres	<p>Management of unresolved results: Mop-Up Process</p> <p>All enquiries must be supported by the following evidence:</p> <ul style="list-style-type: none"> ✓ Copy of the script(s) ✓ Copy of the mark sheet(s) ✓ Attendance Register with signature of candidate (s) ✓ Seating plan of candidate(s) ✓ Affidavit from the Campus Manager explaining the reasons for non-compliance and propose the way forward. ✓ Proof of script(s) dispatched to Distribution Point/ Marking Centre <p>FORMAT OF ENQUIRY:</p> <p>All enquiries from the examination centre must be submitted in an Excel Spreadsheet with headings:</p> <ul style="list-style-type: none"> ✓ Examination Centre Number ✓ Examination Centre Name ✓ ID of candidate ✓ Name of subject ✓ Subject code ✓ Level ✓ Mark submitted via TXT file ✓ Mark to be approved 	DHET	29 January - 16 February 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	<u>No 202311 examinations enquiries will be administered after 6 February 2024.</u> <i>TVET Colleges to enrol candidates timeously for February 2024.</i>		
DHET	Capturing of mop-up marks.	DHET	29 January – 16 February 2024
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	02 February 2024
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	07 February 2024
Examination Centres	Submit Declarations of Statements of Results	DHET	09 February 2024
DHET	Re-Marking process	Marking team	18 – 19 February 2024
DHET	Capturing of re-marked and re-check marks	Marking team	20 February – 03 March 2024
DHET	Releasing of remark and mop-up results	DHET	08 March 2024
TVET Colleges Closes (1 st Semester Term 1)			20 March 2024
DHET	Releasing of remain results including mop-up results	DHET	22 March 2024
DHET	Create and printing of Statement or Results for re-marks and mop-up results	DHET	25 March 2024
DHET	Sorting, and Packing of Statement or Results for re-marks and mop-up results	DHET	28 - 29 March 2024
DHET	Dispatching of Statement or Results for re-marks and mop-up results	Examination centres	01 April 2024
TVET Colleges and Classes commences (1 st Semester Term 2)			03 April 2024
DHET	Creating and Printing of batch Certificates	DHET/BETA	04 April 2024
DHET	Sorting and Packing of batch Certificates	DHET	08 – 09 April 2024
DHET	Dispatch of batch Certificates	DHET	12 April 2024
Examination Centres	Submit Declarations of batch certificate	Examination Centres	30 April 2024

2. THE JUNE 2024 (SEMESTER 1) EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202311 cycle are not exempted from the onus of entering for the 202406 examination before the stipulated date in instances where the outcome of the 202311 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations. These candidates must be entered for the 202406 Examination pending the outcome.

Only candidates who qualify in accordance with the examination admission requirements (Examination Instruction 01 of 2015 and Memo 46 of 2015) will be allowed to enrol.

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

Examination Centres are responsible for submitting complete and accurate enrolment data.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commences at TVET Colleges (1 st Semester Term 1)			08 January 2024
Examination Centres	Download entry forms from the DHET TVET website www.tvetcolleges.co.za	Examination Centres	
Classes commence at TVET Colleges (1 st Semester Term 1)			15 January 2024
Examination Centres	Closing date for registration entries for May 2024 examination	Examination centres	01 March 2024
Examination Centres	INTERNAL PRELIMINARY ENTRY PROCESS AT EXAMINATION CENTRES It is mandatory for examination centres to implement a verification process <ul style="list-style-type: none"> - Download the Validation Tool from DHET website - Validate the downloaded TXT file against the Validation Tool downloaded from DHET website - Print and correct their own Internal Preliminary Entry Schedule - Process to be repeated until all errors are corrected and all candidates are included NOTE : <ul style="list-style-type: none"> - <i>Examination centres are NOT allowed to enrol candidates for subjects not on the Time Table.</i> - <i>No internal preliminary entry schedule TXT file should be submitted until the examination centre is satisfied that all the student data is captured correctly and validated.</i> 	Examination Centres	04 - 15 March 2024
Examination Centres	Submission of Corrected and validated Candidate Entries TXT files using the Validation Tool to be submitted to examsystemdata@dhet.gov.za for upload by the DHET. Campus Managers to sign off the Candidate Entry Declaration letter provided and submit together with the Candidate Entries TXT file. NOTE: <ul style="list-style-type: none"> - <i>No TXT file will be processed without the signed Declaration letter.</i> 	DHET	08 – 17 March 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	<ul style="list-style-type: none"> - <i>Examination centres are NOT allowed to enrol candidates for subjects not on the Time Table.</i> - <i>Candidates who applied for remark must be included in the entry txt file.</i> 		
DHET	Uploading of Candidates Entries TXT files into the Examination System	DHET	09 – 31 March 2024
DHET	EXTERNAL PRELIMINARY ENTRY MANAGEMENT PROCESS AT DHET Candidates Entries TXT files, Declaration Letter, Preliminary Entry schedule MS Word document to be stored on the server for future reference. E - Mail Preliminary Entry schedule MS Word document to Examination Centres. Note: <ul style="list-style-type: none"> - <i>Candidates are not allowed to write more than five subjects in one examination sitting (Examination Instruction 1 of 2015)</i> Refer to Memo TE 21 of 2022. ONLY corrections on candidate records are allowed, NO additional candidates may be enrolled.	Examination Centres	11 March – 03 April 2024
TVET Colleges Closes (1 st Semester Term 1)			20 March 2024
Staff and Classes commences at TVET Colleges (1 st Semester Term 2)			03 April 2024
Examination Centres	FINALISING PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to the relevant DHET Official managing your examination centre in the Business Studies section. Candidates to sign off on preliminary schedule entry to confirm correctness. Campus managers to sign off on final preliminary schedule entry declaration letter.	DHET	11 – 24 April 2024
DHET	Extraction process for the statistical data set for examination question papers	SITA	15 April 2024
Examination Centres	TVET Colleges to submit request for subject clashes <u>No late submissions will be considered after 14 April 2024</u>	DHET	19 April 2024
Examination Centres	TVET Colleges to submit request for s concession to the DHET for approval. <u>No late submissions will be considered after 14 April 2024</u>	DHET	19 April 2024
DHET	Extraction, Printing and Packing of examination material	DHET/BETA	25 April – 02 May 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	(Mark sheets, Examination permit and Final entry schedule)		
DHET	Dispatch examination material (Mark sheets, Examination permit and Final entry schedule) to examination centres	Examination Centres	01 – 02 May 2024
Classes ends at TVET Colleges (1st Semester Term 1)			17 May 2024
DHET	Computer-based examination to run concurrently while classes continue Note: Examination for the following computer subjects will be written prior to the start of the examination session <ul style="list-style-type: none"> - Information Processing N4 - Information Processing N5 - Computer Practice N4 - Computer Practice N5 - Computer Practice N6 - Information Processing N6 	Examination Centres	14 – 21 May 2024
Examination Centres	Submit all (N4 – N6) completed ICASS / Term marks TXT files to the DHET DATA Section. Examination Centres to verify ICASS / Term marks before submitting TXT files to DHET. Note: <ul style="list-style-type: none"> - 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	24 May 2024
Marking Centres	Marking Process (Staggered marking) of Computer courses	Marking Centres	03 June 2024
DHET	Uploading of submitted (N4-N6) Term Marks into the DHET Examination System via TXT files and Mark sheets to Resulting Section	DHET	10 June 2024
DHET	Examination in Session	Examination Centres	20 May –14 June 2024
Examination Centres	Submit the Monitoring Tool on the day that examinations is monitored by the College	DHET	20 May – 19 June 2024
Closing of TVET colleges (1st Semester Term 2)			14 June 2024
Marking Centres	Marking Process (Block marking)	Marking Centres	15 June – 24 June 2024
DHET	Uploading of N4 –N6 written (External Assessment) marks to the DHET via TXT files	DHET	17 June – 26 June 2024
Marking Centres	Submit Irregularities report(s)	DHET	20 May – 28 June 2024
DHET	Capturing of Irregularities as per reports from Marking centres	DHET	20 May – 28 June 2024
DHET	Confirm Capture Rate of submitted (N4-N6) Term Marks and written (External Assessment) marks	DHET	21 June – 01 July 2024
DHET/QCTO	Standardisation meeting N4 – N6	DHET	04 July 2024
DHET/QCTO	Approval of Results meeting N4 – N6	DHET	05 July 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Blocking of additional irregularities as per official approval letters from QA	DHET	06 July 2024
Staff commences at TVET College (2nd Semester Term 1)			09 July 2024
DHET	Electronically releasing of 202406 results accompanied by the Declaration to be returned	DHET	09 July 2024
DHET	Downloading of Results TXT and Word files	Examination Centres	09 – 11 July 2024
Class commences at TVET College (2nd Semester Term 1)			15 July 2024
DHET	Create and Printing of Statements of Results	DHET	16 July 2024
DHET	Sorting and Packing of Statements of Results	DHET	18 - 22 July 2024
DHET	Dispatching of statements of results accompanied by Declarations to be returned	Examination Centres	31 July 2024
Examination Centres	Submit Declaration of Receipt of Results	DHET	05 August 2024
Examination Centres	Submit Declarations of Statements of Results	DHET	08 August 2024

3. MOP-UP AND RE-MARKING PROCESS OF THE JUNE 2024 EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202406 cycle are not exempted from the onus of entering for the 202411 examination before the stipulated date in instances where the outcome of the 202406 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations. These candidates must be entered for the 202411 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commences at TVET College (2nd Semester Term 1)			09 July 2024
DHET	Electronically releasing of 202406 results accompanied by the Declaration to be returned	DHET	09 July 2024
DHET	Downloading of Results TXT and Word files	Examination Centres	09 – 11 July 2024
Class commences at TVET College (2nd Semester Term 1)			15 July 2024
DHET	Create and Printing of Statements of Results	DHET	16 July 2024
DHET	Sorting and Packing of Statements of Results	DHET	18 - 22 July 2024
Examination Centres	Submit Declaration of Receipt of Results	DHET	22 July 2024
DHET	Dispatching of statements of results accompanied by Declarations to be returned	Examination Centres	24 July 2024
Examination Centre	Closing date for application of re-mark and re-checks at the examination centre	Examination centre	29 July 2024
DHET	Closing date for re-marking and re-checks at DHET	DHET	08 August 2024
Examination Centres	Submit Declarations of Statements of Results	DHET	10 August 2024
Examination Centre	<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>No enquiries will be administered after the 06 September 2024</p>	DHET	02 August - 30 August 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Re-marking Process	Marking Section	20 - 28 August 2024
DHET	Capturing of re-marks and approval process	DHET	21 August – 01 September 2024
DHET	Release results for re-marks and re-checks remaining results electronically	Examination Centres	02 September 2024
DHET	Release of re-marking results and mop-up for the remaining results electronically	Examination Centres	09 September 2024
DHET	Creation and print of statements of results of amended marks	DHET	11 September 2024
DHET	Sorting and packing process of statement of results	DHET	13 - 16 September 2024
DHET	Dispatching of statements of results for amended marks accompanied by Declarations to be returned	Examination Centres	18 September 2024
DHET	Creation and printing of batch Certification (N4-N6) process	DHET	20 September 2024
DHET	Sorting and packing process of batch certificates for N4-N6	DHET	23 - 25 September - 2024
DHET	Dispatching of batch certificates Submit Declaration of receipt of certificates	Examination Centres	27 September 2024
DHET	Submit Declaration of Receipt of Statement of Results	Examination Centres	09 October 2024
DHET	Submit Declaration of Receipt of Results	Examination Centres	10 October 2024
DHET	Submit Declaration of Receipt of Batch Certificates	Examination Centres	10 October 2024

4. THE NOVEMBER 2024 (SEMESTER 2) EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202406 cycle are not exempted from the onus of entering for the 202411 examination before the stipulated date in instances where the outcome of the 202406 re-mark, re-check or mop-up processes have not been published before the closing date for the examinations. These candidates must be entered for the 202411 Examination pending the outcome.

Only candidates who qualify in accordance with the examination admission requirements (Examination Instruction 01 of 2015 and Memo 46 of 2015) will be allowed to enrol.

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

Examination Centres are responsible for submitting complete and accurate enrolment data.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commences at TVET Colleges (2 nd Semester Term 3)		Examination Centres	9 July 2024
Examination Centres	Download entry forms from the DHET TVET website www.tvetcolleges.co.za	Examination Centres	
Classes commences at TVET Colleges (2 nd Semester Term 3)			15 July 2024
Examination Centres	Closing date for registration entries for November 2024 examination	Examination centres	08 August 2024
Examination Centres	INTERNAL PRELIMINARY ENTRY PROCESS AT EXAMINATION CENTRES It is mandatory for examination centres to implement a verification process <ul style="list-style-type: none"> - Download the Validation Tool from DHET website - Validate the downloaded TXT file against the Validation Tool downloaded from DHET website - Print and correct their own Internal Preliminary Entry Schedule - Process to be repeated until all errors are corrected and all candidates are included NOTE: <ul style="list-style-type: none"> - <i>Examination centres are NOT allowed to enrol candidates for subjects not on the Time Table.</i> - <i>No internal preliminary entry schedule TXT file should be submitted until the examination centre is satisfied that all the student data is captured correctly and validated.</i> 	Examination Centres	21 August 2024
Examination Centres	Submission of corrected and validated Candidate Entries TXT files using the Validation Tool to be submitted to examsystemdata@dhnet.gov.za for upload by the DHET DATA Section. Campus Managers to sign off the Candidate Entry Declaration letter provided and submit together with the TXT file.	DHET	23 August 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	NOTE: <ul style="list-style-type: none"> - <i>No TXT file will be processed without the signed Declaration letter.</i> - <i>Examination centres are NOT allowed to enrol candidates for subjects not on the Time Table.</i> - <i>Candidates who applied for remark must be included in the entry txt file.</i> 		
DHET	Uploading of Candidates Entries TXT files into the Examination System	DHET	01 September 2024
DHET	EXTERNAL PRELIMINARY ENTRY MANAGEMENT PROCESS AT DHET Candidates Entries TXT file, Declaration Letter, Preliminary Entry schedule MS Word document to be stored on the server for future reference. E - Mail Preliminary Entry schedule MS Word document to Examination Centres. Note : <ul style="list-style-type: none"> - <i>Candidates are not allowed to write more than five subjects in one examination sitting (Examination Instruction 1 of 2015)</i> Refer to Memo TE 21 of 2022. ONLY corrections on candidate records are allowed, NO additional candidates may be enrolled.	Examination Centres	16 September 2024
Examination Centres	FINALISE PRELIMINARY ENTRY MANAGEMENT PROCESS Examination Centres to effect corrections on the Word document and submit to the relevant DHET Official managing your examination centre in the Business studies section. Candidates to sign off on preliminary schedule entry to confirm correctness. Campus managers to sign off on final preliminary schedule entry declaration letter.	DHET	09-23 September 2024
Examination Centres	TVET Colleges to submit request for subject clashes <u>No late submissions will be considered after 27 September 2024</u>	DHET	20 September 2024
Examination Centres	TVET Colleges to submit request for concession to the DHET for approval. Concessions Examples: <ul style="list-style-type: none"> • Braille Question Paper • Large font Question Paper • Extra time to complete a paper • Scribe to read or write 	DHET	20 September 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	No late submissions will be considered after 27 September 2024		
TVET Colleges Closes (2nd Semester Term 3)			20 September 2023
DHET	Extraction process for the statistical Data Set of examination question papers	SITA	27 September 2024
Staff and Classes commences at TVET Colleges (2nd Semester Term 4)			01 October 2024
DHET	Extraction and Printing of examination material (Mark sheets, Examination permit and Final entry schedule)	DHET/BETA	14 October 2024
DHET	Sorting and Packing process of mark sheets, exam permits and final entry schedules	DHET	16 October 2024
DHET	Dispatch examination materials (Mark sheets, Examination permit and Final entry schedule) to examination centres	Examination Centres	17 October 2024
Classes E0nds (Second Semester Term 3)			01 November 2024
DHET	Computer-based examination to run concurrently while classes continue Note: (dates of exams like June ones even here are important) Examination for the following computer subjects will be written prior to the start of the examination session <ul style="list-style-type: none"> - Information Processing N4 - Information Processing N5 - Computer Practice N4 - Computer Practice N5 - Computer Practice N6 - Information Processing N6 	Examination Centres	05 - 12 November 2024
Examination Centres	Submit all (N4 – N6) completed ICASS / Term marks TXT files to the DATA Section. Examination Centres to verify SBA marks before submitting TXT files. Note : <ul style="list-style-type: none"> - 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	05 November 2024
Marking Centres	Marking Process (Staggered marking) of Computer courses	Marking Centres	19 November 2024
DHET	Examination in Session	Examination Centres	05 November - 06 December 2024
Closing of TVET colleges (2 nd Semester Term 2)			11 December 2024
Examination Centres	Submit the Monitoring Tool on the day that examinations is monitored by the College	DHET	05 November - 11 December 2024
Marking Centres	Marking Process (Block marking)	Marking Centres	07 - 16 December 2024
DHET	Uploading of submitted (N4-N6) Term Marks into the DHET system via TXT files and mark sheets to Resulting Section	DHET	10 - 18 December 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Uploading of N4 –N6 written (External Assessment) marks to the DHET via TXT files	DHET	18 December 2024
Marking Centres	Submit Irregularities report(s) per subject	DHET	05 November - 18 December 2024
DHET	Capturing of Irregularities as per reports from Marking centres	DHET	08 November - 20 December 2024
DHET	Confirm Capture Rate of submitted (N4-N6) Term Marks and written (External Assessment) marks	DHET	20 December 2024
DHET/QCTO	Standardisation meeting N4 – N6	DHET	27 December 2024
DHET/QCTO	Approval of Results meeting N4 – N6	DHET	03 January 2025
DHET	Blocking of additional irregularities as per official approval letters from QA	DHET	03 January 2025
Staff commences at TVET College (1st Semester Term 1)			06 January 2025
DHET	Electronically releasing of 202411 results accompanied by the Declaration to be returned	DHET	06 January 2024
DHET	Downloading of Results TXT and Word files	Examination Centres	11 January 2024
Class commences at TVET College (1st Semester Term 1)			15 January 2024
DHET	Create and Printing of Statements of Results	DHET	15 – 17 January 2025
DHET	Sorting and Packing of Statements of Results	DHET	20 – 22 January 2025
Examination Centres	Submit Declaration of Receipt of Results	DHET	27 January 2025
DHET	Dispatching of statements of results accompanied by Declarations to be returned	Examination Centres	22 - 24 January 2025
Examination Centres	Submit Declarations of Statements of Results	DHET	30 January 2024

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.