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 ENGINEERING STUDIES PROGRAMMES

2024 ACADEMIC YEAR

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

Candidates in the mop-up and 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 202404 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 202404 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commences at TVET College (1st Trimester)			08 January 2024
DHET	Pre-standardisation meeting N2 – N3	DHET, PED, Unions	03 January 2024
UMALUSI	Standardisation meeting N2 – N3	UMALUSI	03 January 2024
DHET/QCTO	Standardisation meeting N1, N4 – N6	DHET/QCTO	05 January 2024
DHET/QCTO	Approval of Results meeting N1, N4 – N6	DHET	05 January 2024
UMALUSI	Approval of Results meeting N2 – N3	UMALUSI	09 January 2024
DHET	Blocking of additional irregularities as per official approval letters from QA	DHET	09 -10 January 2024
DHET	Electronically releasing of 202311 results accompanied by the Declaration to be returned	DHET	12 January 2024
DHET	Downloading of Results TXT and Word files	Examination Centres	12 – 16 January 2024
Classes commence at TVET College (1st Trimester)			15 January 2024
DHET	Create and Printing of Statements of Results	DHET	16 - 18 January 2024
DHET	Sorting and Packing of Statements of Results	DHET	18 - 23 January 2024
DHET	Dispatching of Statement of Results accompanied by Declarations to be returned	Examination Centres	19 - 24 January 2024
Examination Centres	Submit Declaration of Receipt of Results	DHET	27 January 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
Examination Centres	Management of unresolved results: Mop-Up Process All enquiries must be supported by the following evidence: ✓ Copy of the script(s) for N1-N6 with college stamp ✓ 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 N1-N6 ✓ Appointment letter of the Invigilator **FORMAT OF ENQUIRY:**	DHET	17 January-15 February 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	All enquiries from the examination centre must be submitted in an Excel Spreadsheet with headings: ✓ Examination Centre Number ✓ Examination Centre Name ✓ ID of candidate ✓ Name of subject ✓ Subject code ✓ Level ✓ Mark submitted via TXT file ✓ Mark to be approved *No 202311 examinations enquiries will be administered after 15 February 2024.*		
Examination Centres	Capturing of mop-up marks.	Examination Centres	17 January – 16 February 2024
DHET	Remarking process	Marking team	17 – 18 February 2024
DHET	Capturing of re-marked marks	Marking team	20 February – 03 March 2024
UMALUSI/QCTO	Application and submission of November 2023 Examination mop-up and re-mark requests to QA	DHET	04 – 08 March 2024
DHET	Releasing of remark and mop-up results	DHET	11 March 2024
DHET	Create and printing of statement or results for re-marks and mop-up results	DHET	12 March 2024
DHET	Sorting, and Packing of statement or results for re-marks and mop-up results	DHET	15 March 2024
DHET	Dispatching of statement or results for re-marks and mop-up results	Examination centres	18 March 2024
Classes ends at TVET Colleges (1st Trimester)			20 March 2024
DHET	Create batch Certificates of candidates for QA approval	UMALUSI	28 March 2024
UMALUSI/BETA	QA approval and Printing of batch Certificates	UMALUSI/BETA	2 April 2024
DHET	Consolidation of batch Certificates	DHET	03 April 2024
TVET College closes (1st Trimester)			19 April 2024
DHET	Sorting and Packing of batch Certificates	DHET	10 April 2024
DHET	Dispatch of batch Certificates accompanied by Declarations to be returned	Examination centres	16 April 2024
Examination Centres	Submit Declarations of Statements of Results	DHET	24 April 2024

2. THE APRIL 2024 (TRIMESTER 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 202404 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 202404 Examination pending the outcome.

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

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

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	Staff commences at TVET Colleges (1st Trimester)		8 January 2024
Examination Centres	Downloadable entry forms, timetables, and TVET academic calendar available from the DHET TVET website www.tvetcolleges.co.za	Examination Centres	
	Classes commence at TVET Colleges (1st Trimester)		15 January 2024
Examination Centres	Closing date for registration entries for April 2024 examination	Examination centres	31 January 2024
Examination Centres	**INTERNAL PRELIMINARY ENTRY PROCESS AT EXAMINATION CENTRES** It is mandatory for examination centres to implement a verification process - 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 :* - *Examination centres are NOT allowed to enrol candidates for subjects not on the Time Table.* - *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.*	Examination Centres	12 February 2024
Examination Centres	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 TXT file. *NOTE:* - *No TXT file will be processed without the signed Declaration letter.* - *Examination centres are NOT allowed to enrol candidates for subjects not on the Time Table.*	DHET	12 February 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	- *Candidates who applied for remark must be included in the entry(txt file.*		
DHET	Uploading of Candidates Entries TXT files into the Examination System	DHET	12 – 29 February 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 :* - *Candidates are not allowed to write more than five subjects in one examination sitting (Examination Instruction 1 of 2015)* *Refer to Memo TE 21 of 2023. ONLY corrections on candidate records are allowed, NO additional candidates may be enrolled.*	DHET	12 February – 01 March 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 Engineering 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	12 February – 01 March 2024
Examination Centres	TVET Colleges to submit request for **subject clashes** to the DHET for approval. *Note: No late submissions will be considered after 26 February 2024*	DHET	26 February 2024
Examination Centres	TVET Colleges to submit request for concession for barriers to learning to the DHET for approval. *Note: No late submissions will be considered after 26 February 2024*	DHET	26 February 2024
DHET	Extraction process for the registration statistical data for question papers management	DHET	26 February 2024
DHET	Extraction and Printing of examination material (Mark sheets, Examination permit and Final entry schedule)	DHET/BETA	06 - 11 March 2024
DHET	Packing and Dispatch of examination material *(Mark sheets, Examination permit and Final entry schedule)*	DHET/BETA	11 - 13 March 2024
Classes ends at TVET(1st Trimester)			20 March 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Examination in Session:	Examination Centres	25 March - 19 April 2024
Examination Centres	Submit the Monitoring Tool on the day that examinations is monitored by the College	DHET	20 March – 19 April 2024
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 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	10 April 2024
DHET	Uploading of (N1-N6) Term Marks into the DHET Examination System	DHET	10 - 19 April 2024
Closing of TVET colleges (1st Trimester)			19 April 2024
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via TXT files to DHET Data Section.	DHET	2 - 24 April 2024
DHET	Uploading of N1 written (External Assessment) marks into DHET Examination system via TXT files.	DHET	2 – 26 April 2024
Marking Centres	Marking Process (Block marking)	Marking Centres	20 – 29 April 2024
Marking Centres	Capture N2 – N6 Written marks on the DHET system and submit mark sheets to DHET after capturing.	DHET	22 April – 01 May 2024 01 May (Workers day)
Marking Centres	Submit Irregularities report(s) per subject	DHET	23 April – 01 May 2024 (Workers day)
DHET	Capturing of Irregularities as per reports from Marking centres	DHET	23 April – 03 May 2024
DHET	Finalising Marks Capturing Processes	DHET	03 May 2024
DHET	Follow up on outstanding SBA and Examination marks	DHET	03 May 2024
DHET	Submission of IRC report to QA	UMALUSI	06 May 2024
DHET	Pre-standardisation meeting N2 – N3	DHET, PED, Unions	7 May 2024
UMALUSI	Standardisation meeting N2 – N3	UMALUSI	7 May 2024
DHET/QCTO	Standardisation meeting N1,N4 – N6	DHET	7 May 2024
DHET/QCTO	Approval of Results meeting N1, N4 – N6	DHET	8 May 2024
Staff commence at TVET College (2nd Trimester)			13 May 2024
UMALUSI	Approval of Results meeting N2 – N3	UMALUSI	13 May 2024
DHET	Blocking of additional irregularities as per official approval letters from QA	DHET	14 May 2024
DHET	Electronically releasing of 202404 results accompanied by the Declaration to be returned	DHET	16 May 2024
DHET	Downloading of Results TXT and Word files	Examination Centres	14 May 2024
Classes commence at TVET College (2nd Trimester)			20 May 2024
DHET	Create and Printing of Statements of Results	DHET	20 - 23 May 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Sorting and Packing of Statements of Results	DHET	24 -27 May 2024
Examination Centres	Submit Declaration of Receipt of Results	DHET	30 May 2024
DHET	Dispatching of Statement of Results accompanied by Declarations to be returned	Examination Centres	30 May 2024
Examination Centres	Submit Declarations of Statements of Results	DHET	18 June 2024

3. MOP-UP AND RE-MARKING PROCESS OF THE APRIL 2024 (TRIMESTER 1) EXAMINATIONS

Candidates in the mop-up and applying for the re-marking or re-checking of examination answer scripts for the 202404 cycle are not exempted from the onus of entering for the 202408 examination before the stipulated date in instances where the outcome of the 202404 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 202408 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commences at TVET College (2nd Trimester)			13 May 2024
DHET	Electronically releasing of 202404 results accompanied by the Declaration to be returned	DHET	16 May 2024
Classes commence at TVET College (2nd Trimester)			20 May 2024
Examination Centres	Management of unresolved results: Mop-Up Process All enquiries must be supported by the following evidence: ✓ Copy of the script(s) for N1-N6 with college stamp ✓ 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 N1-N6 ✓ Appointment letter of the Invigilator **FORMAT OF ENQUIRY:** All enquiries from the examination centre must be submitted in an Excel Spreadsheet with headings: ✓ Examination Centre Number ✓ Examination Centre Name ✓ ID of candidate ✓ Name of subject ✓ Subject code ✓ Level ✓ Mark submitted via TXT file ✓ Mark to be approved _**No 202404 examinations enquiries will be administered after 14 June 2024**_.	DHET	16 May -14 June 2024
Examination Centres	Capturing of mop-up marks.	Examination Centres	21 May – 14 June 2024
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	31 May 2024
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	03 June 2024
DHET	Remarking process	Marking team	22 – 23 June 2024
DHET	Capturing of remarked marks	Marking team	26 June – 07 July 2024
UMALUSI/QCTO	Application and submission of April 2024 Examination mop-up and re-mark requests to QA	DHET	08 - 15 July 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Releasing of remark and mop-up results	DHET	19 July 2024
DHET	Create and printing of statement or results for re-marks and mop-up results	DHET	23 - 26 July 2024
DHET	Sorting, packing and dispatch of statement or results for re-marks and mop-up results	DHET	27 - 30 July 2024
DHET	Create batch Certificates of candidates for QA approval	UMALUSI	05 August 2024
UMALUSI/BETA	QA approval and Printing of batch Certificates	UMALUSI/BETA	08 August 2024
DHET	Consolidation of batch Certificates	DHET	16 August 2024
TVET College closes (2nd Trimester)			16 August 2024
DHET	Sorting and Packing of batch Certificates	DHET	21 August 2024
DHET	Dispatch of batch Certificates accompanied by Declarations to be returned	Examination centres	27 August 2024
Examination Centres	Submit Declarations of batch Certificates	DHET	11 September 2024

4.   THE AUGUST 2024 (TRIMESTER 2) EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202404 cycle are not exempted from the onus of entering for the 202408 examination before the stipulated date in instances where the outcome of the 202404 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 202408 Examination pending the outcome.

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

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

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commences at TVET Colleges (2nd Trimester)			13 May 2024
Examination Centres	Downloadable entry forms, timetables, and TVET academic calendar available from the DHET TVET website www.tvetcolleges.co.za	Examination Centres	
Classes commence at TVET Colleges (2nd Trimester)			20 May 2024
Examination Centres	Closing date for registration entries for August 2024 examination	Examination centres	03 June 2024
Examination Centres	**INTERNAL PRELIMINARY ENTRY PROCESS AT EXAMINATION CENTRES** ***THIS IS THE LAST OPPORTUNITY FOR N1 REGISTRATIONS AND START OF SKILLS PROGRAMME*** It is mandatory for examination centres to implement a verification process - 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:*** - ***Examination centres are NOT allowed to enrol candidates for subjects not on the Time Table.*** - ***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.***	Examination Centres	03 - 14 June 2024
Examination Centres	Corrected and validated Candidate Entries TXT files using the Validation Tool to be submitted to examsystemdata@dhet.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	10 - 14 June 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	NOTE: - **No TXT file will be processed without the signed Declaration letter.** - **Examination centres are NOT allowed to enrol candidates for subjects not on the Time Table.** - **Candidates who applied for remark must be included in the entry txt file.**		
DHET	Uploading of Candidates Entries TXT files into the Examination System	DHET	18 June - 2 July 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:* - *Candidates are not allowed to write more than five subjects in one examination sitting (Examination Instruction 1 of 2015)* *Refer to Memo TE 21 of 2023. ONLY corrections on candidate records are allowed, NO additional candidates may be enrolled.*	Examination Centres	14 June – 05 July 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 Engineering 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	14 June – 5 July 2024
Examination Centres	TVET Colleges to submit request for **subject clashes** to the DHET for approval. *Note: No late submissions will be considered after 27 June 2024*	DHET	27 June 2024
Examination Centres	TVET Colleges to submit request for concession for barriers to learning to the DHET for approval. *Note: No late submissions will be considered after 27 June 2024*	DHET	27 June 2024
DHET	Extraction process for the registration statistical data for question papers management	DHET	01 July 2024
DHET	Extraction and printing of examination material *(Mark sheets, Examination permit and Final entry schedule)*	DHET	08 July 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Sorting, Packing and Dispatch of examination material *(Mark sheets, Examination permit and Final entry schedule)* to examination centres	DHET/BETA	11 – 12 July 2024
Classes ends at TVET(2nd Trimester)			24 July 2024
DHET	Examination in Session:	Examination Centres	25 July - 16 August 2024
Examination Centres	Submit the Monitoring Tool on the day that examinations is monitored by the College	DHET	25 July - 19 August 2024
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 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 August 2024
Closing of TVET colleges (2nd Trimester)			16 August 2024
Marking Centres	Marking Process (Block marking)	Marking Centres	17 - 26 August 2024
DHET	Uploading of (N1-N6) Term Marks into the DHET Examination System	DHET	05 - 16 August 2024
Examination Centres	Submit N1 written (External Assessment) marks to the DHET via TXT files to DHET Data Section.	DHET	01 - 19 August 2024
DHET	Uploading of N1 written (External Assessment) marks into DHET Examination system via TXT files.	DHET	02 – 26 August 2024
Marking Centres	Capture N2 – N6 Written marks on the DHET system and submit mark sheets to DHET after capturing.	Marking Centres	19 – 27 August 2024
Marking Centres	Submit Irregularities report(s) per subject	DHET	19 – 27 August 2024
DHET	Capturing of Irregularities as per reports from Marking centres	DHET	20 – 28 August 2024
DHET	Final Marks Capturing Process	DHET	28 August 2024
DHET	Follow up on outstanding SBA and Examination marks	DHET	28 August 2024
DHET	Submission of IRC report to QA	UMALUSI	30 August 2024
DHET	Pre-standardisation meeting N2 – N3	DHET, PED, Unions	02 September 2024
UMALUSI	Standardisation meeting N2 – N3	UMALUSI	02 September 2024
DHET/QCTO	Standardisation meeting N1,N4 – N6	DHET	02 September 2024
DHET/QCTO	Approval of Results meeting N1,N4 – N6	DHET	03 September 2024
Staff commence at TVET College (3rd Trimester)			02 September 2024
UMALUSI	Approval of Results meeting N2 – N3	UMALUSI	06 September 2024
DHET	Blocking of additional irregularities as per official approval letters from QA	DHET	05 - 06 September 2024
DHET	Electronically releasing of 202408 results accompanied by the Declaration to be returned	DHET	09 September 2024
DHET	Downloading of Results TXT and Word files	Examination Centres	09 -10 September 2024
Classes commence at TVET College (3rd Trimester)			10 September 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Create and Printing of Statements of Results	DHET	13 - 16 September 2024
DHET	Sorting, Packing and Dispatching of Statements of Results	DHET	17 – 20 September 2024
Examination Centres	Submit Declaration of Receipt of Results	DHET	26 September 2024
Examination Centres	Submit Declarations of Statements of Results	DHET	10 October 2024

5. MOP-UP AND RE-MARKING PROCESS OF THE AUGUST 2024 EXAMINATIONS

Candidates in the mop-up and applying for the re-marking or re-checking of examination answer scripts for the 202408 cycle are not exempted from the onus of entering for the 202408 examination before the stipulated date in instances where the outcome of the 202404 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 202404 Examination pending the outcome.

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commences at TVET College (3rd Trimester)			02 September 2024
DHET	Electronically releasing of 202408 results accompanied by the Declaration to be returned	DHET	09 September 2024
Classes commence at TVET College (3rd Trimester)			10 September 2024
Examination Centres	Management of unresolved results: Mop-Up Process All enquiries must be supported by the following evidence: ✓ Copy of the script(s) for N1-N6 with college stamp ✓ 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 N1-N6 ✓ Appointment letter of the Invigilator **FORMAT OF ENQUIRY:** All enquiries from the examination centre must be submitted in an Excel Spreadsheet with headings: ✓ Examination Centre Number ✓ Examination Centre Name ✓ ID of candidate ✓ Name of subject ✓ Subject code ✓ Level ✓ Mark submitted via TXT file ✓ Mark to be approved ***No 202308 examinations enquiries will be administered after 27 September 2024.***	DHET	10 – 27 September 2024
Examination Centres	Capturing of mop-up marks.	Examination Centres	10 – 27 September 2024
Examination Centres	Closing date for application of re-marks and re-checks at examination centres.	Examination Centres	26 September 2024
Examination Centres	Closing date for application of re-marks and re-checks at the DHET.	DHET	30 September 2024
DHET	Remarking process	Marking team	19 – 20 October 2024
DHET	Capturing of remarked marks	Marking team	23 October – 01 November 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
UMALUSI/QCTO	Application and submission of August 2024 Examination mop-up and re-mark requests to QA	DHET	23 October – 01 November 2024
DHET	Releasing of remark and mop-up results	DHET	08 November 2024
DHET	Create and printing of statement or results for re-marks and mop-up results	DHET	08 - 12 November 2024
DHET	Sorting, Packing and Dispatch of statement or results for re-marks and mop-up results	DHET	13 - 15 November 2024
Classes ends at TVET Colleges (3rd Trimester)			15 November 2024
DHET	Create batch Certificates of candidates for QA approval	UMALUSI	14 November 2024
UMALUSI/BETA	QA approval and Printing of batch Certificates	UMALUSI/BETA	15 November 2024
DHET	Consolidation of batch Certificates	DHET	22 November 2024
DHET	Sorting, Packing and Dispatch of batch Certificates	DHET	29 November 2024
TVET College closes (3rd Trimester)			11 December 2024
Examination Centres	Submit Declarations of batch Certificates	DHET	11 December 2024

6. THE NOVEMBER 2024 (TRIMESTER 3) EXAMINATIONS

Candidates applying for the re-marking or re-checking of examination answer scripts for the 202408 cycle are not exempted from the onus of entering for the 202411 examination before the stipulated date in instances where the outcome of the 202411 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.

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

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

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Staff commences at TVET Colleges (3rd Trimester)			2 September 2024
Examination Centres	Downloadable entry forms, timetables, and TVET academic calendar available from the DHET TVET website www.tvetcolleges.co.za	Examination Centres	
Classes commence at TVET Colleges (3rd Trimester)			10 September 2024
Examination Centres	Closing date for registration entries for 2024 November examination	Examination centres	27 September 2024
Examination Centres	**INTERNAL PRELIMINARY ENTRY PROCESS AT EXAMINATION CENTRES** It is mandatory for examination centres to implement a verification process - 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 :* - *Examination centres are NOT allowed to enrol candidates for subjects not on the Time Table.* - *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.*	Examination Centres	27 September – 08 October 2024
Examination Centres	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 TXT file. *NOTE:* - *No TXT file will be processed without the signed Declaration letter.* - *Examination centres are NOT allowed to enrol candidates for subjects not on the Time Table.*	DHET	04 - 08 October 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
	- ***Candidates who applied for remark must be included in the entry txt file.***		
DHET	Uploading of Candidates Entries TXT files into the Examination System	DHET	08 - 18 October 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 : Candidates are not allowed to write more than five subjects in one examination sitting (Examination Instruction 1 of 2015)* *Refer to Memo TE 21 of 2023. ONLY corrections on candidate records are allowed, NO additional candidates may be enrolled.*	Examination Centres	08 - 21 October 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 Engineering 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	08 – 24 October 2024
Examination Centres	TVET Colleges to submit request for **subject clashes** to the DHET for approval. ***Note: No late submissions will be considered after 9 October 2024***	DHET	9 October 2024
Examination Centres	TVET Colleges to submit request for concession for barriers to learning to the DHET for approval. ***Note: No late submissions will be considered after 16 October 2024***	DHET	16 October 2024
DHET	Extraction process for the registration statistical data for question papers management	DHET	14 October 2024
DHET	Extraction and Printing of examination material *(Mark sheets, Examination permit and Final entry schedule)*	DHET	28 - 30 October 2024
DHET	Sorting, Packing and Dispatch of examination material *(Mark sheets, Examination permit and Final entry schedule)*	DHET/BETA	31 October - 4 November 2024
Classes ends at TVET(3rd Trimester)			15 November 2024
DHET	Examination in Session:	Examination Centres	18 November - 6 December 2024

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
Examination Centres	Submit the Monitoring Tool on the day that examinations is monitored by the College	DHET	18 November - 11 December 2024
Examination Centres	Submit all completed **ICASS / Term Marks** TXT files to the DATA Section. Examination Centres to verify SBA marks before submitting TXT files. *Note :* - *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	15 – 22 November 2024
DHET	Uploading of Term Marks into the DHET Examination System	DHET	15 – 25 November 2024
Closing of TVET colleges (3rd Trimester)			11 December 2024
Examination Centres	Submit N1 Skills Programme written (External Assessment) marks to the DHET via TXT files to DHET Data Section.	DHET	09 - 19 December 2024
DHET	Uploading of N1 Skills Programme written (External Assessment) marks into DHET Examination system via TXT files.	DHET	11 - 19 December 2024
Marking Centres	Marking Process (Block marking)	Marking Centres	10 - 19 December 2024
Marking Centres	Submit N2 – N6 written (External Assessment) marks to the DATA section via TXT files and mark sheets to the Resulting section. Capture N2 – N6 Written marks on the DHET system and submit mark sheets to DHET after capturing.	DHET	12 - 20 December 2024
DHET	Uploading of N2 – N6 written (External Assessment) marks into the DHET Examination system.	DHET	12 - 20 December 2024
Marking Centres	Submit Irregularities report(s) per subject	DHET	12 - 20 December 2024
DHET	Capturing of Irregularities as per reports from Marking centres	DHET	12 - 21 December 2024
DHET	Final Marks Capturing Process	DHET	22 December 2024
DHET	Follow up on outstanding SBA and Examination marks	DHET	23 December 2024
DHET	Submission of IRC report to QA	UMALUSI	23 December 2025
DHET	Pre-standardisation meeting N2 – N3	DHET, PED, Unions	03 January 2025
UMALUSI	Standardisation meeting N2 – N3	UMALUSI	03 January 2025
DHET/QCTO	Standardisation meeting Skills Programme and N1, N4 – N6	DHET	03 January 2025
DHET/QCTO	Approval of Results meeting Skills Programme N1, N4 – N6	DHET	03 January 2025
Staff commence at TVET College (1st Trimester)			08 January 2025
UMALUSI	Approval of Results meeting N2– N3	UMALUSI	08 January 2025
DHET	Blocking of additional irregularities as per official approval letters from QA	DHET	08 - 09 January 2025
DHET	Electronically releasing of 202311 results accompanied by the Declaration to be returned	DHET	10 January 2025
DHET	Downloading of Results TXT and Word files	Examination Centres	11 January 2025
Classes commence at TVET College (1st Trimester)			13 January 2025

RESPONSIBILITY	ACTIVITY	LOCALITY	FINAL DUE DATE
DHET	Create and Printing of Statements of Results	DHET	13 – 15 January 2025
DHET	Sorting and Packing of Statements of Results	DHET	17 – 20 January 2025
DHET	Dispatching of Statement of Results accompanied by Declarations to be returned	Examination Centres	17 – 20 January 2025
Examination Centres	Submit Declaration of Receipt of Results	DHET	20 January 2025
Examination Centres	Submit Declarations of Statements of Results	DHET	27 January 2025

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.**