



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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To: EXAMINATION OFFICERS
ACADEMIC HEADS OF COLLEGES
CAMPUS MANAGERS
DEPUTY PRINCIPALS: ACADEMIC
PRINCIPALS OF PUBLIC TVET & PRIVATE COLLEGES
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
UMALUSI

MEMORANDUM TE01 OF 2017

SUPPORT WORKSHOP FOR CHIEF INVIGILATORS AND EXAMINATION OFFICIALS

The Chief Directorate: National Examinations and Assessment is embarking on its annual support workshop for the conduct of national examinations. The workshop will be conducted over one full day per province. In some provinces, two sessions may be conducted.

PUBLIC COLLEGES AND CORRECTIONAL SERVICES

Each examination centre is required to send 2 (two) officials to attend the DHET support workshop – preferably the Chief Invigilator, i.e. the Campus Manager, and Deputy Chief Invigilator; and where applicable, in addition, the Nodal Point Manager/Official from the Nodal Points. Attendance is **mandatory** and critical to ensuring that your college achieves 100% compliance for the implementation of the conduct policy. The workshop schedule for Public Centres and DCS examination centres is indicated in Annexure A. The workshop Programme is provided in Annexure B.

Kindly bring the content of this memorandum to the attention of the two/three officials that will be representing each examination centre and confirm the names of all attendees with Ms Smith at smith.m@dbe.gov.za and cc Carla Rheder at Rheder.c@dbe.gov.za not later than 11:00 on Friday 3 February 2017, by completing and submitting the attached RESPONSE FORM.

Please note that the Department **will not provide** or compensate any official for transport, parking, allowances, accommodation or lunches. **All participants MUST bring their own lunch/sandwiches.**

PRIVATE COLLEGES

Each examination centre is required to send 2 (two) officials to attend the DHET support workshop for Private centres – preferably the Chief Invigilator, i.e. the Campus Manager, and Deputy Chief Invigilator at Tshwane South College, Centurion Campus, Pretoria. Attendance is **mandatory** and critical to ensuring that your college achieves 100% compliance for the implementation of the conduct policy. The workshop programme is provided in Annexure B and the workshop schedule for Private centres is indicated in Annexure C.

Private Colleges **MUST CONFIRM** their attendance with: Ms Smith at smith.m@dbe.gov.za and cc Carla Rheder at Rheder.c@dbe.gov.za not later than 11:00 on Friday 3 February 2017, by completing and submitting the attached **RESPONSE FORM**.

Private Colleges must make their **own accommodation and travel arrangements** to and from the training venue.

Tea and lunch will be available at a cost of R160 per delegate at Centurion Campus. Payment must be made upon registration on the day of the workshop. Contact the college official indicated below for catering purposes, so that the venue can finalise the numbers to be catered for.

MS MUNRO DU PREEZ
DEPUTY CAMPUS MANAGER (ACADEMIC)
CENTURION CAMPUS
Tshwane South TVET College
munro@tsc.edu.za
Tel: +27 (0) 12 660 8576
Fax: +27 (0) 12 660 8547

It would be appreciated if private centre officials would share this information/invitation with all other legally registered private colleges that may not receive this correspondence.

Kindly note that only Public Examination Centres and Department of Correctional Services will be accommodated in Sessions scheduled on **Annexure A** and only Private Centres/Colleges in the Sessions scheduled on **Annexure C** as the focus of the workshop programme will differ for the two groups.

Your cooperation and participation is critical for the effective conduct of examinations in the TVET sector.

Kind regards



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Chief Directorate: National Examinations and Assessment
Date: 26 January 2017

TRAINING WORKSHOP SCHEDULE FOR PUBLIC COLLEGES

* Dates are subject to amendments depending on developments at the College due to strike action.

PROVINCE / AREAS	DATES OF TRAINING	TRAINING VENUE
KWA ZULU-NATAL PIETERMARITZBURG UMGUNGUNDLOVU TVET COLLEGE	6 FEBRUARY 2017	KZN MIDLANDS CAMPUS CNR PINE STREET & MAYORS WALK, PIETERMARITZBURG
DURBAN THEKWINI TVET COLLEGE	7 FEBRUARY 2017	ASHERVILLE CAMPUS 262 DAINTREE AVENUE ASHERVILLE
GAUTENG TSHWANE SOUTH COLLEGE	08 FEBRUARY 2017	CENTURION CAMPUS COLLEGE STREET TEKBASE, CENTURION
GAUTENG EKURHULENI EAST	09 FEBRUARY 2017	SPRINGS CAMPUS CNR GOLD STREET & PLANTATION, SPRINGS EXT
Weekend		
MPUMALANGA EHLANZENI TVET	13 FEBRUARY 2017	NELSPRUIT CAMPUS CNR KORAALBOOM & KAAPSEHOOP AVENUE, WEST ACRES, NELSPRUIT
LIMPOPO CAPRICORN TVET	15 FEBRUARY 2017	POLOKWANE CAMPUS CNR COLLEGE AVENUE & DORP STREET, POLOKWANE
Weekend		
WESTERN CAPE NORTHLINK TVET COLLEGE	20 FEBRUARY 2017	TYGERBERG CAMPUS ROTHCHILD BOULEVARD, PANORAMA
COLLEGE OF CAPE TOWN	21 FEBRUARY 2017	THORNTON CAMPUS Cnr POPLAR & CEDAR ROADS THORNTON
Weekend		
EASTERN CAPE UMTHATHA KSD TVET COLLEGE BUFFALO CITY	27 FEBRUARY 2017	EAST LONDON CAMPUS LUKIN ROAD EAST LONDON
EASTERN CAPE UMTHATHA	28 FEBRUARY 2017	King Sabata Dalindyebo College, Umthatha campus
NORTHERN CAPE NORTHERN CAPE RURAL	02 MARCH 2017	UPINGTON CAMPUS 1 STEVE NAUDESTRAT, UPINGTON
Weekend		
FREE STATE MOTHEO TVET	06 MARCH 2017	BLOEMFONTEIN CAMPUS ST. GEORGE STREET, BLOEMFONTEIN
NORTH WEST VUSELELA TVET COLLEGE	10 MARCH 2017	POTCHEFSTROOM CNR AURET & RETIEF STREETS, POTCHESTROOM

ANNEXURE B: WORKSHOP PROGRAMME

08:00 – 08:30	Registration and welcome
MR SINCLAIR	
08:30 – 08:45	Umalusi Report and feedback
8:45 – 10:30	MR NAIDOO - INTERACTIVE SESSION 1:
8:45-9:30	<p>5 minute Ice Breaker in the groups.</p> <p>SIX GROUPS: Each prepare given topic to present/role play:</p> <ul style="list-style-type: none"> • Exam Office Preparation - (Group 1) • Role of the Chief Invigilator - (Group 2) • Invigilation - (Group 3) • Role Play - Dealing with Irregularities – <ul style="list-style-type: none"> ○ Group 4 ○ Group 5 ○ Group 6 <p>Establishment of Irregularities Committee – prepare and present</p>
9:30-10:30	Presentations from Group Leaders & Discussions from the audience
10:30 – 10:45	BREAK
10:45 – 12:00	Presentations from Group Leaders & Discussions from the audience (Continued)
12:00 – 12:30	BREAK
MR NAIDOO	
12:30 – 13:30	<ul style="list-style-type: none"> • Deregistration of Centres • Compliance tools • Amanuensis and examination concessions
MR SINCLAIR	
13:30 – 14:30	<ul style="list-style-type: none"> • Implementation and conduct of ICASS & ISAT • Nodal Points • Skynet & Courier IT

TRAINING WORKSHOP SCHEDULE FOR PRIVATE COLLEGES ONLY

PROVINCES	TRAINING DATES	TRAINING VENUE
PROVINCE 1 – WC PROVINCE 5 – KZN PROVINCE 6 – MP PROVINCE 7 – LP	07 MARCH 2017	CENTURION CAMPUS COLLEGE STREET TEKBASE, CENTURION
PROVINCE 2 – NC PROVINCE 3 – FS PROVINCE 4 – EC PROVINCE 8 – GP PROVINCE 9 – NW	08 MARCH 2017	CENTURION CAMPUS COLLEGE STREET TEKBASE, CENTURION



To: Ms Mary Smith (smith.m@dbe.gov.za); cc: Ms Carla Rheder (rheder.c@dbe.gov.za)

DHET EXAMINATION SUPPORT WORKSHOP

I hereby acknowledge receipt of Memorandum TE01 of 2017 and commit to ensuring that the following examination officials will attend the Examination Support Workshop on the date specified.

EXAM CENTRE TYPE	PUBLIC				PRIVATE			
EXAM CENTRE NAME								
EXAM CENTRE NUMBER		9	9	9	9			

ATTENDEES:

NAME & SURNAME	DESIGNATION	CONTACT CELL	EMAIL ADDRESS

Signature	
Date	

CAMPUS STAMP
