



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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TO: CAMPUS MANAGERS
EXAMINATION OFFICERS
DEPUTY PRINCIPALS: ACADEMIC
PRINCIPALS OF PUBLIC TVET AND PRIVATE COLLEGES
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
REGIONAL MANAGERS AND DIRECTORS
UMALUSI

MEMORANDUM TE02 OF 2017

OUTSTANDING RESULTS FOR NOVEMBER 2016 EXAMINATIONS

College Principals are required to ensure that all college officials receive this memorandum and to oversee the mop up process explained in section 2 below.

1. STATUS UPDATE

Results for the entire TVET sector were published and released to all examination centres on 31 December 2016. The current 8,224 outstanding subject results out of 2,004,177 subject entries for the November 2016 examinations represents 0.4% of all entries and can be attributed to:

- low capture rate by examination centres for Internal Continuous Assessment (ICASS), Integrated Summative Assessment Task (ISAT) and/or examination marks,
- an absent code (999) being submitted by an examination centre instead of a valid raw mark, and
- data processing errors on the examinations IT system

A further 54,561 subject results (2.7% of total subject entries) remain blocked on the system due to the leakages reported in four subjects (Building Drawing N3, Engineering Science N2, Electrical Trade Theory N2 and Mathematics N5) during the November 2016 examinations. The Department concluded its investigation this

week and will be in a position to release these results only after the quality council Umalusi has considered the report and approved the release of these results. Other results blocked due to acts of dishonesty, i.e. copying, use of crib notes, ghost writing, etc. affect 1,298 out of the total of 842,772 (0.2%) candidates that enrolled to write the November 2016 examinations. The outcome of the investigation into each individual incident will determine whether the result will remain blocked or be released.

The Department implemented the sub-minimum requirement for the internal assessment component (ICASS) – as per the qualifications policies – and the 80% attendance rule for entry to national examinations at the start of 2016. This was done to improve the quality of teaching, learning and assessment across all qualifications. Several colleges however permitted candidates to sit for the examinations despite not having met the ICASS sub-minimum or 80% attendance rule. Consequently candidates who wrote the November 2016 examinations and did not meet the ICASS entry requirement were resulted with the code MQ and will not be resulted. The management of the colleges where this was allowed to happen needs to account to the affected candidates.

In terms of the agreement with SITA all outstanding results for the November 2016 examinations will be resolved by 28 February 2017 and all certificates for the November 2016 examinations will be processed by 31 March 2017.

The Department will however, release outstanding results in batches as they are resolved and approved by the quality council.

2. MOP UP OF RESULTS

Each college is responsible for the submission of electronic marks datasets as it is at the examination centres of a college that all ICASS and ISAT marks are generated and captured along with exam marks for the National Certificate (Vocational) Level 2 and 3 qualifications and N1 part-qualifications. It is a pre-requisite that all phases of the generation of a final mark for the ICASS, ISAT and exam marks respectively be verified prior to the submission thereof to the Department.

However, due to the incompleteness and inaccuracy of the electronic data submitted by some examination centres for the November 2016 examinations, the Department is embarking on a once-off mop up process to expedite the publication of outstanding results.

The quality council has generously agreed to approve the amendment of raw marks for the November 2016 examinations on condition that all data and evidence are verified by the Department.

To this end each College Principal, as the accounting officer of the institution, is required to oversee the following process with immediate effect:

- Undertake a verification of the raw marks appearing on the electronic marks dataset submitted to the Department for each of the ICASS, ISAT and exam mark components against the marks recorded on the copy of the official mark sheet across all qualifications per examinations centre belonging to the college;
- Any discrepancies (i.e. 999s or 777s captured on the electronic dataset instead of actual marks) must be highlighted on a hard copy of both the electronic dataset and the official mark sheet and the Principal must sign-off on both sets of documents to confirm these discrepancies;
- In all instances where discrepancies are detected the supporting candidate evidence (i.e. exam answer script for NC (V) L2-3 and N1 subjects, ISAT portfolio for NC (V) L2-4 and ICASS portfolio for NC (V) L2-4 and N1-N6) must be retrieved and placed with the signed-off documentation indicated in the bullet above;
- The attached Excel register must be completed and include all candidates where a discrepancy was detected at the college (one register per college / institution) – populate a separate sheet for each qualification and indicate only the **amended** mark on the spreadsheet. Upon verification that the register is indeed complete and accurate:
 - Electronic version (editable, not scanned) to be submitted via email to visser.m@dbe.gov.za
 - Hard copy version to be signed-off by the Principal and placed with the evidence and supporting documentation
- All evidence and supporting documentation to be presented by the Principal or college delegate (i.e. Academic Manager / Deputy Principal: Academic) to the national examinations unit in Pretoria on the dates indicated on Table 1 below; and
- A formal report, signed-off by the Principal, explaining the cause of the discrepancies is to be presented to the Department along with the evidence. The report must also include an improvement plan regarding the verification of examinations data at the college.

Examinations officials will verify the evidence in the presence of the college official whereafter the amendment of raw marks will be approved for capturing – where evidence is not available, a raw mark will not be amended. The quality council will be present to monitor and audit the process and the Department will submit the amended marks to the quality council for approval to release once the capturing of all amended marks has been concluded.

Table 1: Schedule of dates for presentation of evidence and supporting documentation for the amendment of marks

PROVINCE(S)	DATE	TIME
Gauteng & North West	01 February 2017	09:00-15:00
Mpumalanga & Limpopo	02 February 2017	09:00-15:00
Northern Cape & Free State	03 February 2017	09:00-15:00
Western Cape & Eastern Cape	06 February 2017	09:00-15:00
KwaZulu-Natal	07 February 2017	09:00-15:00

Note:

- The Department will not process any marks in the *absence of the required evidence*.
- The Department will not process any marks in the *absence of a formal report*.
- The Department will not take responsibility *for said evidence* – the college must transport and ensure the safekeeping of the evidence both to and from the Department.
- Marks received *after the scheduled date* will not be processed by the Department.
- The college will be responsible for all costs related to this mop up process.
- No emailed / scanned / faxed evidence will be processed.

The attached RESPONSE FORM is to be submitted to visser.m@dbe.gov.za on or before 16:00 on Monday, 30 January 2017 failing which your college will not be attended to.

The Department will not be engaging in any mop up processes after the publication of raw marks in future examination cycles as it is expected of each college / institution to submit complete and accurate examinations data to the Department.

Your compliance with the above process is required to ensure that all of your candidates are duly resulted for the November 2016 examinations.

Kind regards



N POTE
CHIEF DIRECTOR: NATIONAL EXAMINATIONS AND ASSESSMENT
DATE: 26 January 2017



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& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

RESPONSE FORM-

MEMO TE02 OF 2017

To: Ms Mathilda Visser (visser.m@dbe.gov.za)

OUTSTANDING RESULTS FOR NOVEMBER 2016 EXAMINATIONS

I hereby acknowledge receipt of Memorandum TE02 of 2017 and commit to ensuring that due process is adhered to in resolving outstanding marks for the November 2016 examinations.

COLLEGE NAME	PROVINCE
NAMES OF AFFECTED CENTRES	CENTRE NUMBERS
1	
2	
3	
4	
5	
6	

Details of official to represent the college-

Name & Surname	
Designation	
Cell No.	
Date of visit	

Sign-off by Principal-

Name & Surname	
Designation	Principal
Cell No.	
Signature	
Date	