



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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TO: EXAMINATION OFFICERS
ADMISSION OFFICERS
CAMPUS MANAGERS
ACADEMIC MANAGERS
PRINCIPALS OF PUBLIC TVET AND PRIVATE COLLEGES
SACPO
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MEMORANDUM NO. 46 OF 2015

IMPLEMENTATION OF ADMISSION REQUIREMENTS FOR NATIONAL EXAMINATIONS

In support of the drive to improve the quality of student performance in NATED and NC (V) programmes at public and private colleges, the Department will be implementing the criteria for class attendance and the ICASS sub-minimum per subject to determine whether a candidate will be granted admission to a national examination. The requirements for admission to national examinations and dates of implementation are provided in **Annexure A**.

While the 80% class attendance criterion will be implemented on all levels for all subjects across both NATED and NC (V) programmes with effect from 01 January 2016, the criterion for the ICASS sub-minimum per subject will be phased in across the different levels of a NATED trimester and semester and NC (V) programme respectively.

The Department has compiled a circular addressed to all college students which has been signed by the Director-General (DG) of Higher Education and Training to this effect to assist all colleges and examination centres in communicating this critical information to students. See attached DG circular addressed to TVET COLLEGE STUDENTS.

Space has been created on the DG circular to accommodate a DECLARATION BY STUDENT to ensure that no NATED or NC (V) candidate can deny knowledge of the admission requirements to national examinations when it is time to register for examinations.

Kindly ensure that all NATED and NC (V) students are duly informed of the content of the DG circular and receive a copy of the circular and understand the implications thereof when they register at the start of an academic cycle, i.e. trimester or semester for NATED and annual for NC (V). It is advised that each student signs the declaration prior to attending class at the start of an academic cycle and that examination centres keep a copy of all signed declarations on file per academic cycle.

It is hereby requested that all institutions and campuses include the distribution and signing of the DG circular by students in their standard operating procedures and rules for the registration to ensure that this remains a standard practice from 01 January 2016.

The Chief Directorate: National Examinations and Assessment will be changing the examination enrolment functionality on the examinations IT system to ensure adherence to these admission requirements.

Your cooperation and support in implementing the admission requirements for national exams will be greatly appreciated.

Kind regards

A handwritten signature in black ink, appearing to be 'N. Pote', written in a cursive style.

Ms N Pote

Chief Director: National Examinations and Assessment

Date: 26 November 2015

ANNEXURE A: ADMISSION REQUIREMENTS FOR NATIONAL EXAMINATIONS

1. ADMISSION TO MAIN EXAMINATIONS

The following requirements are applicable for NATED subjects written at the end of a trimester or semester programme and NC (V) subjects written during the November examinations respectively:

CRITERIA	NATED requirements	NC (V) requirements
<i>Internal Continuous Assessment (ICASS) sub-minimum</i>	<p>NATED N1-N6 Engineering Studies subjects – 40% per subject for all subjects</p> <p>NATED N4-N6 Business Studies subjects:</p> <ul style="list-style-type: none"> • Tourism subjects: <ul style="list-style-type: none"> ✓ Hotel Reception N6 – 50% ✓ Tourism Communication N4-5 – 50% ✓ Tourist Destinations N4-6 – 50% ✓ Travel Office Procedures N4-6 – 50% ✓ Travel Services N4-5 – 60%; N6 – 70% • All other subjects – 40% per subject 	<p>NC (V) Level 2-4 subjects:</p> <ul style="list-style-type: none"> • All vocational subjects – 50% • Life Orientation and First Additional Languages – 40% • Mathematics and Mathematical Literacy – 30%
	<p><i>Implementation dates</i></p> <p>N1-N6 Engineering Studies N1 – Trimester 1 of 2016 N2 – Trimester 2 of 2016 N3 – Trimester 3 of 2016 N4 – Trimester 1 of 2017 N5 – Trimester 2 of 2017 N6 – Trimester 3 of 2017</p> <p>N4-N6 Business Studies N4 – Semester 1 of 2016 N5 – Semester 2 of 2016 N6 – Semester 1 of 2017</p>	<p><i>Implementation dates</i></p> <p>NC (V) Level 2 – 2016 NC (V) Level 3 – 2017 NC (V) Level 4 – 2018</p>
<i>Minimum class attendance</i>	<p><i>Minimum of 80% class attendance per subject.</i> (Implemented on all levels for all subjects across NATED and NC (V) programmes as per the <i>Public Further Education and Training College Attendance and Punctuality Policy</i> published in November 2013)</p>	

2. ADMISSION TO SUPPLEMENTARY EXAMINATIONS

Supplementary examinations are only conducted for NC (V) Level 2-4 programmes. The supplementary examinations for an academic year follow in the February/March immediately after the November examinations. The following requirements are applicable to NC (V) candidates who were duly registered for and wrote the subject in the preceding November examinations:

CRITERIA	NC (V) requirements
<i>Pass mark sub-minimum</i>	Pass mark sub-minimum applicable per NC (V) Level 2-4 subject: <ul style="list-style-type: none">• Vocational subjects: 45%• Life Orientation and First Additional Languages: 35%• Mathematics / Mathematical Literacy: 25%
	<i>Implementation dates</i> NC (V) Level 2 – November 2016 and supplementary 2017 NC (V) Level 3 – November 2017 and supplementary 2018 NC (V) Level 4 – November 2018 and supplementary 2019