higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

VUSELELA TVET COLLEGE

Pre-examination meeting

Students

National Examinations



- External examination
- Papers are set by DHET
- Time-table is fixed and subjects cannot be moved
- If a session is missed you will have to write the next exam (next Trimester, Semester, Year)
- Any irregularity will have serious consequences
- If you miss Paper 1 or 2 then you will have to rewrite the whole subject
- You can only write subjects that appear on your Examination Permit

Before the exam session

EXAM PERMITS



This is the document that allows you to enter the examination venue.

The dates and times of each subject's examination is indicated on the permit.

Some students will not be able to write certain subjects due to the following reasons:

-Attendance

-Did not reach sub minimum year mark (Memo 46)

Your permit will be **scratched** (the subject you may not write will be scratched through and the reason will be indicated next to it)

IF you are repeating a subject you will receive a separate exam permit for that subject.

EXAMPLE OF AN AMENDED EXAMINATION ENTRY PERMIT

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ADMISSION PERMIT AND EXAMINATION TIME-TABLE

502110032 N2 : ENGINEERING STUDIES (REVISED)

EXAMINATION NUMBER 8812250000000 ID. NO. 8812250000000

CANDIDATE
POTE ABSALOM

EXAMINATION CENTRE
A9999AAA1 INCITE TRAINING COLLEGE

SUBJECTS	PAPER	DATE	TIME
P 8090272 ENGINEERING DRAWING – EXTERNAL EXAMINATION	1	20160801	9.00
~~P 15070402 ENGINEERING SCIENCE N2 – EXTERNAL EXAMINATION~~ (IA)	1	20160809	9.00
P 16030192 MATHEMATICS N2 – EXTERNAL EXAMINATION	1	20160814	9.00

3 PD

1

2

4

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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA
INCITE TRAINING COLLEGE
STRUBEN VALLEY
TIMBAVATI
P Drink
07/07/2016
Examination centre no.
A9999AAA1

5

WHAT TIME DO WE START?



Students should be on campus 1 hour before the exam start at 8:00 (12:00 for an Y-session) to follow exam regulations

You must be seated by 8:30 (12:30 for Y-session)

As from January 2020, in accordance with the National Examinations and Assessment Policy, candidates will NOT be allowed to arrive late for ANY National examinations.

If you arrive late (09:01) you will not be permitted into the venue, you will proceed to reception and fill in "Annexure U". You will then write the paper in the next exam at your own cost

STEPS TO FOLLOW BEFORE EXAM SESSION:



COMPUTER SUBJECTS –

There may be 2 or more sessions per room. Check the time-table in advance

Note the time of your session

Check your venue and seating on notice board

Check in your bag at the bag room(if applicable)

Go to the venue displayed on the seating plan by 8:15

Outside venue: form a queue where your ID document and exam permit will be checked.

08:00 – 8:20 Proceed to venue

8:20 enter venue and be seated - 30 minutes before exams: 08:30

Door will close @ 8:30

Students that arrive 8:30 – 9:00 must go to the holding room where you will receive further instructions.

8:30 – 09:00

Be seated

Handing out of Answer Books and Question Papers

Reading of examination rules

Reading of examination instructions

10 min reading time



09:00 – Students start writing

FAILURE TO PRODUCE A VALID ID OR PASSPORT OR YOUR EXAM PERMIT



Report to reception for identification or reprint of your permit, then report to venue with document issued to you

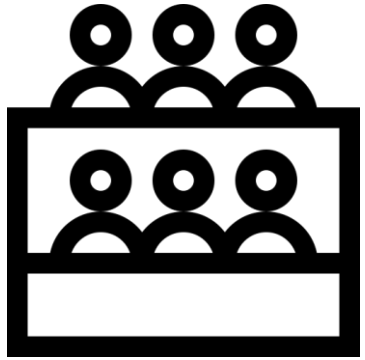
Your answer sheet will be kept separately in the safe until you bring your ID/permit

The other scripts will be sealed and sent to DHET asap.

Your script will be handled as an irregularity and sent separately.

Submit your valid ID within 24 hours to the Examinations Officer.

THE SEATING PLAN



All candidates will be seated according to a seating plan

Seating arranged according to ID numbers

Seating plans displayed daily outside each venue

Candidates should adhere strictly to seating plan

eg: 850905 9898 087 - H21

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EXAMINATION SEATING PLAN

	DATE:	2023- -	
	X OR Y PAPER	CENTRE NUMBER:	9 9999

	EXAMINATION NUMBER	VENUE	SEAT NUMBER
1	1234008578001	R38	A1
2	1133445879283	R38	A2
3	1131152487709	R38	A3
4	112312259802'0	R38	**********
5	1145068829228	R38	B2
6	6508112255661	R38	B3
7	5508093333981	R38	**********
8	4509090000456	R38	B5
9	1234008578001	R38	C1
10	1133445879283	R38	C2
11	1131152487709	R38	**********
12	112312259802'0	R38	C4
13	1145068829228	R38	C5
14	6508112255661	R38	C6
15	5508093333981	R38	C8
16	4509090000456	R38	C9
17			
18			
19			
20			
21			
22			
23			
24			
25			

PAPER: 1 OR 2	MARKSHEET NUMBER:
VENUE 1 OF 1	000000000000

SUBJECT:

	EXAMINATION NUMBER	VENUE	SEAT NUMBER
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

ITEMS ALLOWED IN EXAM VENUE



Valid RSA ID (Compulsory to enter venue)

Passport (for candidates who are not RSA citizens)

Examination Permit (Compulsory to enter venue)

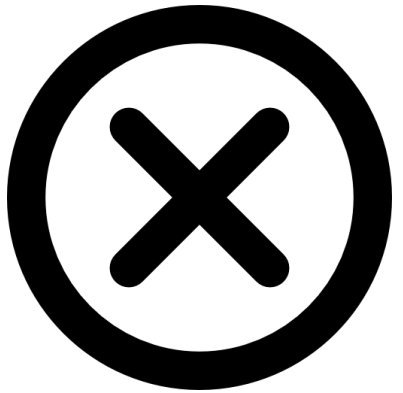
Writing utensils (Blue or Black pen)

Non-programmable calculator **without** a cover (unless prohibited by examiner)

ITEMS NOT ALLOWED IN EXAM VENUE

Cell phones/Smart watches: **Under NO circumstances allowed in exam venue = IRREGULARITY**

(Do not bring cell phones or smart watches to the college during exams, College accepts no liability for losses)



Pencil cases & Pencil bags

Programmable calculators

Calculator covers

Hats/caps or anything else covering the head

No bags

No crib notes in any form – not on body, stationary, hair, exam permits, ID books

Personal items can be left in the bag room. The College do not accept any liability for lost items

During the exam session

WHEN YOU ENTER THE EXAM VENUE

As soon as you enter you are under the instruction of the Chief Invigilator



Find correct seat according to seating plan

Place Exam permit & ID on top left side of desk for duration of exam

Complete cover of answer book correctly **– see example below**

Follow instructions given by Chief Invigilator

Candidates whose exam numbers do not appear on the seating plan, are not allowed in the examination venue.

Check that your answer book has all the pages and correctly stapled

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BOE 8/13

Answer books used: Book [ ] of [ ]
Antwoordboeke gebruik: Boek [ ] van [ ]

Percentage marks
Persentasiepunte

YOUR EXAMINATION NUMBER / U EKSAMENNOMMER

9 1 [ ] [ ] [ ] [ ] [ ] [ ] 0 0 [ ] [ ] 0 8 8

EXAMINATION CENTRE / EKSAMENSENTRUM

4 | 9999 | 5 | 4 | 0 | 1 |

Subject/Vak Management Communication Level/Vlak N4

FIRST / EERSTE [ ] OR SECOND / OF TWEEDE [X] PAPER / VRAESTEL

X - or Y - Paper / X - of Y - Vraestel X

Date / Datum 18 November 2017

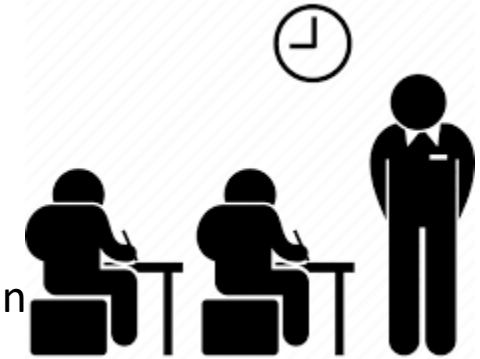
REPORT 190/1
ANSWER BOOK
ANTWOORDBOEK

QUESTION / VRAAG	MARKS/PUNTE			INITIALS/PARAAF				FOR REMARKING/VIR HERMERK			
	H	T	U/E	M	SM	CM	IM	H	T	U/E	INITIALS
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
TOTAL / TOTAAL											

IMPORTANT NOTICE
Read the instructions regarding the writing of the examination on reverse side of this page before you start examination.

BELANGRIKE KENNISGEWING
Lees die voorskrifte oor die aflê van die eksamen op die keersy van hierdie bladsy voordat jy die eksamen begin.

DURING THE EXAMINATION SESSION



Do not tear out ANY pages from the answer book

Ensure addendums are completed & inserted in your answer book and your exam number filled in

Only use exam numbers, **NO NAMES**

During the first hour, no candidate is allowed to leave the venue

Candidates to sign Attendance Register next to ID number

Candidates have to be escorted to the toilet and back (not during 1st hour) Movement register must be completed

On completion of the exam candidates must remain seated and raise his/her hand to indicate to the invigilator to collect the answer script & question paper

A candidate must sign for submission next to his/her ID number. During the last 15 minutes of the exam session, candidates must remain seated until all scripts, question papers and signatures are collected – no candidates allowed to leave the venue during last 15 minutes.

Candidates will sign a register outside the venue indicating the time they left.

IRREGULARITIES

Leaked question papers/marking guidelines. It is a criminal offence to make use of leaked information, Report leakages to Campus Management

Candidates found written on behalf of other candidates

Failure to produce a valid ID

Late arrival at exam centre

Exam number not on mark sheet

Answer script damaged

Creating a disturbance or behave in an improper manner

Disorderly conduct

Disregard of instructions from Chief Invigilator/Invigilator

Disregard of Examination regulations

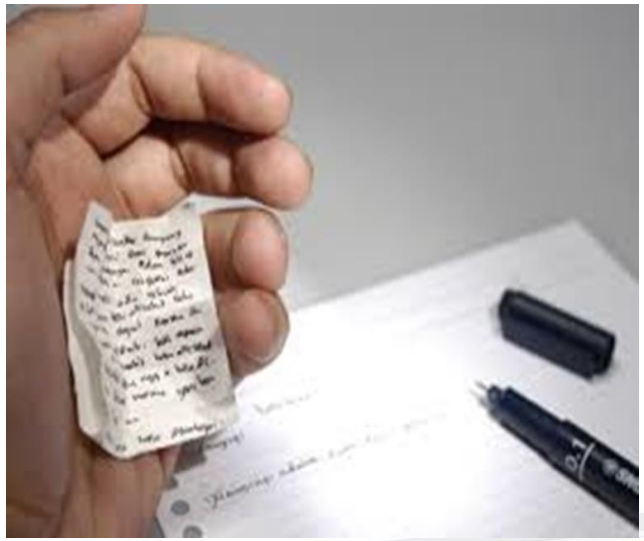
Not signing the attendance registers

Cell phones

Any notes/papers not issued during the session









DO NOT WRITE ANYTHING ON YOUR EXAM PERMIT……KEEP IT CLEAN AND NEAT

IRREGULARITY!!

IF YOU HAVE RECEIVED ANY SUPPORTING INFORMATION, MATERIAL (e.g. SMS, WHATSAPP, NOTES, QUESTION PAPERS) RELATED TO A SPECIFIC QUESTION PAPER;

REPORT IT IMMEDIATELY TO THE RELEVANT CHIEF INVIGILATOR (CAMPUS MANAGER/HOD) BEFORE THE SESSION COMMENCE;

OR USE THE RELEVANT FRAUD NUMBERS DISPLAYED ON THE CAMPUS NOTES BOARDS TO REPORT THE IRREGULARITY

NOTE: IF YOU ARE IMPLICATED IN ANY FORM OF RECEIVING, USING OR DISTRIBUTION OF SUPPORTING MATERIAL, YOUR RESULTS WILL BE BLOCKED AND YOU CAN BE SUSPENDED FOR 3 YEARS

IF AN IRREGULARITY IS DETECTED

If an irregularity is detected, the evidence and the answer book must be confiscated, endorse it on the outside cover with the word “Irregularity” indicate Book 1 with the time confiscated, issue a new answer book which must be endorsed on the cover Irregularity, Book 2 and the time it was issued. Inform the candidate that he/she must start from where they left and not start from the beginning. The candidate does not get any extra time and must write a declaration. The relevant evidence together with the answer books must be recorded and copies made, then send original answer books with copy of crib notes to marking centre and copies of answer books together with all statements and original crib notes to DHET. Copies must be kept on file. Report the matter to the DHET.

A sitting of the irregularity committee will commence directly after the session

When found in possession of crib notes (cell phone), evidence will be confiscated, new exam book issued to continue with exam

Affidavit by: invigilators, witnesses and the person who were caught
All evidence are collected (eg: cellphone, crib notes)
An irregularity report is filled in and the irregularity committee of the campus will make a recommendation
All this information together with the answer sheets are sent separately to DHET
They have a committee that will investigate the irregularity
This can take up to 3 months.
A decision will be made by DHET
If found guilty – you will not be permitted to register at any Higher Education Institution in the country for 3 years.

REPORT ALLEGED FRAUD AND CORRUPTION TO:

Vuselela TVET College - fraud@vuselelanw.co.za (secured and confidential e-mail address)

Office of the Auditor-General - 012 426 8000

fraud@dhet.gov.za

National Anti-Corruption Hotline - 0800 701 701

Crime Stop/SAPS - 0860 010 111

Corruption Watch - 0800 023 456

GOOD LUCK WITH YOUR EXAMINATION



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