



Reference: 20170731-3395  
13/7/1/4  
Enquiries: S Adams

Examinations Administration Minute: 0007/2017

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Coordination and Advice, Circuit Managers, Heads: IMG Coordination and Advice, Deputy Chief Education Specialists, Subject Advisers and Centre Managers that prepare candidates for the AET Level 4 examinations

**Subject: Registration of candidates for the November 2017 AET Level 4 examinations with a view of obtaining a General Education and Training Certificate**

1. The Adult Education and Training (AET) Level 4 examination is scheduled to commence on **Thursday, 26 October 2017 and end on Friday, 17 November 2017.**
2. **Only registered Department of Higher Education and Training (DHET) Community Learning Centres, including Department of Correctional Services centres,** may enter candidates for examinations in the learning areas of their choice, provided that the candidates have completed the required Site-based Assessment (SBA) activities in the learning areas concerned.
3. **Centre managers must ensure that only those candidates who have completed the required SBA activities are entered for the examination. Please note that candidates with incomplete SBA marks will not be resulted.**
4. **Every entry form must be accompanied by a certified copy of the candidate's identity document.**
5. The examination counts 50% towards the total mark for a learning area, while the remaining 50% will be derived from the moderated SBA portfolios.
6. Centre managers are requested to complete the enclosed entry form for every candidate who wishes to enter for the examinations.

7. Should a candidate be absent, owing to illness or other unavoidable circumstances, such candidate's entry form must be signed by the centre manager, who must also indicate next to his or her signature that the candidate was absent.
8. Note that no changes in learning areas will be allowed after the entries have been finalised. Entry forms must therefore be completed accurately. An alphabetical list of all the candidates registered at the centre must accompany the entry forms.
9. All completed entry forms, arranged alphabetically, together with **Annexure A** must reach the Western Cape Education Department at the following address by no later than **Friday, 25 August 2017 (please note that late entries will NOT be accepted irrespective of the reasons or circumstances):**

**For attention: Mr CW Roodt**

Room 515, 5<sup>th</sup> Floor

Directorate: Examinations Administration

Western Cape Education Department

Grand Central Towers

Lower Parliament Street

CAPE TOWN

8001

10. Kindly bring the contents of this minute to the attention of all concerned.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2017-08-08