

NTEK ENROLMENT AND STUDY PROCEDURE

STEP 1 : COMPLETE ENROLMENT FORM

Complete an enrolment form and send back to admin@ntek.co.za
No enrolment will be processed without a copy of your i.d. document.
Please make sure that you apply for the correct subjects according to your trade.
All new candidates who enrol for N4 level subjects MUST first complete a MATRIX form.



STEP 2. RECEIVE A QUOTATION

Banking details and reference will appear on the quotation.
Note the closing date for enrolment and final payment date. No late enrolments will be accepted.
If payment is received after the final payment date, the candidate will be automatically registered for the next trimester.
NO REFUNDS!



STEP 3. MAKE PAYMENT

No payment must be made without a quotation. Proof of payment can be mailed to admin@ntek.co.za
PLEASE MAKE SURE TO USE THE CORRECT REFERENCE NUMBER.
Incorrect reference number will result in a non-registration.



STEP 4. RECEIVE STUDY PACKAGE

(include textbook, old question papers + memorandums & assignments, except for Re-write packages)
The office will contact you once the package is ready for collection alternatively it will be send via courier (if requested on the enrolment form)



STEP 5. HAND IN ASSIGNMENTS ON DUE DATE

Assignments need to be handed in on a due date. NO LATE ASSIGNMENTS WILL BE ACCEPTED!
Assignments may only be hand delivered or courier delivered at our offices. NO E-MAILED ASSIGNMENT!
Failing of handing in assignments will result in a 0% term mark – NO EXAMINATION ADMISSION!
Candidate must achieve 40% and more in order to be able to write exams.



STEP 6. ASSIGNMENT RESULTS (TERM MARKS)

Candidate will be informed via a sms and also on our facebook page (NTEK COLLEGE) and our website (www.ntek.co.za) when term marks are available.
Candidate must contact the office to receive results of assignment.
Assignments can only be viewed at Ntek' Office by arrangement.
Viewing of assignments can only be viewed two weeks after the released date of the term marks.
Unfortunately no copies or original assignments will be handed back to the candidate.



STEP 7. EXAMINATION TIMETABLE

During the registration process the examination timetable will be uploaded on our website as well as Facebook page as soon as we receive it from the DHET.
Candidates will receive a sms to inform them that the timetable is available
Please note that exam dates are subject to any unforeseen changes by the DHET. In case of such changes our offices will notify you via sms , Facebook and our website.



STEP 8. EXAM PERMITS

This document allows the candidate admission to write exams.

These documents normally arrive a week before examination start. Once this is received candidate will receive a sms to collect the exam permit from the office.

Read instructions carefully on the back of the exam permit regarding examination rules.

- PLEASE MAKE SURE TO COLLECT THIS DOCUMENT BEFOREHAND. EXAMINATION DATE AND TIME APPEARS ON THIS DOCUMENT



STEP 9. WRITE EXAMS

Remember no candidate will be allowed into the examination hall without a valid identity document and examination permit.

Examinations start at 09h00. All candidates must be seated at 08h30.

NO CANDIDATE WILL BE ALLOWED INTO THE EXAMINATION ROOM AFTER QUESTION PAPERS HAVE BEEN HANDED OUT.

Exams are National exams. If you missed the exam you will be marked absent and have to enrol the following trimester for a re-write.

Exams are written at Pretoria Gardens Technical High School (1025 Commercial street , Pretoria Gardens)



STEP 10. EXAMINATION RESULTS

Please note this is National examinations which are administered by DHET.

Results are normally available a month after the examination period has ended.

Candidate will receive a sms stating that results are available and needs to contact the office for his/her result.

We will also update our facebook page and website once results are received from DHET.



STEP 11. REMARK OF QUESTION PAPER

When a candidate receives the examination mark and would like to re-mark the question paper he/she needs to complete a form at the office.

Please note that there is only a certain timeframe available for application for re-mark.

The re-mark process is a lengthy process.

Re-mark results normally are released about two months after the re-mark application.

Only after re-mark results are available and candidate is still not satisfied with the results then only can viewing of the script be arranged.

Viewing of a script takes place at the DHET offices on an appointment basis only.



STEP 12. STATEMENT OF RESULTS

This is a “rapport card” stating your name, i.d. number and reflecting the results for the examination.

This document is issued by DHET.

Candidate will receive a sms once the STATEMENT OF RESULTS is ready for collection.



STEP 13. CERTIFICATION

To obtain a certificate the requirements are 4 subjects passed on a N- level.

Certificate is issued by the DHET.

Certificates MUST be applied for. No certificate will be automatically issued.

When you want to apply for a certificate you need to complete an Application for Certificate form at the office and a copy of your identity document as well as all the statement of results for the relevant subjects must be handed in.

Certificates will only be applied for once a trimester.

Certificates takes 06 months – 01 year to be issued by the DHET