



# **NORTHERN TECHNICAL COLLEGE**

## **2018 ACADEMIC CALENDAR**



**CREATIVE MINDS AND HANDS**

*Department for Quality Assurance and Assessments 2018*

TERM I		
Week	Dates	Activity
1	22 <sup>nd</sup> January – 26 <sup>th</sup> January 2018	<ul style="list-style-type: none"> <li>• College opens for term I</li> <li>• Registration of first year Students</li> <li>• Orientation of new staff</li> <li>• Publication of Class Timetables</li> <li>• Schemes of work approval</li> </ul>
2	29 <sup>th</sup> January – 2 <sup>nd</sup> February 2018	<ul style="list-style-type: none"> <li>• Schemes of work approval continue</li> <li>• Orientation – New Students</li> <li>• Returning students report back</li> <li>• Verification of CA by returning students</li> <li>• Classes for Begin Returning students -31<sup>st</sup> January 2018</li> <li>• Training Committee meeting term 3 – 2017</li> <li>• Termly Reports given to students</li> <li>• Publication of assignments</li> <li>• 2<sup>ND</sup> FEBRUARY: INTERNAL/NORTEC DEADLINE FOR MARCH/APRIL 2018 TEVETA EXAMINATION FEES</li> <li>•</li> </ul>
3	5 <sup>th</sup> February – 9 <sup>th</sup> February 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• 1<sup>st</sup> Verification of CA for Exam Classes</li> <li>• Termly Reports sent to sponsors</li> <li>• Mid Term &amp; Mock Exam Time Table</li> </ul>
4	12 <sup>th</sup> February – 16 <sup>th</sup> February 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• 12<sup>TH</sup> FEBRUARY: TEVETA DEADLINE FOR MARCH/APRIL 2018 EXAMINATION FEES</li> <li>•</li> </ul>
5	19 <sup>th</sup> February – 23 <sup>rd</sup> February 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• Lesson observations</li> </ul>
6	26 <sup>th</sup> February – 2 <sup>nd</sup> March 2018	<ul style="list-style-type: none"> <li>• Advert for May/September 2018 &amp; January 2019 intakes</li> <li>• Submission of Assignment 1 CA results</li> <li>• Mock Exam</li> <li>• Classes</li> <li>• 1<sup>st</sup> March 2018- Confirmation of all candidates for March/April 2018 Examinations by Institutions</li> <li>• 1<sup>st</sup> March 2018-Dispatch of material lists for various programmes for March/April 2018 assessments and examinations</li> <li>• 2<sup>nd</sup> March 2018-Enrollment Deadline for January 2018 intake</li> </ul>
7	5 <sup>th</sup> March – 9 <sup>th</sup> March 2018	<ul style="list-style-type: none"> <li>• Mid Term Tests</li> <li>• Classes for Exam Classes</li> <li>• Teaching File Inspection</li> <li>• Int. Women's Day - 8<sup>th</sup> March</li> <li>• 5<sup>th</sup> March: Internal CA submission for April Exam classes</li> <li>• 5<sup>th</sup> – 16<sup>th</sup> March 2018: CA verification visits to institutions for April 2018 Examination classes</li> <li>•</li> </ul>
8	12 <sup>th</sup> March – 16 <sup>th</sup> March 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• Teaching File Inspection Continues</li> <li>• 5<sup>th</sup> – 16<sup>th</sup> March 2018: CA verification visits to institutions for April 2018 Examination classes</li> <li>• 16<sup>th</sup> March 2018-submission of CA for candidates for</li> </ul>

		<p><b>March/April 2018 examinations</b></p> <ul style="list-style-type: none"> <li>• 16<sup>th</sup> March : -Internal Deadline for July/August 2018 Examination fees</li> <li>• Youth week activities(Youth Day-12<sup>th</sup> March)</li> <li>• <b>End of Term Time table</b></li> </ul>
9	19 <sup>th</sup> March – 23 <sup>rd</sup> March 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• Submission of assignment two CA results.</li> </ul>
10	26 <sup>th</sup> March – 30 <sup>th</sup> March 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• Submission of Midterm test CA Results</li> <li>• <b>Exam Invigilation &amp; student Review Meeting</b></li> <li>• <b>30<sup>th</sup> March Good Friday</b></li> <li>• <b>30<sup>th</sup> March 2018-Deadline for July/August 2018 assessments and examination fees</b></li> <li>• <b>Lesson observations</b></li> </ul>
11	2 <sup>nd</sup> April – 6 <sup>th</sup> April 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• <b>2<sup>nd</sup> April Easter Monday</b></li> <li>• <b>Selection-May 2018 intake</b></li> <li>• Class Timetabling &amp; Publication for ODFL</li> <li>• <b>End of Term 1 Tests</b></li> </ul>
12	9 <sup>th</sup> April – 13 <sup>th</sup> April 2018	<ul style="list-style-type: none"> <li>• <b>9<sup>TH</sup> APRIL- 20<sup>TH</sup> APRIL: TEVETA SUMMATIVE EXAMINATIONS COMMENCE</b></li> <li>•</li> </ul>
13	16 <sup>th</sup> April – 20 <sup>th</sup> April 2018	<ul style="list-style-type: none"> <li>• <b>9<sup>th</sup> April- 20<sup>th</sup> April: TEVETA SUMMATIVE EXAMINATIONS END</b></li> <li>• Submission of complete Term 1 CA results.</li> <li>• <b>Term 1 Closes</b></li> </ul>
14	23 <sup>rd</sup> April – 27 <sup>th</sup> April 2018	<ul style="list-style-type: none"> <li>• DPC Meetings</li> <li>• SAC Meeting</li> </ul>
15	30 <sup>th</sup> April - 4 <sup>th</sup> May 2018	<ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> May-Labour day</b></li> <li>• <b>RESIDENTIAL SCHOOL FOR OPEN DISTANCE LEARNING STARTS</b></li> <li>• <b>10 DAYS SHORT COURSES COMMENCE</b></li> <li>• Class Timetabling &amp; Publication for Term 2 full-time classes</li> <li>• Publication of Term 1 results</li> <li>• Teaching File Inspection</li> <li>• Training Planning meeting for term 2</li> </ul>
16	7 <sup>th</sup> May – 11 <sup>th</sup> May 2018	<ul style="list-style-type: none"> <li>• 7<sup>th</sup> May- 18<sup>th</sup> May 2018: CA verification visits to institutions for term 1 2018</li> <li>• <b>RESIDENTIAL SCHOOL FOR OPEN DISTANCE LEARNING..CONTD</b></li> <li>• <b>5 DAYS SHORT COURSES COMMENCE</b></li> </ul>

<b>TERM II</b>		
<b>Weeks</b>	<b>Date</b>	<b>Activity</b>
<b>1</b>	14 <sup>th</sup> May – 18 <sup>th</sup> May 2018	<ul style="list-style-type: none"> <li>• <b>College Opens for Term II</b></li> <li>• Student Registration</li> <li>• <b>Orientation for new staff</b></li> <li>• Schemes of work approval</li> <li>• 7<sup>th</sup> May- 18<sup>th</sup> May 2018: CA verification visits to institutions for term 1 2018..continuation</li> <li>• Submission of Term 1 Departmental Reports for 2018</li> </ul>
<b>2</b>	21 <sup>th</sup> May – 25 <sup>th</sup> May 2018	<ul style="list-style-type: none"> <li>• <b>Classes</b></li> <li>• <b>Verification of CA by returning students</b></li> <li>• End of Registration period</li> <li>• Scheduled Teaching file Inspection</li> <li>• CIPS Exams</li> <li>• <b>25<sup>th</sup> May-Africa Freedom Day</b></li> <li>• Training Committee Meeting Term 1-2017</li> <li>• Publication of assignments 1</li> </ul>
3	28 <sup>th</sup> May – 1 <sup>st</sup> June 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• Scheduled Teaching file Inspection Cont.</li> <li>• 1<sup>st</sup> Verification of Results by students in Examination classes</li> <li>• CIPS EXAMINATIONS</li> <li>• <b>Mid Term &amp; Mock Exam Time Table</b></li> </ul>
4	4 <sup>th</sup> June – 8 <sup>th</sup> June 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• <b>4<sup>th</sup> June: Training providers verify &amp; confirm lists of candidates for July/August 2018 TEVET Assessments and Examinations</b></li> <li>• <b>Close of Applications for September 2018 intake</b></li> </ul>
5	11 <sup>th</sup> June – 15 <sup>th</sup> June 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• Submission of Assignment 1 CA results</li> <li>• Selection for September Intake</li> <li>• <b>ABE EXAMINATIONS</b></li> <li>• <b>INTERNAL DEADLINE FOR NOVEMBER/DECEMBER 2018 EXAMINATIONS PAYMENT</b></li> <li>• <b>Lesson observations</b></li> </ul>
6	18 <sup>th</sup> June – 22 <sup>nd</sup> June 2018	<ul style="list-style-type: none"> <li>• <b>Mock Examinations</b></li> <li>• Classes</li> <li>• Teaching File Inspection</li> </ul>
7	25 <sup>th</sup> June – 29 <sup>th</sup> June 2018	<ul style="list-style-type: none"> <li>• <b>Mid-Term Tests</b></li> <li>• <b>29<sup>TH</sup> JUNE 2018: DEADLINE FOR PAYMENT OF NOVEMBER/DECEMBER 2018 TEVET ASSESSMENTS AND EXAMINATIONS FEES</b></li> <li>• Classes</li> <li>• <b>29<sup>th</sup> June 2018: Deadline for enrollment submission for May 2018 intake</b></li> <li>• Teaching File Inspection</li> <li>• <b>Aptitude test for September intake</b></li> <li>• <b>1<sup>st</sup> July : Dispatch of material lists for various programmes for July/August 2018 assessments and examinations</b></li> </ul>
8	2 <sup>nd</sup> July – 6 <sup>th</sup> July 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• <b>2<sup>nd</sup> July- Heroes Day</b></li> <li>• <b>3<sup>rd</sup> July-Unity Day</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <b>GRADUATION CEREMONY</b></li> <li>• <b>End of Term Time table</b></li> </ul>
9	9 <sup>th</sup> July – 13 <sup>th</sup> July 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• <b>Internal Deadline for submission of C.A for Examination candidates</b></li> <li>• 9<sup>th</sup> -20<sup>th</sup> July 2018 : CA verifications for July/August 2018 TEVET examinations</li> <li>• <b>Acceptance letters to be sent for September intake</b></li> </ul>
10	16 <sup>th</sup> July – 20 <sup>th</sup> July 2018	<ul style="list-style-type: none"> <li>• 9<sup>th</sup> -20<sup>th</sup> July 2018 TEVETA C.A verifications visits for July/August TEVET Examinations..cont</li> <li>• Submission of assignment two CA results</li> <li>• <b>CIM Exams</b></li> <li>• <b>Classes</b></li> <li>• <b>Lesson observations</b></li> </ul>
11	23 <sup>rd</sup> July – 27 <sup>th</sup> July 2018	<ul style="list-style-type: none"> <li>• Classes / Examinations class self study</li> <li>• <b>End of term II Tests</b></li> <li>• Submission of Midterm results</li> <li>• <b>27<sup>th</sup> July 2018 : Deadline for submission of CA for candidates for July/August 2018 TEVET examinations</b></li> <li>• <b>Exam Invigilation &amp; student Review Meeting</b></li> <li>• <b>CIPS Exams</b></li> </ul>
12	30 <sup>th</sup> July – 3 <sup>rd</sup> August 2018	<ul style="list-style-type: none"> <li>• <b>30 July – 10<sup>th</sup> August 2018 :TEVET SUMMATIVE EXAMINATIONS COMMENCE</b></li> <li>• Scheduled T.F Inspection</li> <li>• CIPS EXAMINATIONS</li> <li>• <b>Class Timetabling for ODFL classes</b></li> <li>• 4<sup>th</sup> August-Farmers Day</li> </ul>
13	6 <sup>th</sup> August – 10 <sup>th</sup> August 2018	<ul style="list-style-type: none"> <li>• <b>Term 2 closes</b></li> <li>• <b>30 July – 10<sup>th</sup> August 2018 :TEVET SUMMATIVE EXAMINATIONS END</b></li> <li>• Scheduled Teaching file inspection</li> <li>• <b>7<sup>th</sup> August Farmers Day</b></li> </ul>
14	13 <sup>th</sup> August – 17 <sup>th</sup> August 2018	<ul style="list-style-type: none"> <li>• Marking and submission of results</li> </ul>
15	20 <sup>th</sup> August – 24 <sup>th</sup> August 2018	<ul style="list-style-type: none"> <li>• <b>DPC Meetings</b></li> <li>• <b>SAC Meeting-24<sup>th</sup> August 2018</b></li> </ul>
16	27 <sup>th</sup> August – 31 <sup>st</sup> August 2018	<ul style="list-style-type: none"> <li>• <b>RESIDENTIAL SCHOOL FOR ODFL COMMENCE</b></li> <li>• <b>Enrolment for ODFL LEVEL 1</b></li> <li>• <b>AUGUST 10 DAY SHORT COURSES</b></li> <li>• <b>Class Timetabling for full-time Term III classes</b></li> <li>• Publication of Term 2 results for verification</li> </ul>
17	3 <sup>rd</sup> September – 7 <sup>th</sup> September 2018	<ul style="list-style-type: none"> <li>• <b>AUGUST 5 DAY SHORT COURSES</b></li> <li>• <b>RESIDENTIAL SCHOOL FOR ODFL ENDS</b></li> <li>• 3<sup>rd</sup> September 2018 : Training providers verify &amp; confirm list of candidates for November/December 2018 TEVET assessments and examinations entries</li> <li>• Training Planning meeting for term 3</li> <li>• Teaching File Inspection</li> </ul>

TERM III		
Week	Dates	Activity
1	10 <sup>th</sup> Sept.– 14 <sup>th</sup> September 2018	<ul style="list-style-type: none"> <li>• Term III opens</li> <li>• <b>10<sup>th</sup> September 2018: Deadline for Term 2 CA submission by institutions</b></li> <li>• Submission of Departmental Training Reports</li> <li>• Term 3 Student Registration</li> <li>• Schemes of work approval</li> </ul>
2	17 <sup>th</sup> Sept. – 21 <sup>st</sup> September 2018	<ul style="list-style-type: none"> <li>• Registration Returning Students</li> <li>• <b>Verification of CA by returning students</b></li> <li>• Classes</li> <li>• Publication of assignment 1</li> </ul>
3	24 <sup>th</sup> Sept. – 28 <sup>th</sup> September 2018	<ul style="list-style-type: none"> <li>• End of Registration Period</li> <li>• Classes</li> <li>• Training Committee meeting term 2 – 2018</li> <li>• <b>1<sup>st</sup> verification of Term 1 and 2 results for Nov/Dec candidates</b></li> <li>• <b>Mid Term &amp; Mock Exam Timetable</b></li> </ul>
4	1 <sup>st</sup> October – 5 <sup>th</sup> October 2018	<ul style="list-style-type: none"> <li>• Classes</li> </ul>
5	8 <sup>th</sup> October – 12 <sup>th</sup> October 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• 8<sup>th</sup> – 19<sup>th</sup> October 2018: CA verification visits to institutions for Term 1 &amp; 2 of the 2018 Academic year</li> <li>• <b>Lesson observation</b></li> </ul>
6	15 <sup>th</sup> October – 19 <sup>th</sup> October 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• 18<sup>th</sup> October: Prayer &amp; Reconciliation Day</li> <li>• Submission of assignment one CA results</li> <li>• <b>Mock Exams</b></li> </ul>
7	22 <sup>nd</sup> October – 26 <sup>th</sup> October 2018	<ul style="list-style-type: none"> <li>• <b>24<sup>th</sup> October – Independence Day</b></li> <li>• Classes for non-exam classes</li> <li>• Teaching File Inspection</li> </ul>
8	29 <sup>th</sup> October – 2 <sup>nd</sup> November 2018	<ul style="list-style-type: none"> <li>• <b>Mid-term – Tests</b></li> <li>• <b>2<sup>nd</sup> November:- Deadline for enrollment submission for September 2018 intake</b></li> <li>• <b>2<sup>nd</sup> November: dispatch of material lists for various programmes for November/December 2018 assessments and examinations</b></li> <li>• Classes for examination programmes</li> </ul>
9	5 <sup>th</sup> November – 9 <sup>th</sup> November 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• Submission of Mock Exam CA results</li> <li>• <b>5<sup>th</sup> – 16<sup>th</sup> November :- CA verification visits to institutions for November/December 2018 examination series</b></li> <li>• Publication of assignment 2</li> <li>• <b>End of Term Time table</b></li> </ul>
10	12 <sup>th</sup> November – 16 <sup>th</sup> November 2018	<ul style="list-style-type: none"> <li>• Classes</li> <li>• Submission of assignment two CA results</li> <li>• <b>5<sup>th</sup> – 16<sup>th</sup> November: - CA verification visits to institutions for November/December 2018 examination series...cont...</b></li> <li>• <b>Final verification of CA results by students</b></li> <li>•</li> </ul>
11	19 <sup>th</sup> November – 23 <sup>rd</sup> November 2018	<ul style="list-style-type: none"> <li>• Submission Mid-term test CA results</li> <li>• CIPS EXAMS</li> <li>• Classes/Revision- Exam classes</li> <li>• <b>Exam Invigilation Review Meeting</b></li> <li>• <b>Internal Deadline-CA submission for Nov/Dec Exam</b></li> </ul>

		<b>candidates</b> <ul style="list-style-type: none"> <li>• Lesson observations</li> </ul>
12	26 <sup>th</sup> November – 30 <sup>th</sup> Nov 2018	<ul style="list-style-type: none"> <li>• End of Term 3 Tests</li> <li>• Self study/Revision-Exam classes</li> <li>• Class Timetabling for ODFL students</li> </ul>
13	3 <sup>rd</sup> December – 7 <sup>th</sup> December 2018	<ul style="list-style-type: none"> <li>• <b>3<sup>rd</sup> – 14<sup>th</sup> December 2018: - TEVETA 2018 SUMMATIVE EXAMINATIONS COMMENCE</b></li> <li>• 3<sup>rd</sup> December 2018, Deadline for submission of CA to TEVETA for candidates for November/December 2018 Examinations</li> <li>• ABE EXAMINATIONS</li> </ul>
14	10 <sup>th</sup> December – 14 <sup>th</sup> December 2018	<ul style="list-style-type: none"> <li>• <b>Term 3 closes</b></li> <li>• <b>3<sup>rd</sup> – 14<sup>th</sup> December 2018: - TEVETA 2018 SUMMATIVE EXAMINATIONS end....</b></li> </ul>
15	17 <sup>th</sup> December- 21 <sup>st</sup> December 2018	<ul style="list-style-type: none"> <li>• <b>RESIDENTIAL SCHOOL FOR ODFL COMMENCES</b></li> <li>• <b>10 DAY SHORT COURSES COMMENCE</b></li> </ul>
16	24 <sup>th</sup> December –28 <sup>th</sup> December 2018	<ul style="list-style-type: none"> <li>• <b>25<sup>th</sup> December- Christmas Holiday</b></li> <li>• <b>RESIDENTIAL SCHOOL FOR ODFL</b></li> <li>• 5 DAY Short courses commence</li> <li>• <b>DPC meetings</b></li> <li>• <b>SAC Meeting</b></li> </ul>
17	31 <sup>st</sup> December - 4 <sup>th</sup> January 2019	<ul style="list-style-type: none"> <li>• <b>Training Planning Meeting for 2019</b></li> <li>• <b>Class Timetabling for full-time classes</b></li> </ul>

**NB:**

**\* THESE DATES ARE TENTATIVE AND SUBJECT TO CHANGE AT SHORT NOTICE**