

Dear Student

Congratulations on your decision to study towards a national qualification in engineering studies at Oxbridge Academy. We trust that you will enjoy your studies and that you will make the most of your time with us.

Before you start your course, we would like to remind you of some key elements pertaining to the engineering courses and examinations.

1. What does an N1 – N3 Engineering Course entail?

These courses will give you the fundamental knowledge and skills you need to pursue a career in either electrical or mechanical engineering (depending on which course you choose to study). The N1 – N3 qualifications are accredited by UMALUSI and registered by the DHET, and are designed to improve your skills and enhance your career prospects in your chosen industry.

2. How you can benefit by studying towards an engineering course at Oxbridge Academy:

- You can gain industry-relevant knowledge and skills by studying your engineering course on a part-time basis from home.
- You can complete your course without having to attend any classes.
- Once you have completed the N2 level, you can apply to write the Trade Test if you have the relevant practical experience.
- You can combine your N3 engineering course with two language subjects to complete your Technical Matric.
- You can access our online Student Portal, through which you can submit your assignments and view your results.
- You can contact a tutor – and receive a response within 48 hours – by sending an e-mail to assessor@oxbridgeacademy.edu.za.
- You will receive a National Certificate, issued by the DHET, upon successful completion of each N-level.

3. Oxbridge Academy's accreditation

Oxbridge Academy is a registered and accredited private college based in South Africa. An accredited college or training provider is one that meets the standards and requirements set by the relevant accrediting body. Therefore, when you study with an accredited college, you can be sure that you are receiving an education that meets the relevant standards.

Please refer to your Distance Learning Survival Guide for more information about Oxbridge Academy's accreditation and registration status.



4. How Oxbridge Academy assists you in the registration process for national examinations

Oxbridge Academy undertakes to assist you in the registration process for the National Examinations. In this regard, please find **Addendum A and Addendum B** attached. Please complete these documents, and forward the completed documents to us via:

E-mail: exams@oxbridgeacademy.edu.za or via fax: 086 673 4110

To qualify for the National Examinations, you need to:

- Have successfully completed the assignments for the subjects you want to write.
- Have forwarded the relevant documents (including Addendum A and Addendum B) to the examinations department at Oxbridge Academy.

Please note that students who registered prior to 2015 need to provide proof of payment of the exam fee (R500 per subject) into the Oxbridge Academy bank account. (This amount must be clearly indicated on the deposit slip as “exam fee”.)

The exam fee for students registered from 2016 onwards are included in the course price. If you fail to attend the exam, or fail the exam itself, the exam fee will be added to your account.

We will:

- Register you with the Department of Higher Education and Training (DHET) for your exams after we have received the following certified copies from you:
 - your ID document
 - your highest school qualification and
- Forward your year marks to the DHET.
- Inform you of your proof of admission from the DHET after completion of the exam registration process.
- Make the necessary arrangements at the exam venue to accommodate you for the examination.

We look forward to sharing this journey with you and trust that you will have a great study experience. If you have any questions, please feel free to contact your Student Advisor on 021 1100 200.

Good luck with your studies!

Kind regards
Oxbridge Academy



Important dates for Engineering Studies: N1 – N3

	Trimester 1	Trimester 2	Trimester 3
Exam registration opening dates	15 January 2018	7 May 2018	3 September 2018
Exam registration closing dates	26 January 2018	18 May 2018	17 September 2018
Exam dates	TBA	TBA	TBA

Important dates for Technical Matric Studies

	November 2018
Exam registration opening dates	15 January 2018
Exam registration closing dates	9 February 2018
Exam dates	TBA



EXAMINATION FORM: ENGINEERING STUDIES

Student no:				Date:			
Name:				Surname:			
ID no:				Contact no:			
E-mail:							
Address:							
Disability:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, explain:		

Please complete the entire form and return it via e-mail to exams@oxbridgeacademy.edu.za.
 Also take note of the Examination Rules in **Addendum C**.

Addendum A: Examination venue

Please select your preferred examination venue:

NORTH WEST		NORTHERN CAPE	
Taletso: Mafikeng	<input type="checkbox"/>	Urban: Kimberley	<input type="checkbox"/>
Taletso: Lichtenburg	<input type="checkbox"/>	Rural: Upington	<input type="checkbox"/>
Vuselela TVET College: Jouberton	<input type="checkbox"/>	Rural: Kathu	<input type="checkbox"/>
Vuselela TVET College: Taung	<input type="checkbox"/>	Rural: Namaqwa	<input type="checkbox"/>
Springfield College: Rustenburg	<input type="checkbox"/>		

LIMPOPO		KWAZULU NATAL	
Capricorn: Seshego	<input type="checkbox"/>	Thekwini City College: Durban Campus 1	<input type="checkbox"/>
Lephalale FET: Ellisras	<input type="checkbox"/>	Mthasana FET: Vryheid	<input type="checkbox"/>
Rostec College: Polokwane	<input type="checkbox"/>	Umfoloji Richtek: Richardsbay	<input type="checkbox"/>
Thekwini City College: Polokwane Campus	<input type="checkbox"/>	Thekwini City College: Jozini Campus	<input type="checkbox"/>
Thekwini City College: Thohoyandou Campus	<input type="checkbox"/>		

GAUTENG		FREE STATE	
Tshwane South FET: Centurion	<input type="checkbox"/>	Maluti FET: Bethlehem	<input type="checkbox"/>
Whitestone College Johannesburg	<input type="checkbox"/>	Whitestone College Bloemfontein	<input type="checkbox"/>
Springfield College: Kempton Park	<input type="checkbox"/>		

MPUMALANGA		EASTERN CAPE	
Ehlanzeni FET: Nelspruit	<input type="checkbox"/>	Buffalo City: East London	<input type="checkbox"/>
Ehlanzeni FET: Mlumatl	<input type="checkbox"/>	Thekwini City College: Mthatha Campus	<input type="checkbox"/>

WESTERN CAPE (private college)	
Oxbridge Academy: Stellenbosch	<input type="checkbox"/>

*Please note that venues are subject to change at short notice.

Addendum B: Subjects

Please select the month in which you want to write examinations (only select one):

April

August

November

Please select the number of subjects for which you want to register:

1	2	3	4
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Please select the subject(s) for which you want to register by making a \checkmark .

You may only select four subjects, and you must have passed all the assignments for the subject before registering for the examination.

Technical Matric N3		\checkmark
12040083	Business English 1st Language N3	
12040093	Business English 2nd Language N3	
12030083	Sake-Afrikaans 1ste Taal N3	
12030093	Sake-Afrikaans 2 de Taal N3	

N1		\checkmark
11021871	Fitting & Machining Theory N1	
11022061	Metal Workers Theory N1	
11040651	Motor Trade Theory N1	
11041861	Electrical Trade Theory N1	
8080641	Industrial Electronics N1	
16030121	Mathematics N1	
15070391	Engineering Science N1	
8090091	Plating and Structural Steel Drawings N1	
8090261	Engineering Drawings N1	

N2		\checkmark
11022032	Fitting & Machining N2	
11022182	Platers Theory N2	
11040192	Diesel Trade Theory N2	
11040662	Motor Trade Theory N2	
11041872	Electrical Trade Theory N2	
8080262	Logic Systems N2	
8080602	Industrial Electronics N2	
16030192	Mathematics N2	
15070402	Engineering Science N2	
8090102	Plating & Structural Steel Drawings N2	
8090272	Engineering Drawings N2	

	N3	✓
8190373	Mechanotechnology N3	
11040343	Electro Technology N3	
11040673	Motor Trade Theory N3	
11041263	Electrical Trade Theory N3	
11041823	Diesel Trade Theory N3	
8080613	Industrial Electronics N3	
16030143	Mathematics N3	
15070023	Building Science N3	
15070413	Engineering Science N3	
8090113	Plating & Structural Steel Drawings N3	
8090283	Engineering Drawings N3	

I hereby confirm that all the details on this form are correct.

Signed:

Date:

Addendum C: Examination Rules

Instructions to Candidates

1. Candidates will not be admitted into the examination room without a valid identity document.
2. Candidates must be in the examination room at least 30 minutes before commencement of the examination session.
3. No candidate will be admitted to the examination room if he/she is more than one hour late and no candidate will be permitted to leave the room before the expiry of the examination session.
4. Candidates will not be allowed to write examination paper 2 if they arrive late for the session.
5. Candidates may not be in possession of any of the following whilst in the examination room: notes, textbooks, documents or any pieces of paper excluding unused paper supplied by the invigilator.
6. No candidate may assist another candidate, or be assisted by a fellow candidate or any other person. Candidates requiring anything during the examination session should raise their hands to attract the attention of the invigilator. (No enquiry about the examination questions will be answered by the invigilator.)
7. Candidates may only write in blue or black ink. No other colour is acceptable.
8. Candidates wishing to cancel an answer to any question must draw diagonal lines boldly across the answer. It is not sufficient to write the word 'omit' or 'cancel' at the end of an answer. No page(s) may be torn out of the script(s).
9. Before leaving the examination room, candidates must hand all answer books, whether used or unused, to the invigilator.
10. Candidates involving themselves in any irregular acts or actions, place all their results of the entire examination in serious jeopardy such as possible cancellation. Such candidates also expose themselves to expulsion from the examination room as well as possible expulsion for a period of time to be determined by the Chief Directorate: Educational Measurement, Assessment and Public Examinations (CD: NEA) from participation in any future examinations.
Said irregular acts or actions include the following (amongst others):
 - 10.1. Unruly, threatening, aggressive or intimidating behaviour
 - 10.2. Misbehaviour which disturbs fellow candidates and invigilators and which consequently disrupts the examination
 - 10.3. Interfering, for whatever reason, with fellow candidates or invigilators
 - 10.4. Involvement in any possible form of irregularity which is contrary to the rules and regulations laid down by the CD: NEA to ensure that everybody is given the opportunity of writing fair, free and honest examinations
 - 10.5. Disobedience of any instruction(s) by the invigilator.
11. No cellular telephones or similar electronic devices (ex. Programmable calculators) may be taken into the examination room.
12. No eating or drinking is allowed in the examination room.