



EXAMINATION ENTRY FORM: NATED BUSINESS STUDIES

Student no:	<input type="text"/>	Date:	<input type="text"/>
Full Name (s):	<input type="text"/>	Surname:	<input type="text"/>
ID number:	<input type="text"/>	Contact number:	<input type="text"/>
Email:	<input type="text"/>		
Address:	<input type="text"/>		
	Postal code:		
Disability:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, explain: <input type="text"/>

Race: Black Coloured Indian White **Home Language**

Gender: Female Male

Attach a copy of your ID/Passport: **Matric certificate:**

Which qualification are you studying towards:

National Diploma Business Management	<input type="checkbox"/>
National Diploma Human Resources	<input type="checkbox"/>
National Diploma Marketing Management	<input type="checkbox"/>
National Diploma Management Assistant	<input type="checkbox"/>
National Diploma Financial Management	<input type="checkbox"/>
National Diploma Educare	<input type="checkbox"/>

SECTION A: Examination Venues

Option A

Please select your preferred examination venue:

WESTERN CAPE	IBTC Cape Town	3rd Floor, 79 Roeland Street, Cape Town, CBD	<input type="checkbox"/>
GAUTENG	IBTC Sandton	Block B, Grayston Ridge, 144 Katherine Street, Sandton	<input type="checkbox"/>

Option B

If you are unable to attend an IBTC exam venue above, please indicate which of the following external venues you will be able to attend.

We cannot guarantee these venues, as it depends on their availability. An additional exam fee may apply.

NORTH WEST	Rustenburg Vryburg	
KWAZULU NATAL	Durban Pietermaritzburg Jozini Stanger	
LIMPOPO	Polokwane Thoyandou Mokopane	
FREE STATE	Bloemfontein	
EASTERN CAPE	Port Elizabeth Mtata	

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

IBTC endeavours to find an exam venue close to where you stay but cannot guarantee this.

SECTION B: Select Your Subject(s)

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

June: November:

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

1	2	3	4
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Please tick the subjects for which you want to register. You may only select four (4) subjects and you must have passed all the assignments for the subjects before registering for the examination.

INTRODUCTORY N4		√
4010154	Introductory Accounting N4	
6030134	Introductory Computer Practice N4	
N4		√
5140344	Communication N4	
6030204	Computer Practice N4	
4090304	Entrepreneurship and Business Management N4	
6020254	Information Processing N4	
5140364	Management Communication N4	
4030054	Marketing Management N4	
4010164	Financial Accounting N4	
4021214	Office Practice N4	
4110424	Personnel Management N4	
4110384	Day Care Personnel Development N4	
7080104	Educare Didactics: Theory and Practical N4	
7080094	Education N4	
9070244	Child Health N4	
N5		√
5140395	Communication N5	
6030165	Computer Practice N5	

4090315	Entrepreneurship and Business Management N5	
6020275	Information Processing N5	
4110455	Labour Relations N5	
4030065	Marketing Management N5	
4021225	Office Practice N5	
4110435	Personnel Management N5	
4110445	Personnel Training N5	
5070035	Public Relations N5	
4090325	Sales Management N5	
5140225	Day Care Communication N5	
7080115	Educare Didactics: Theory and Practical N5	
20060105	Educational Psychology N5	

N6		√
6030196	Computer Practice N6	
4090336	Entrepreneurship and Business Management N6	
6020286	Information Processing N6	
4110486	Labour Relations N6	
5140295	Marketing Communication N6	
4030076	Marketing Management N6	
4030086	Marketing Research N6	
4021236	Office Practice N6	
4110466	Personnel Management N6	
4110476	Personnel Training N6	
5070046	Public Relations N6	
4090346	Sales Management N6	
4110396	Day Care Management N6	
7080126	Educare Didactics : Theory and Practical N6	
20060116	Educational Psychology N6	
5140236	Day Care Communication N6	

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

Signature:

Date:

Please complete the entire form and return it to exams@ibtc.co.za or studentservices@ibtc.co.za.

SECTION C: Open and Closed Book Examinations				
No.	Subject	Open	Closed	Reference Materials Allowed
1	Communication N4 - Paper 1	√		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
2	Communication N4 - Paper 2		√	2 Dictionaries (bilingual and/or explanatory)
3	Communication N5 - Paper 1	√		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
4	Communication N5 - Paper 2		√	2 Dictionaries (bilingual and/or explanatory)
5	Communication N6 - Paper 1	√		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works

6	Communication N6 - Paper 2		√	2 Dictionaries (bilingual and/or explanatory)
7	Entr and Business Management N4 - Paper 1		√	None
8	Entr and Business Management N4 - Paper 2	√		5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes
9	Entr and Business Management N5 - Paper 1		√	None
10	Entr and Business Management N5 - Paper 2	√		5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes
11	Entr and Business Management N6 - Paper 1		√	None
12	Entr and Business Management N6 - Paper 2	√		5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes
13	Introductory Communication N4	√		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
14	Management Communication N4 - Paper 1	√		2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works
15	Management Communication N4 - Paper 2		√	2 Dictionaries (bilingual and/or explanatory)

SECTION D: 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.