



ASSESSMENT & EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 12 OF 2016

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 14 MARCH 2016

**RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS:
2015 NOV/DEC NATIONAL SENIOR CERTIFICATION (NSC)
SUPPLEMENTARY EXAMINATIONS**

1. Candidates who wish to have their scripts for 2015 Nov/Dec National Senior Certificate (NSC) Supplementary Examinations re-marked, re-checked or viewed should complete the attached application form and submit it to the **District Office** not later than **13 MAY 2016**.
(ANNEXURE A).
2. A script may only be viewed if it has been remarked or rechecked.
3. Viewing can be done 7 days after release of re-mark or re-check results.
4. The following fees will apply:

RE-MARKING	R86 per subject
RE-CHECKING	R19 per subject
VIEWING	R172 per subject

5. **Candidates from schools that are categorised as 'no-fee schools' will not be expected to pay for re-marking, re-checking and viewing of scripts.**



A letter from the Principal of the school confirming the status of the school as a 'no-fee' school should be attached to the candidate's application form. Candidates that are exempted from paying school fees will also not pay for re-marking, re-checking and viewing.

6. **One application form** per candidate must be completed. All subjects to be re-marked, re-checked or viewed must be indicated on one application form only.
7. Payment of the fee must be made to the payment section of the District Office.
8. The **ORIGINAL RECEIPT** should be attached to the application form.
9. Applicants must keep a copy of the receipt in case of queries.
10. **NO POSTAL ORDERS/CHEQUES OR CASH ARE ACCEPTED AT THE PROVINCIAL OFFICE UNDER ANY CIRCUMSTANCES.**
11. If, as a result of the re-marking, re-checking or viewing process there is an improvement in the result for a subject, the relevant fee will be refunded.
This will be done on receipt of a written request sent directly to the District Office where the application was made and receipt was issued. In this regard the applicant will be expected to furnish his/her bank details for refund purposes.
12. All application forms and payments must go through the District Office. No application form will be accepted from a candidate or any person or official at the Provincial Office.
13. **Capturing of application forms for re-mark, re-check and viewing will be done by Districts. All applications must be captured by 16 MAY 2016 by 13H00.**
14. District Officials are expected to adhere strictly to the above instructions and closing date set out in this Assessment Instruction.
15. The co-operation of all stakeholders in the process is appreciated.



MR R. TYWAKADI
DEPUTY DIRECTOR GENERAL: IOM

