

EXAMINATION & ASSESSMENT CHIEF DIRECTORATE

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Ref. No.

13/P

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MEMORANDUM

TO:

CHIEF DIRECTORS

HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS

CHIEF EDUCATION SPECIALISTS

DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS

DEPUTY DIRECTORS

TEACHER UNIONS / ORGANISATIONS

DATE:

27 AUGUST 2018

RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS: 2018 MAY/JUNE SENIOR CERTIFICATION (AMENDED) AND **ADULT EDUCATION AND TRAINING (AET) L4**

- 1. Candidates who wish to have their scripts for 2018 May/June Senior Certificate (Amended) Examinations and AET L4 re-marked, re-checked or viewed should complete the attached application form and submit it to the District Office not later than 31 August 2018. (ANNEXURES A & B).
- 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	R98 per subject	
RE-CHECKING	R23 per subject	
VIEWING	R192 per subject	

- 5. 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.
- 6. Payment of the fee must be made to the payment section of the District Office.
- 7. The **ORIGINAL RECEIPT** should be attached to the application form.
- 8. Applicants must keep a copy of the receipt in case of queries.

Page 1 of 2 Memorandum on re-mark, re-check and viewing of 2018 SC(A) and AET(L4) scripts **Eastern Cape Province**

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9. NO POSTAL ORDERS/CHEQUES OR CASH ARE ACCEPTED AT THE PROVINCIAL OFFICE UNDER ANY CIRCUMSTANCES.

- 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.
- 11. 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.
- 12. Capturing of application forms for re-mark, re-check and viewing will be done by Districts. All applications must be captured by <u>03 September 2018 by 16H00</u>.
- 13. District Officials are expected to adhere strictly to the above instructions and closing date set out in this memorandum.
- 14. The co-operation of all stakeholders in the process is appreciated.

Yours in Education

MR E.M. MABONA

HEAD: EXAMINATIONS AND ASSESSMENT



ANNEXURE A

Memorandum on re-mark, re-check and viewing of 2018 SC(A)

APPLICATION FORM: RE-MARKING/RECHECKING AND VIEWING OF SCRIPTS 2018 MAY/JUNE SENIOR CERTIFICATE (AMENDED)

- 1. RE-MARKING OF SCRIPTS/RECHECKING OF MARKS (only one activity may be selected).
 - 1.1 2018 MAY/JUNE SENIOR CERTIFICATE (AMENDED) Examination candidates who wish to have scripts re-marked must submit the application form and fee of R 98 per subject at the District Office on/before 31 August 2018. No late applications will be considered by the District Offices after this date.
 - 1.2 2018 MAY/JUNE SENIOR CERTIFICATE (AMENDED) Examination candidates who wish to have marks re-checked must submit the application form and fee of R23 per subject at the District Office on/before 31 August 2018. No late applications will be considered by the District Offices after this date.
 - 1.3 2018 MAY/JUNE SENIOR CERTIFICATE (AMENDED) Examination candidates who wish to have scripts viewed must submit the application form and fee of R192 per subject at the District Office on/before 31 August 2018. No late applications will be considered by the District Offices after this date.
- 2. SUBMISSION OF ALL APPLICATIONS AND ENQUIRIES:
 - Application forms are to be submitted at the District Offices not later than the closing date. All enquiries on re-marking/rechecking should be made at the District Office. NO LATE APPLICATIONS WILL BE ACCEPTED.
- 3. District Offices should capture all the applications on/before 03 SEPTEMBER 2018 by 16H00.

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ANNEXURE B

Memorandum on re-mark, re-check and viewing of 2018 AET(L4) scripts

APPLICATION FORM: RE-MARKING / RECHECKING AND VIEWING OF SCRIPTS FOR 2018 MAY/JUNE AET L4 EXAMINATIONS

- 1. RE-MARKING OF SCRIPTS/RECHECKING OF MARKS (only one activity may be selected).
 - 1.1 2018 MAY/JUNE AET L4 Examination candidates who wish to have scripts re-marked must submit the application form and fee of R98 per subject at the District Office on/before 31 August 2018. No late applications will be considered by the District Offices after this date.
 - 1.2 2018 MAY/JUNE AET L4 Examination candidates who wish to have marks re-checked must submit the application form and fee of R23 per subject at the District Office on/before 31August 2018. No late applications will be considered by the District Offices after this date.
 - 1.3 2018 MAY/JUNE AET L4 Examination candidates who wish to have scripts viewed must submit the application form and fee of R192 per subject at the District Office on/before 31 August 2018. No late applications will be considered by the District Offices after this date.
- 2. SUBMISSION OF ALL APPLICATIONS AND ENQUIRIES:

Application forms are to be submitted at the District Offices not later than the closing date. All enquiries on re-marking/re-checking should be made at the District Office. NO LATE APPLICATIONS WILL BE ACCEPTED.

3. District Offices have to capture all the applications on/before 03 SEPTEMBER 2018 by 16H00.

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