



ASSESSMENT & EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 25 OF 2014

**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 (GRADE 12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 11 MARCH 2014

**RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS:
2014 GRADE 12 NSC SUPPLEMENTARY EXAMINATIONS**

1. Candidates who wish to have their scripts for 2014 Grade 12 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 9 MAY 2014 (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	R79 per subject
RE-CHECKING	R16 per subject
VIEWING	R157 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



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- 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 2014 as the system closes at 16H00.**
 14. **District Officials are to control and submit the application forms to Provincial Office – Marking Processes by not later than 19 MAY 2014.**
 15. **LATE APPLICATIONS WILL NOT BE CONSIDERED.**
 16. District Officials are expected to adhere strictly to the above instructions and closing date set out in this Assessment Instruction.
 17. The co-operation of all stakeholders in the process is appreciated.


MR R. TYWAKADI
DEPUTY DIRECTOR GENERAL: IOM



