

ASSESSMENT & EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 02 of 2015

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) AND

AET L4 CENTRES

TEACHER UNIONS / ORGANISATIONS

SCHOOL GOVERNING BODIES

DATE: 02 JANUARY 2015

RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS: 2014 NOVEMBER/DECEMBER NATIONAL SENIOR CERTIFICATION (NSC) AND ADULT EDUCATION AND TRAINING (AET) L4 EXAMINATIONS

- Candidates who wish to have their scripts for 2014 November/December National Senior Certificate (NSC) and Adult Education and Training (AET) L4 Examinations re-marked or, re-checked should complete the attached application form and submit it to the <u>District</u> <u>Office</u> not later than <u>21 January 2015</u>. (ANNEXURE A- NSC and ANNEXURE B- AET L4).
- 2. A script may only be viewed if it has been remarked or rechecked.
- 3. Closing date for applications for viewing of script is 7 days after the release of re-mark or re- check results.
- 4. The following fees will apply:

RE-MARKING	R80 per subject
RE-CHECKING	R18 per subject
VIEWING	R160 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. <u>One application form</u> per candidate must be completed for all subjects to be re-marked or re-checked
- 7. A separate application form must be completed for viewing after the release of the remark or re-check results. **NB: Closing date for submission of Applications for viewing is 7 days after the release of the re-mark or re-check results.**
- 8. Payment of the fee must be made to the payment section of the District Office.
- 9. The **ORIGINAL RECEIPT** should be attached to the application form.
- 10. Applicants must keep a copy of the receipt in case of queries.
- 11. NO POSTAL ORDERS/CHEQUES OR CASH ARE ACCEPTED AT THE PROVINCIAL OFFICE UNDER ANY CIRCUMSTANCES.
- 12. 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.
- 13. 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.
- 14. Capturing of application forms for re-mark and re-check will be done by Districts. All applications for re-mark or re-check must be captured by 23 JANUARY 2015 by 16H00.
- 15. District Officials are expected to adhere strictly to the above instructions and closing date set out in this Assessment Instruction.
- 16. The co-operation of all stakeholders in the process is appreciated.

DR A.S. NUKU

(A) DEPUTY DIRECTOR GENERAL: IOM





APPLICATION FORM: RE-MARKING/RECHECKING AND VIEWING OF SCRIPTS 2014 NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

1. RE-MARKING OF SCRIPTS/RECHECKING OF MARKS (only one activity may be selected).

1.1 2014 Nov/Dec NSC Examination candidates who wish to have scripts re-marked must submit the application form and fee of R 80 per subject at the District Office on/before 21 January 2015. No late applications will be considered by the District Offices after this date.

1.2 2014 Nov/Dec NSC Examination candidates who wish to have marks re-checked must submit the application form and fee of R18 per subject at the District Office on/before 21 January 2015. No late applications will be considered by the District Offices after this date.

1.3 2014 Nov/Dec NSC Examination candidates who wish to have scripts viewed must submit the application form and fee of R160 per subject at the District Office no later than 7 days after the release of the re-mark or re-check results. 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 have to capture all the applications for re-mark or re-check on/before 23 January 2015 by 16H00.

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APPLICATION FORM: RE-MARKING/RECHECKING AND VIEWING OF SCRIPTS FOR 2014 NOV/DEC AET L4 EXAMINATIONS

- 1. RE-MARKING OF SCRIPTS/RECHECKING OF MARKS (only one activity may be selected).
 - 1.1 2014 NOV/DEC AET L4 Examination candidates who wish to have scripts re-marked must submit the application form and fee of R80 per subject at the District Office on/before 21 January 2015. No late applications will be considered by the District Offices after this date.
 - 1.2 2014 NOV/DEC AET L4 Examination candidates who wish to have marks re-checked must submit the application form and fee of R18 per subject at the District Office on/before 21 January 2015. No late applications will be considered by the District Offices after this date.
 - 1.3 2014 NOV/DEC AET L4 Examination candidates who wish to have scripts viewed must submit the application form and fee of R160 per subject at the District Office no later than 7 days after the release of the re-mark or re-check results. 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 have to capture all the applications for re-mark or re-check on/before 23 January 2015 by 16H00.

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