

ASSESSMENT & EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 02 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:

4 JANUARY 2016

RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS: 2015 NOV/DEC NATIONAL SENIOR CERTIFICATION (NSC) ADULT EDUCATION AND TRAINING (AET) L4 EXAMINATIONS

- 1. Candidates who wish to have their scripts for 2015 Nov/Dec National Senior Certificate (NSC) and Adult Education and Training (AET) L4 Examinations re-marked, re-checked or viewed should complete the attached application form and submit it to the <u>District Office</u> not later than <u>20 January 2016</u>. (ANNEXURE A NSC and ANNEXURE B- AET L4).
- 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	

 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.

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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 remarking, 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 24 JANUARY 2016 by 16H00.
- 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



APPLICATION FORM: RE-MARKING/RECHECKING AND VIEWING OF SCRIPTS 2015 NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

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

1.1 2015 Nov/Dec NSC Examination candidates who wish to have scripts re-marked must submit the application form and fee of R 86 per subject at the District Office on/before 20 January 2016. No late applications will be considered by the District Offices after this date. 1.2 2015 Nov/Dec NSC Examination candidates who wish to have marks re-checked must submit the application form and fee of R19 per subject at the District Office on/before 20 January 2016. No late applications will be considered by the District Offices after this date. 1.3 2015 Nov/Dec NSC Examination candidates who wish to have scripts viewed must submit the application form and fee of R172 per subject at the District Office on/before 20 January 2016. 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 24 January 2016 by 16H00.

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APPLICATION FORM: RE-MARKING / RECHECKING AND VIEWING OF SCRIPTS FOR 2015 NOV/DEC AET L4 EXAMINATIONS

- 1. RE-MARKING OF SCRIPTS/RECHECKING OF MARKS (only one activity may be selected).
 - 1.1 2015 NOV/DEC AET L4 Examination candidates who wish to have scripts re-marked must submit the application form and fee of R86 per subject at the District Office on/before 20 January 2016. No late applications will be considered by the District Offices after this
 - 1.2 2015 NOV/DEC AET L4 Examination candidates who wish to have marks re-checked must submit the application form and fee of R19 per subject at the District Office on/before 20 January 2016. No late applications will be considered by the District Offices after this
 - 1.3 2015 NOV/DEC AET L4 Examination candidates who wish to have scripts viewed must submit the application form and fee of R172 per subject at the District Office on/before 21 January 2016. 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 on/before 24 January 2016 by 16H00.

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