



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION NO 02 OF 2022

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

DATE: 13 JANUARY 2022

**RE-MARKING OF EXAMINATION SCRIPTS:
2021 DECEMBER NATIONAL SENIOR CERTIFICATION (NSC); AND ADULT
EDUCATION AND TRAINING (AET) L4 EXAMINATIONS**

1. Candidates who wish to have their scripts for 2021 December National Senior Certificate (NSC); and Adult Education and Training (AET) L4 Examinations re-marked should complete the attached application form and submit it to the **District Office** not later than **04 February 2022**. (**ANNEXURE A - NSC; and ANNEXURE B - AET L4**).
2. The following fee will apply:

RE-MARK- PER SUBJECT	R104.00
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3. **Candidates from schools that are categorized as ‘no-fee schools’ will be exempted from paying for re-marking 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.**
4. **One application form** per candidate must be completed. All subjects to be re-marked, must be indicated on one application form only.
5. Payment of the fee must be made to the payment section of the District Office.



6. The **ORIGINAL RECEIPT** should be attached to the application form and Applicants **must keep a copy** of the receipt in case of queries.
7. **NO POSTAL ORDERS/CHEQUES OR CASH ARE ACCEPTED AT THE PROVINCIAL OFFICE, UNDER ANY CIRCUMSTANCES.**
8. If, as an outcome of the re-marking process, there is an improvement in the results 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.
9. All application forms and payments must go through the District Office. No application form will be accepted from a candidate or any person at the Provincial Office.
10. **Capturing of application forms for re-mark will be done by Districts. All applications must be captured daily, and the final date for capturing is 09 February 2022 by 10H00.**
11. District Officials are expected to adhere strictly to the above instructions and closing dates set out in this Assessment Instruction.
12. Candidates who wish to view the scripts must first apply for remark before applying for viewing.
13. Candidates are advised to apply for remarking physically at the district office rather than online.
14. **NB: Candidates who applied online MUST also submit hardcopies of manual applications to the district office as a safety net (precaution) in the event of any technical glitch that might arise in the processing of the online applications.**
15. The co-operation of all stakeholders in the process is appreciated.

MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

13/01/2022

DATE



APPLICATION FORM: RE-MARKING OF SCRIPTS

2021 DECEMBER NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

1. RE-MARKING OF SCRIPTS.

1.1 2021 December NSC Examination candidates who wish to have scripts re-marked must submit the application form and fee of **R104.00** per subject at the District Office **on/before 04 February 2022**. **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 should be made at the District Office. **NO LATE APPLICATIONS WILL BE ACCEPTED.**

3. District Offices must capture all the applications on/before 09 February 2022 by 10H00.

4. CANDIDATE'S PERSONAL INFORMATION

SURNAME:

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FIRST NAMES:

IDENTITY NUMBER:

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EXAM NUMBER

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SCHOOL AND CENTRE NUMBER:

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POSTAL ADDRESS OF CANDIDATES:

SUBJECT CODES	NAME OF SUBJECT	SELECT WITH X	
		RE-MARK	

.....
SIGNATURE OF CANDIDATE / PARENT / GUARDIAN

.....
DATE

CAPTURED BY:
NAME OF CAPTURER

.....
SIGNATURE

.....
DATE

VERIFIED BY:
NAME OF OFFICIAL

.....
SIGNATURE

.....
DATE





APPLICATION FORM: RE-MARKING OF SCRIPTS

FOR 2021 DECEMBER AET L4 EXAMINATIONS

1. RE-MARKING OF SCRIPTS.

1.1 2021 December AET L4 Examination candidates who wish to have scripts re-marked must submit the application form and fee of **R104.00** per subject at the District Office **on/before 04 February 2022**. **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 should be made at the District Office. **NO LATE APPLICATIONS WILL BE ACCEPTED.**

3. District Offices must capture all the applications on/before 09 February 2022 by 10H00.

4. CANDIDATE'S PERSONAL INFORMATION

SURNAME:

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FIRST NAMES:

IDENTITY NUMBER:

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EXAM NUMBER

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CENTRE NAME AND CENTRE NUMBER:

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POSTAL ADDRESS OF CANDIDATES:

LEARNING AREA CODES	NAME OF LEARNING AREA	SELECT WITH X	
		RE-MARK	

.....
SIGNATURE OF CANDIDATE / PARENT / GUARDIAN

.....
DATE

CAPTURED BY:
NAME OF CAPTURER

.....
SIGNATURE

.....
DATE

VERIFIED BY:
NAME OF OFFICIAL

.....
SIGNATURE

.....
DATE