



**EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE**

Steve Tshwete Complex Zone 6, ZWELITSHA, 5608. \*Private Bag 4571\* KWT \* 5600  
REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)  
E-mail: [zuko.lolwana@ecdoe.gov.za](mailto:zuko.lolwana@ecdoe.gov.za)

Ref. No. 13/P

Tel.: 040 6027067

Enquiries: Mr Z.Lolwana

**ASSESSMENT INSTRUCTION NO. 02 OF 2020**

**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: 06 JANUARY 2020**

**RE-MARKING / RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS:  
2019 NOV/DEC NATIONAL SENIOR CERTIFICATION (NSC), ADULT EDUCATION AND  
TRAINING (AET) L4 EXAMINATIONS**

1. Candidates who wish to have their scripts for 2019 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 **District Office** not later than **22 January 2020**. (**ANNEXURE A - NSC** and **ANNEXURE B - AET L4**).
2. A script may only be viewed if it has been re-marked or re-checked.
3. Applications for viewing can only be accepted 7 days after release of re-mark or re-check results.
4. The following fees will apply:

RE-MARK	R112.00 per subject
RE-CHECK	R27.00 per subject
VIEWING	R219.00 per subject

5. Candidates from schools that are categorized as 'no-fee schools' will be exempted from paying 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. **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 an outcome of the re-marking, re-checking or viewing 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.
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 will be done by Districts. All applications must be captured daily, and the final date for capturing is 27 JANUARY 2020 by 16H00.**
14. District Officials are expected to adhere strictly to the above instructions and closing dates set out in this Assessment Instruction.
15. Candidates may also apply for remarking online in the website for the Department of Basic Education as indicated at the back of the individual candidate's statement of results.
16. The co-operation of all stakeholders in the process is appreciated.



---

MR R. TYWAKADI

DDG: EDUCATION PLANNING, EVALUATION AND MONITORING



**APPLICATION FORM: RE-MARKING/RECHECKING AND VIEWING OF SCRIPTS  
2019 NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS**

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

- 1.1 2019 Nov/Dec NSC Examination candidates who wish to have scripts re-marked must submit the application form and fee of R112 per subject at the District Office **on/before 22 January 2020. No late applications will be considered by the District Offices after this date.**
- 1.2 2019 Nov/Dec NSC Examination candidates who wish to have marks re-checked must submit the application form and fee of R27 per subject at the District Office **on/before 22 January 2020. No late applications will be considered by the District Offices after this date.**
- 1.3 2019 Nov/Dec NSC Examination candidates who wish to have scripts viewed must submit the application form and fee of R219 per subject at the District Office **on the 28 February 2020 (07 days after the release of re-marking results).**

**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 must capture all the applications on/before 27 January 2020 by 16H00.

**4. CANDIDATE'S PERSONAL INFORMATION**

**SURNAME:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**FIRST NAMES:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**IDENTITY NUMBER:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**EXAM NUMBER**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**SCHOOL AND CENTRE NUMBER:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**POSTAL ADDRESS OF CANDIDATES:**


POSTAL CODE

SUBJECT CODES	NAME OF SUBJECT	SELECT WITH X		
		RE-MARK	RE-CHECK	VIEWING

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

.....  
DATE

CAPTURED BY: .....  
NAME OF CAPTURER

.....  
SIGNATURE

.....  
DATE

VERIFIED BY: .....  
NAME OF OFFICIAL

.....  
SIGNATURE

.....  
DATE





Province of the  
**EASTERN CAPE**  
EDUCATION

**ANNEXURE B**

**APPLICATION FORM: RE-MARKING / RE-CHECKING AND VIEWING OF SCRIPTS  
FOR 2019 NOV/DEC AET L4 EXAMINATIONS**

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

1.1 2019 NOV/DEC AET L4 Examination candidates who wish to have scripts re-marked must submit the application form and fee of R112 per subject at the District Office **on/before 22 January 2020. No late applications will be considered by the District Offices after this date.**

1.2 2019 NOV/DEC AET L4 Examination candidates who wish to have marks re-checked must submit the application form and fee of R27 per subject at the District Office **on/before 22 January 2020. No late applications will be considered by the District Offices after this date.**

1.3 2019 NOV/DEC AET L4 Examination candidates who wish to have scripts viewed must submit the application form and fee of R219 per subject at the District Office **on the 28 February 2020 (07 days after the release of re-marking results).**

**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 must capture all the applications **on/before 27 January 2020 by 16H00.**

**4. CANDIDATE'S PERSONAL INFORMATION**

**SURNAME:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**FIRST NAMES:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**IDENTITY NUMBER:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**EXAM NUMBER**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**CENTRE NAME AND CENTRE NUMBER:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**POSTAL ADDRESS OF CANDIDATES:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**POSTAL CODE**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

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

.....  
**DATE**

CAPTURED BY: .....  
**NAME OF CAPTURER**

.....  
**SIGNATURE**

.....  
**DATE**

VERIFIED BY: .....  
**NAME OF OFFICIAL**

.....  
**SIGNATURE**

.....  
**DATE**