

## ASSESSMENT & EXAMINATIONS DIRECTORATE

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### ASSESSMENT INSTRUCTION 20 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

TEACHER UNIONS / ORGANISATIONS

SCHOOL GOVERNING BODIES

DATE:

**27 FEBRUARY 2015** 

#### RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS: 2015 GRADE 12 NATIONAL SENIOR CERTIFICATION (NSC) SUPPLEMENTARY **EXAMINATIONS**

- 1. Candidates who wish to have their scripts for 2015 Grade 12 National Senior Certificate (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 14 May 2015. (ANNEXURE A).
- 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	R86 per subject
RE-CHECKING VIEWING	R19 per subject
	R172 per subject

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- 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, re-check and viewing will be done by Districts. All applications for re-mark or re-check must be captured by 15 May 2015 at 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. WUKU

(A) DEPUTY DIRECTOR GENERAL: IOM

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## ANNEXURE A Assessment Instruction 20 of 2015

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# APPLICATION FORM: RE-MARKING/RECHECKING AND VIEWING OF SCRIPTS 2015 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) SUPPLEMENTARY EXAMINATIONS

- 1. RE-MARKING OF SCRIPTS/RECHECKING OF MARKS (only one activity may be selected).
  - 1.1 2015 Grade 12 NSC Supplementary 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 14 May 2015. No late applications will be considered by the District Offices after this date.
  - 1.2 2015 Grade 12 NSC Supplementary 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 14 May 2015. No late applications will be considered by the District Offices after this date.
  - 1.3 2015 Grade 12 NSC Supplementary Examination candidates who wish to have scripts viewed must submit the application form and fee of R172 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:

building blocks for growth

- 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 for re-mark or re-check on/before 15 May 2015 by 16H00.

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