

ASSESSMENT & EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 37 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:

22 JULY 2015

RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS: 2015 JUNE/JULY SENIOR CERTIFICATION (SC) AND ADULT EDUCATION AND TRAINING (AET) L4 EXAMINATIONS

- 1. Candidates who wish to have their scripts for 2015 June/July Senior Certificate (SC) 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 **02 SEPTEMBER 2015 ANNEXURE A- SC** 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	

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Eastern Cape Provincial Assessment Instruction



- 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 04 SEPTEMBER 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

27/07/201

JUNE/JULY SENIOR CERTIFICATE (SC) AND ADULT EDUCATION AND TRAINING (AET) L4 EXAMINATIONS:
COMMENTS
ACTING DIRECTOR: ASSESSMENT & EXAMINATIONS DATE MS. N. LEHLAKANE DATE
RECOMMENDED/NOT RECOMMENDED
ACZING CHIEF DIRECTOR: CURRICULUM MANAGEMENT DATE ACZING CHIEF DIRECTOR: CURRICULUM MANAGEMENT DATE
APPROVED/NOT APPROVED
ACTING DDG: IOM DR A.S. NUKU

RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS FOR 2015

ASSESSMENT INSTRUCTION 37 OF 2015



APPLICATION FORM: RE-MARKING/RECHECKING AND VIEWING OF SCRIPTS 2015 JUNE/JULY SENIOR CERTIFICATE (SC) EXAMINATIONS

- 1. RE-MARKING OF SCRIPTS/RECHECKING OF MARKS (only one activity may be selected).
 - 1.1 2015 JUNE/JULY SC 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 02 September 2015. No late applications will be considered by the District Offices after this date.
 - 1.2 2015 JUNE/JULY SC 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 02 September 2015. No late applications will be considered by the District Offices after this date.
 - 1.3 2015 JUNE/JULY SC 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/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 04 September 2015 by 16H00.

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

- 1. RE-MARKING OF SCRIPTS/RECHECKING OF MARKS (only one activity may be selected).
 - 1.1 2015 JUNE/JULY 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 02 September 2015. No late applications will be considered by the District Offices after this date.
 - 1.2 2015 JUNE/JULY 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 02 September 2015. No late applications will be considered by the District Offices after this date.
 - 1.3 2015 JUNE/JULY 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 04 September 2015 by 16H00.

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