



ASSESSMENT & EXAMINATIONS DIRECTORATE

Bundy Park, Schornville, KWT, *Private Bag 4571* KWT * 5600
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za
E-mail: funiwe.bikitsha@edu.ecprov.gov.za

Ref. No. 13/P Tel.: 043) 604 7742/072 378 2817
Enquiries: Ms F. Bikitsha Fax: 043 604 7742/086 759 8017

ASSESSMENT INSTRUCTION 02 OF 2017

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: 3 JANUARY 2017

**RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS:
2016 NOV/DEC NATIONAL SENIOR CERTIFICATION (NSC) ADULT EDUCATION AND
TRAINING (AET) L4 EXAMINATIONS**

1. Candidates who wish to have their scripts for 2016 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 **19 January 2017**. (**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	R92 per subject
RE-CHECKING	R21 per subject
VIEWING	R180 per subject

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. **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 20 JANUARY 2017 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
2016 NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

1.1 2016 Nov/Dec NSC Examination candidates who wish to have scripts re-marked must submit the application form and fee of R 92 per subject at the District Office **on/before 19 January 2017. No late applications will be considered by the District Offices after this date.**

1.2 2016 Nov/Dec NSC Examination candidates who wish to have marks re-checked must submit the application form and fee of R21 per subject at the District Office **on/before 19 January 2017. No late applications will be considered by the District Offices after this date.**

1.3 2016 Nov/Dec NSC Examination candidates who wish to have scripts viewed must submit the application form and fee of R180 per subject at the District Office **on/before 19 January 2017. No late applications will be considered by the District Offices after this date.**

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.**

SURNAME:

FIRST NAMES:

IDENTITY NUMBER:

EXAM NUMBER	
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SCHOOL AND CENTRE NUMBER:

POSTAL ADDRESS OF CANDIDATES:

[illegible][illegible]

DATE _____

SIGNATURE

DATE

SIGNATURE

DATE _____



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1.1 2016 NOV/DEC AET L4 Examination candidates who wish to have scripts re-marked must submit the application form and fee of R92 per subject at the District Office **on/before 19 January 2017**. **No late applications will be considered by the District Offices after this date.**

1.2 2016 NOV/DEC AET L4 Examination candidates who wish to have marks re-checked must submit the application form and fee of R21 per subject at the District Office **on/before 19 January 2017**. **No late applications will be considered by the District Offices after this date.**

1.3 2016 NOV/DEC AET L4 Examination candidates who wish to have scripts viewed must submit the application form and fee of R180 per subject at the District Office **on/before 19 January 2017. No late applications will be considered by the District Offices after this date.**

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.

4. CANDIDATE'S PERSONAL INFORMATION

[illegible][illegible][illegible][illegible]

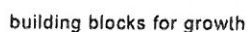
[illegible][illegible]

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

.....
DATE

DATE

.....
DATE



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