

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 03 OF 2023

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: 09 JANUARY 2023

RE-MARKING OF EXAMINATION SCRIPTS: 2022 DECEMBER NATIONAL SENIOR CERTIFICATION (NSC) EXAMINATIONS

- Candidates who wish to have their scripts for 2022 December National Senior Certificate (NSC) Examinations re-marked should complete the attached application form and submit it to the <u>District Office</u> not later than <u>03 February 2023</u>. (ANNEXURE A).
- 2. The following fee will apply:

RE-MARK	R110.00 per subject

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. Candidates that are exempted from paying school fees will also not pay for re-marking.



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- 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/revenue section of the District Office.
- 6. The **ORIGINAL RECEIPT** should be attached to the application form.
- 7. Applicants must keep a copy of the receipt in case of queries.
- 8. NO POSTAL ORDERS/CHEQUES OR CASH ARE ACCEPTED AT THE PROVINCIAL OFFICE (EXAMS), UNDER ANY CIRCUMSTANCES.
- 9. 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.
- 10. 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.
- 11. Capturing of application forms for re-mark will be done by Districts. All applications must be captured daily, as they are submitted by the applicants.
- 12. District Officials are expected to adhere strictly to the above instructions and closing dates set out in this Assessment Instruction.
- 13. Candidates may also apply for remarking online on the website for the Department of Basic Education as indicated at the back of the individual candidate's statement of results.
- 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.

The co-operation of all stakeholders in the process is appreciated.

09 JANUARY 2023

MR R. TYWAKADI DDG: CURRICULUM MANAGEMENT AND DELIVERY

DATE



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APPLICATION FORM: RE-MARKING OF SCRIPTS

2022 DECEMBER NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

1. RE-MARKING OF SCRIPTS.

2022 December NSC Examination candidates who wish to have scripts re-marked must submit the application form and fee of **R110.00** per subject at the District Office **on/before 03 February 2023**. 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 remarking/re-checking should be made at the District Office. NO LATE APPLICATIONS WILL BE ACCEPTED.

3. CANDIDATE'S PERSONAL INFORMATION

SURNAME:

F	FIRST NAMES:														

IDENTITY NUMBER:

E	EXAM NUMBER											

SCHOOL/CENTRE NAME AND CENTRE NUMBER:

POSTAL ADDRESS OF CANDIDATES:											
						POSTAL CODE					

		S	ELECT WITH X
SUBJECT CODES	NAME OF SUBJECT	RE-MARK	
			1

SIGNATURE OF CANDIDATE / PARENT / GUARDIAN

DATE

CAPTURED BY: NAME OF CAPTURER

SIGNATURE

DATE

VERIFIED BY: NAME OF OFFICIAL

SIGNATURE

DATE

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