



**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**

1. 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 **District Office** not later than **03 February 2023**. (ANNEXURE A).

2. The following fee will apply:

RE-MARK	R110.00 per subject
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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.**



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

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**MR R. TYWAKADI**  
**DDG: CURRICULUM MANAGEMENT AND DELIVERY**

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**DATE**

