



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 02 OF 2024

**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: 10 JANUARY 2024

**RE-MARKING OF EXAMINATION SCRIPTS:
2023 DECEMBER NATIONAL SENIOR CERTIFICATION (NSC) EXAMINATIONS**

1. Candidates who wish to have their scripts for 2023 December National Senior Certificate (NSC) remarked should complete the attached application form and submit it to the **District Office** not later than **02 February 2024**. (**ANNEXURE A - NSC**).

2. The following fee will apply:

RE-MARK	R116.00 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 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, 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. District Officials are expected to adhere strictly to the above instructions and closing dates set out in this Assessment Instruction.
12. Candidates may also apply for re-marking online on the website for the Department of Basic Education as indicated at the back of the individual candidate's statement of results. **Electronic registration closing date is also 02 February 2024**

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.

Candidates who have registered for e-marking should verify their registration status at the nearest education District (Exams Section).

13. Co-operation of all stakeholders in the process is appreciated.



MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY



**APPLICATION FORM: RE-MARKING OF SCRIPTS
2023 DECEMBER NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS**

1. RE-MARKING OF SCRIPTS:

2023 Dec NSC Examination candidates who wish to have scripts re-marked must submit the application form and fee of R116.00 per subject at the District Office on/before **02 February 2024**. No late applications will be considered by the District Offices after this date. Closing date applies to the online applications as well.

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/ should be made at the District Office. **NO LATE APPLICATIONS WILL BE ACCEPTED.**

3. CANDIDATE'S PERSONAL INFORMATION:

SURNAME:

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FIRST NAMES:

IDENTITY NUMBER:

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EXAM NUMBER

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SCHOOL AND CENTRE NUMBER:

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POSTAL ADDRESS OF CANDIDATES:

SUBJECT CODES	NAME OF SUBJECT	SELECT WITH X	
		RE-MARK	

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SIGNATURE OF CANDIDATE / PARENT / GUARDIAN

.....
DATE

CAPTURED BY:

NAME OF CAPTURER

.....
SIGNATURE

.....
DATE

VERIFIED BY:

NAME OF OFFICIAL

.....
SIGNATURE

.....
DATE