



Reference: 20170110-7139
13/10/1/2

Enquiries: MG. Cameron

Assessment Management Minute: 0001/2017

To: Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Deputy Directors; Chief Education Specialists; Managers: Curriculum Support; Subject Advisers; Circuit Managers; Managers: Strategic Information, Governance and People Management; Deputy Chief Education Specialists and Heads of institutions which prepare candidates for the National Senior Certificate examinations

Subject: Re-marking, re-checking and viewing of scripts: 2016 National Senior Certificate, February/March 2017 Supplementary, Senior Certificate June 2017 and ABET Level 4 Examinations

1. You are hereby informed that the forms for the re-marking, re-checking and viewing of scripts can be obtained on the WCED website (<http://wcedonline.pgwc.gov.za>). Payments can also be done electronically by means of an EFT transfer. The proof of payment, as well as the completed documents, must be emailed to: Exam.Marking@westerncape.gov.za for attention of Mr Mark Cameron.

2. RE-MARKING OF SCRIPTS

Candidates' scripts may be re-marked in the following cases:

- 2.1 Candidates who fail one or more subjects in the National Senior Certificate/ABET Level 4 and Senior Certificate Examinations may have his or her script(s) in such subject(s) re-marked.
- 2.2 A candidate who passes the National Senior Certificate examination, but who wishes to obtain an improved mark in one or more subjects for a particular purpose (e.g. matriculation endorsement, a bursary or to meet the special requirements of a tertiary institution), may, with the approval of the Department, have his or her script(s) in such subject(s) re-marked.

In such a case, a letter of motivation requesting the re-mark must be submitted in writing and must accompany the application.

Applications not accompanied by the afore-mentioned will not be considered. (Note that the Department will be prepared to agree to the re-marking of scripts in a subject in which a candidate has failed to obtain 40% only for the purpose of obtaining matriculation endorsement and/or when a bursary is at stake).

2.3 APPLICATIONS FOR RE-MARKING OF SCRIPTS, TOGETHER WITH THE PRESCRIBED FEE OF R92.00 PER SUBJECT SHOULD REACH THE DEPARTMENT ON OR BEFORE THE CLOSING DATE FOR APPLICATIONS. NO APPLICATION FOR THE RE-MARKING OF SCRIPTS WILL BE CONSIDERED UNLESS THE PRESCRIBED AMOUNT ACCOMPANIES THE APPLICATION WITHIN THE STIPULATED PERIOD.

2.4 The closing date for applications to re-mark the November 2016 examination scripts is 19 January 2017.

2.5 Each candidate will be notified of the result of his or her re-mark before 31 March 2017.

3. RE-CHECKING OF SCRIPTS

3.1 Candidates are allowed to apply for their answer scripts to be checked to ensure that all answers had been marked and that the marks had been added and processed correctly.

3.2 An application to have answer scripts re-checked must be made within fourteen (14) days of the release of the results. The fee is R21.00 per subject and is non-refundable.

3.3 Applicants will be notified by letter about the results of the re-checking of scripts. Where applicable, an amended Advice of Results will be issued.

4. VIEWING OF SCRIPTS

4.1 If not satisfied with the outcome of a **re-mark and re-check**, candidates may apply for the viewing of their scripts at a fee of R180.00 per subject. The fee is non-refundable.

4.2 A written request, providing clear reason(s) for the request, must be submitted to the Head of Education within fourteen (14) days after the official release of the re-mark results. No application will be considered after that date.

4.3 A candidate and/or his or her parent(s) or guardian will be allowed to view the script(s) concerned and may, lodge a complaint within a period of seven (7) days if still dissatisfied with his/her results. The Department will then take a final decision on the results.

5. REFUNDING OF RE-MARKING FEE

- 5.1 Re-marking fees paid for any subject will be refunded if, as a result of the re-marking, the candidate:
- (a) passes a subject or subjects, which he or she initially failed; or
 - (b) is awarded marks that improve the result in a subject by at least one level.
- 5.2 Refunds of re-marking fees will be made once the re-marking process has been completed for all subjects.
- 5.3 It is, therefore, essential that the receipt issued for the payment of the re-marking fee be kept in a safe place.
- 5.4 Where a refund is necessary an original **BAS** form is required, which can be downloaded from the WCED website, and must be posted to the Department for processing.

6. APPLICATIONS

- 6.1 Application for re-marking or re-checking must be made on the prescribed forms. Separate forms must be submitted for re-checking and re-marking of examination scripts. Applications may be handed in at the Western Cape Education Department (WCED) Head Office (Client Services Division, 2nd Floor) or emailed to Exam.Marking@westerncape.gov.za

If posted the following address must be used:

Head: Education
Attention: Mr Mark Cameron
Western Cape Education Department
Private Bag X9114
CAPE TOWN
8000

- 6.2 Re-marking, re-checking and viewing fees can be paid directly into the Department's bank account (see details on the application form on the top right-hand side of the form).

7. ENQUIRIES

Forms may be requested at the following contact numbers, or downloaded from the WCED website:

(021) 467 2952: N.Kanase

(021) 467 2459: K.Darvel

(021) 467 2591: C.Theunissen

Website: <http://wced.wcape.gov.za/circulars/index>

SIGNED: PAD BEETS

DEPUTY DIRECTOR GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2017-01-17