



EXAMINATION INSTRUCTION No. 01 of 2015

- TOPIC :** A. NATIONAL SENIOR CERTIFICATE SUPPLEMENTARY
EXAMINATION IN FEBRUARY/MARCH 2015
- B. RE-CHECKING, RE-MARKING AND THE VIEWING OF
ANSWER SCRIPTS OF THE SUBJECTS WRITTEN IN THE
OCTOBER /NOVEMBER 2014 NATIONAL SENIOR
CERTIFICATE EXAMINATION
- TO :** ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND
DISTRICT OFFICES
- : PRINCIPALS AND STAFF OF ALL PUBLIC SECONDARY
SCHOOLS AND INDEPENDENT SCHOOLS
- : SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS
AND AET CENTRES
- : MEMBERS OF SCHOOL GOVERNING BODIES
- : TEACHER ORGANISATIONS AND UNIONS
- : RELEVANT NON-GOVERNMENTAL ORGANISATIONS
- ENCLOSURES:** Annexure A: Entry Form for NSC (Supplementary) Feb/March 2015
Annexure B: Application Form for Re-check/Remark
Annexure C: Application Form for Viewing of Answer Scripts
Annexure D: Names and Contact Details of District Offices
- ENQUIRIES :** Cell No. : 083740 3676
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Making education a societal priority

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MEMORANDUM

TO : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES
: PRINCIPALS AND STAFF OF ALL PUBLIC SECONDARY SCHOOLS AND INDEPENDENT SCHOOLS
: SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND AET CENTRES
: MEMBERS OF SCHOOL GOVERNING BODIES
: TEACHER ORGANISATIONS AND UNIONS
: RELEVANT NON-GOVERNMENTAL ORGANISATIONS

FROM : PRINCE MASILO
DIRECTOR: EXAMINATIONS MANAGEMENT

DATE : 05 JANUARY 2015

SUBJECT : A. NATIONAL SENIOR CERTIFICATE SUPPLEMENTARY EXAMINATION IN FEBRUARY/ MARCH 2015

B. RE-CHEKING, RE-MARKING AND THE VIEWING OF ANSWER SCRIPTS OF THE SUBJECTS WRITTEN IN THE OCTOBER/ NOVEMBER 2014 NATIONAL SENIOR CERTIFICATE EXAMINATION

The attached Examination Instruction serves to inform heads of institutions and district offices of the conditions for entry to the NSC Supplementary examination in February/March 2015, and the procedures regarding the re-mark/re-check and viewing of answer scripts written in the October/November 2014 examination.

Kindly note that any deviation from the conditions and procedures that are set out in this Examination Instruction will be considered as non compliance to policy.

Your co-operation in this matter will be highly appreciated.

Kind regards

PRINCE MASILO
DIRECTOR: EXAMINATIONS MANAGEMENT
Date: _____

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A. NATIONAL SENIOR CERTIFICATE SUPPLEMENTARY EXAMINATION IN FEBRUARY/MARCH 2015

1. INTRODUCTION

The Gauteng Department of Education will conduct the National Senior Certificate Supplementary Examination in February/March 2015. Candidates will also be afforded an opportunity to re-check, re-mark and view the answer scripts for subjects written in October/November 2014 National Senior Certificate Examination.

2. LEGISLATIVE FRAMEWORK

If need be, please refer to legislative framework in Circular 3 of 2009, Circular 6 of 2009 as well as applicable national regulations and policy documents.

3. CONDITIONS FOR ENTRY TO NSC SUPPLEMENTARY EXAMINATION

The National Senior Certificate Supplementary Examination will be granted under the following conditions to a full time, repeater and part time candidate:

- 3.1 If a candidate has not met minimum promotion and certification requirements but requires two subjects to obtain a National Senior certificate, he/she may register for **a maximum of two subjects** for the NSC Supplementary Examination in 2015.
- 3.2 These two subjects must be subjects that the candidate sat for in the previous end-of-year examination.
- 3.3 Candidates who choose to register for Life Orientation, which is internally assessed, as one of the two subjects to be registered for the NSC Supplementary examination must complete reassessment within the period in which the supplementary examination is conducted.
- 3.4 If a candidate is medically unfit due to illness or injury and as a result was absent from one or more external examinations, he/she may register for the subject(s) he/she was absent for, provided that the supporting documentation is produced as evidence.
- 3.5 If there was a death in the immediate family of a candidate, he/she may register for any number of subjects provided that supporting documentation is produced as evidence.
- 3.6 A candidate who did not write or complete the end-of-year examination with valid reason as stipulated in paragraphs 3.4 and 3.5 has the opportunity to write the supplementary for a specific examination question paper he/she did not write in the October/November 2014 examination.

However, should the candidate choose to write the entire subject, even though he/she was absent for one or more examination question papers, the candidate will be allowed to exercise this option.

- 3.7 A candidate who provides documentary evidence that he/she qualifies for admission to a higher education institution or for an occupation, but does not satisfy the education faculty requirements or for a specific occupation as well as a candidate who has other further requirement to meet the minimum admission requirements for Higher Certificate, Diploma and Bachelor Degree programmes, may be allowed to register for a maximum of two subjects.
- 3.8 The closing date for application to enter for the National Senior Certificate Supplementary Examination is **21 January 2015 at 16h00**.

4. PROCEDURE FOR NSC SUPPLEMENTARY EXAMINATION ENTRIES

- 4.1 A pre-printed entry form for candidates that satisfy the requirements for NSC supplementary examination is issued with the statement of results.
- 4.2 Candidates that want to apply in terms of paragraph 3.3 and 3.7 must complete the attached entry form (**Annexure A**) and attaches the required supporting proof.
- 4.3 The candidate must submit his/her entry form to the District office. Supplementary Examinations are not the responsibility of the school. The addresses of the relevant District Offices are printed on the back of the statement of results.
- 4.4 No late entries will be accepted. No examination fees are payable for this examination.

NB: Candidates, who will be on vacation, must ensure that they are in contact with their Principals to establish whether they qualify to sit for the NSC Supplementary Examination in February/March 2015.

- 4.5 To register for the NSC Supplementary Examination, candidates must produce the statement of results of the October/November 2014 Examination from the Gauteng Department of Education and an identity document (ID) or valid driver's license or passport or an affidavit from SAPS with an ID size photo affixed to it.
- 4.6 Candidates will write the NSC Supplementary Examination at centralized venues to be determined by the Gauteng Department of Education. Allocation of such venues will be reasonably near the location of the venue where the candidates originally wrote the October/November 2014 National Senior Certificate Examination and must be confirmed with the District Office when the application is submitted. The Examination centre will be indicated on the reverse side of the candidate's admission letter.

- 4.7 A candidate who has applied for re-marking/re-checking of the October/November 2014 examination may also register for the NSC Supplementary Examination.
- 4.8 Subjects changes are not permitted (i.e. candidates must write the same subjects as registered for the NSC October/November 2014 Examination).
- 4.9 Candidates are to provide full information on the examination entry forms.
- 4.10 Candidates are responsible for obtaining admission letters for the NSC Supplementary Examination from the District Office where entries were submitted. The admission letter together with the candidate's Identity Document will be required before he/she is permitted to enter the examination room.

5. RESULTS

- 5.1 The GDE will issue **new statements of results** to all candidates who write the NSC Supplementary Examination.
- 5.2 The date of release of results for the NSC Supplementary Examination will be announced and the statements of results will be obtainable from the District Office where the examination centre is registered.

6. CONCESSIONS

The concessions that were granted to candidates with barriers to learning will be transferred from the October/November 2014 National Senior Certificate Examination to the NSC Supplementary 2015 Examination. Apply at the District Examination Concession Committee for emergency concessions.

B. RE-CHECKING, RE-MARKING AND VIEWING OF ANSWER SCRIPTS OF SUBJECTS WRITTEN IN THE OCTOBER /NOVEMBER 2014 NATIONAL SENIOR CERTIFICATE EXAMINATION

7 GUIDELINES FOR RE-CHECK, RE-MARKING AND VIEWING OF ANSWER SCRIPTS

- 7.1 A candidate may apply for the re-marking or re-checking and the viewing of his or her examination script for the October/November 2014 NSC Examinations.
- 7.2 The closing date of the application for the re-marking or re-checking of an examination answer script is **21 January 2015 at 16h00**.
- 7.3 In terms of the Promotion of Access to Information Act, 2000 (Act No.2 of 2000), a candidate or his/her parents or representatives has a right to **view the examination script after the re-checking and re-marking process**, if the candidate is still not satisfied with the result provided.
- 7.4 The applications and the requests for viewing of answer scripts can only be processed after the release of the re-mark results and must be submitted within 7 days after the date on which the results are released.
- 7.5 Candidates who wish to apply for the re-checking of marks or the re-marking of examination answer books must submit the necessary application form (**Annexure B**) to the relevant District Office. Candidates must ensure that the subject code and name of the subject is correct when completing the form.
- 7.6 Candidates who are in any doubt as to the outcome of the re-check/re-mark results are advised to register for the NSC Supplementary Examination, (if the candidate qualifies to write this examination), as the results of a re-mark/re-check will only be known after the closing date for NSC Supplementary Examination entries.

8 TARIFFS

- 8.1 A tariff of **R18-00** per subject for the re-checking of marks and **R80.00** per subject for the re-marking of scripts is payable at the appropriate District Office (**Annexure D**). Candidates should note that the payment of the fees is not equivalent to the submission of an application form and that such **payments without application forms cannot be processed**.
- 8.2 Only candidates who have applied for a re-mark/re-check will be allowed upon application to view their scripts at a non-refundable fee of **R160.00** per subject.
- 8.3 A receipt must be issued by the District Office as proof of payment for application for re-mark, re-check or viewing of answer scripts

8.4 No late applications will be considered.

9 RELEASE OF RESULTS

9.1 The amended achievement rating resulting from the re-marking or re-checking is also subject to the same mark adjustments in accordance with the norms that are determined by UMALUSI.

9.2 Statement of results for all candidates who achieved a better achievement rating as a result of the re-checking of marks or the re-marking can, on submission of proof of identity, collect their amended statements from the District Offices.

9.3 Candidates who succeed in achieving a higher achievement rating in a subject after re-marking will be refunded by electronic transfer the amount of **R80.00** for such a subject. Candidates need to apply for a refund at the District Office within two weeks after the release of the results. Proof of payment, the reimbursement letter and bank details must be provided. **No refund will be made for the re-checking of marks.**

10 VIEWING OF SCRIPTS

10.1 The candidate must apply to the relevant District Office to view his/her script.

10.2 The closing date for applications will be 7 days after the official date on which the results are released.

10.3 A written motivation must be submitted to the Head of Department by the candidate concerned, explaining his/her reasons for wanting to view the script. (**Annexure C** to be completed.)

10.4 If the Head of Department is convinced that the reasons provided are valid and plausible, only the candidate and/or the candidate's parents/guardians or their representatives will be allowed to view the script(s) to confirm that:

- (a) the script belongs to the candidate concerned;
- (b) the script has been marked completely, and
- (c) all parts of the script are intact.

10.5 The request to view scripts will only be accepted if a re-mark and/or re-check of the script has been carried out.

10.6 The script(s) will be viewed in the presence of an examination official and may not be removed from the viewing room.

10.7 No other documents except the examination script of the candidate will be allowed in the room where the viewing takes place. **No memorandum or question papers will be provided.**

10.8 An appointment for the viewing will be made within **14 days** from the date on which the application is received by the Marking Processes Unit (**see Annexure C**).

- 10.9 The following will be required for access to an examination answer script:
- (a) Proof of identity;
 - (b) Latest statement of results, and
 - (c) Proof of payment that the relevant examination scripts have been marked or re-checked.
- 10.10 Should a parent/candidate wish to lodge a complaint regarding the marking of the candidate's answer script(s), he/she may do so in writing within **7 days** of the viewing date. The Department will respond to this complaint with a final decision on the matter.



**ENTRY FORM FOR THE NSC (SUPPLEMENTARY) FEB/MARCH 2015
INSKRYWINGSVORM VIR DIE NSS (AANVULLINGS) FEB/MAART 2015**

(To be used in cases where a pre-printed form is not applicable – attach required evidence)

(Gebruik in gevalle waar 'n voorafgedrukte vorm nie van toepassing is nie – heg toepaslike bewyse aan)

Personal Particulars as per Statement of Results/Persoonlike Besonderhede soos op Staat van Uitslag

Exam Number/Eksamen Nummer:

Centre/Sentrum:

Surname/Van: _____

Names/Name: _____

Date of Birth/ Geboortedatum: (YYYYMMDD)

ID number/nommer:

Address/Adres: _____

Postal Code/Poskode: _____

Telephone/Telefoon: _____

**Particulars of Supplementary Exam Entry/Besonderhede van Aanvullingseksamen
Inskrywing**

Centre where the examination will be written (confirm with District Office)

Sentrum waar die eksamen afgelê sal word (bevestig met Distrikskantoor)

Centre/ No

Sentrum No:

Centre Name/Naam _____

Subject Entry Information / Vakinskravingsinligting

(Please refer to regulations on statement/Verwys na regulasies op staat)

Subject Code /Vakkode	Subjects /Vakke

THE CLOSING DATE FOR THE FEBRUARY/MARCH 2015 SUPPLEMENTARY EXAMINATION ENTRIES IS 21 JANUARY 2015

N.B. THE CANDIDATE MUST CHECK ALL INFORMATION BEFORE SIGNING THIS DOCUMENT
DIE KANDIDAAT MOET ALLE INLIGTING NAGAAN VOORDAT DIE DOKUMENT GETEKEN WORD
NO LATE ENTRIES WILL BE ACCEPTED/GEEN LAAT INSKRYWINGS SAL AANVAAR WORD NIE

SIGNATURE/HANDTEKENING
Certified correct by candidate
Gesertifiseer as korrek deur kandidaat

DATE/DATUM

SIGNATURE/HANDTEKENING
Certified correct by Principal
Gesertifiseer as korrek deur Hoof

DATE/DATUM

THE DEPARTMENT RESERVES THE RIGHT TO EFFECT CHANGES TO THIS DOCUMENT, IF NECESSARY
DIE DEPARTEMENT BEHOU DIE REG VOOR OM VERANDERINGE AAN DIE DOKUMENT AAN TE BRING, INDIEN
NODIG



**NATIONAL SENIOR CERTIFICATE EXAMINATIONS
APPLICATION FOR RE-CHECK / RE-MARK**

1. **Application to re-check/re-mark the National Senior Certificate 2014/2015 answer books** (only one activity may be selected per subject)
2. **Submission of all applications and enquiries:**
The GDE District Office that serves the candidate's school/exam centre
Closing date for the re-mark/re-check of October/November 2014 Examinations is **21 January 2015**
Closing date for the re-mark/re-check of Supplementary Examinations in February/March 2014 is **21 days** after release of results.
(Use the same form to apply.)

CANDIDATE'S INFORMATION

1. Surname and Initials _____
2. Examination number
3. Postal or Residential address
4. Examination centre
5. District

APPLICATION IS FOR THE FOLLOWING SUBJECT(S)

SUBJECT CODE	NAME OF SUBJECT	INDICATE CHOICE WITH X	
		RE-CHECK	RE-MARK

NB: FOR REIMBURSEMENT PURPOSES

- A candidate that qualifies should apply within two weeks after the release of the results at the District.
- A candidate/parent/guardian will be required to complete an entity maintenance form obtainable from the District Office (Refund Policy)
- The receipt issued will be needed for reimbursement.

DATE _____

SIGNATURE OF CANDIDATE _____

District Stamp
FOR OFFICE USE ONLY

Re-marking _____ subjects x **R80-00** each = R _____
 Re-checking _____ subjects x **R18-00** each = R _____
 Total received = R _____

Receipt number _____

SIGNATURE OF DISTRICT EXAMINATION OFFICIAL

 DATE

District stamp

APPLICATION FORM FOR THE VIEWING OF EXAMINATION SCRIPT(S)

DISTRICT: _____

APPLICATION DETAILS:

DATE OF APPLICATION:

--	--	--	--	--	--	--	--

NAME OF APPLICANT AS ORIGINALLY REGISTERED:

EXAMINATION NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--

EXAMINATION CENTRE:

--	--	--	--	--	--

(Where examination was written)

CONTACT TEL. NO.: (_____) _____ FAX NO.: (_____) _____

HOME ADDRESS:

POSTAL ADDRESS:

CODE: _____

CODE:

SUBJECT(S) REQUIRED FOR VIEWING:
(Please complete the table below)

SUBJECT	LEVEL	PAPER	OCT/NOV or FEB/MAR

REASON FOR REQUEST CLEARLY STATED:
(This is required to ascertain the nature and urgency of the request)

CASHIER: _____ RECEIPT NUMBER: _____

NAMES AND PHYSICAL ADDRESSES OF THE DISTRICTS AND CONTACT DETAILS OF THE HEADS OF THE EXAMINATION UNITS AT THE DISTRICT OFFICES

DISTRICT	AREA	ADDRESS	TELEPHONE	FAX	CONTACT
D1	Gauteng North	Yorcor Park Building 86 Watermeyer Street, Val de Grace Pretoria	(012) 846 3749/3511	(012) 846 3778	Llewellyn Maritz (ASD) Liesel Jafta (SES)
D2	Gauteng West	Cnr Momisi & Naartjie Greenfields, Randfontein	(011) 693 3681	(011) 693 4994 693 3683	Rose Mlangeni (ASD) Charles Harmse (SES)
D3	Tshwane North	Cnr Lavender East & Lavender West, Wonderboom Junction Shopping Centre, next to Wonderboom Station	(012) 323 3399	(012) 304 5539	Des Rudman (ASD) Jemmini Pillay (SES)
D4	Tshwane South	President Towers Building 265 Pretorius Street Pretoria	(012) 401 6420/6421 401 6422/ 6423	(012) 401 6424	Ronel Botha (SES) Corrie Jooste (ASD)
D5	Gauteng East	Telkom Building Cnr 7 th Street & 5 th Avenue	(011) 736 0612/ 0614	(011) 736 0805	Sylvia Masoka (ASD)
D6	Ekurhuleni North	78 Howard Avenue Munpen Building Benoni	(011) 746 8061/ 746 8100	(011) 746 8220	Mpho Makhale (ASD) Busi Molukanele (SES)
D7	Sedibeng East	Sanlam Building, Cnr Kruger & Joubert Street, Vereeniging	(016) 440 1713	(016) 440 1788	George Tsholo (ASD) Dan Moepadira (SES)

D8	Sedibeng West	Sebokeng Education College, 6 Samuel Street Sebokeng	(016) 594 9100	(016) 594 9400	Ina V.der Heever (ASD) Tolo Kobue (SES)
D9	Johannesburg East	144 Fourth Street, Parkmore, Cnr Sandton Drive & Greyston, Sandton	(011) 666 9121/9112/ 666 9133/9214	086 6605 325 086 5172 984	Philani. Nzimande (ASD) Vusi Msimango (SES)
D10	Johannesburg North	FNB Building Cnr Jorrisen & Biccard Street Braamfontein	(011) 694 9300	(011) 694 9442 694 9404	Stanley Mpereke (ASD) Manti Mokono (SES)
D11	Johannesburg South	100 Northern Parkway Crown Wood Ormonde	(011) 247 5700	(011) 835 3792	Brenda Khuboni (ASD) Tebele Mohale (SES)
D12	Johannesburg West	20 Madeline Street, Florida	(011) 831 5408 831 5448	(011) 831 5409 472 1408	Colla Van Wyk (ASD) Sekgora Mafona (SES)
D14	Johannesburg Central	Soweto College of Education, Cnr Modjadji & Chris Hani Road Pimville Soweto	(011) 983 2089 983 2188	(011) 983 2211	Phumlile Dada (ASD) Nathaniel Lee (SES)
D15	Tshwane West	Old Hebron College Klipgat	(012) 725 1466/ 1470	(012) 702 7685 725 1467	Martha Chisale (SES) Ian Vlok (ASD)
D16	Ekurhuleni South	2 Robin Close Infinity office Park Meyersdal Alberton 1456	(011) 389 6191/ 6206	(011) 864 9973	Phindi Mthembu (ASD) Adam Barnard (SES)