



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

MEMORANDUM

TO : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES
: **PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY 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

DATE : 07 JANUARY 2013

SUBJECT : A. NATIONAL SENIOR CERTIFICATE SUPPLEMENTARY EXAMINATION IN FEBRUARY/MARCH 2013
B. RE-CHECKING, RE-MARKING AND THE VIEWING OF ANSWER SCRIPTS OF THE SUBJECTS WRITTEN IN THE OCTOBER /NOVEMBER 2012 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 2013, and the procedures regarding the re-mark/re-check and viewing of answer scripts written in the October/November 2012 and February/March 2013.

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 is appreciated.

Regards

PRINCE MASILO
DIRECTOR: EXAMINATIONS AND ASSESSMENT

Office of the Director: Examinations & Assessment

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EDUCATION
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**EXAMINATION INSTRUCTION
No. 2 of 2013 (REVISED 7 January 2013)**

- TOPIC :** A. NATIONAL SENIOR CERTIFICATE SUPPLEMENTARY EXAMINATION IN FEBRUARY/MARCH 2013
- B. RE-CHECKING, RE-MARKING AND THE VIEWING OF ANSWER SCRIPTS OF THE SUBJECTS WRITTEN IN THE OCTOBER /NOVEMBER 2012 NATIONAL SENIOR CERTIFICATE EXAMINATION
- TO :** ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES
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- : TEACHER ORGANISATIONS AND UNIONS
- : RELEVANT NON-GOVERNMENTAL ORGANISATIONS
- ENCLOSURES:** Annexure A: Entry Form
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
Annexure E: NSC Supplementary Timetable 2013
- ENQUIRIES :** Tel : (011) 355 0968
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A. NATIONAL SENIOR CERTIFICATE SUPPLEMENTARY EXAMINATION IN FEBRUARY/MARCH 2013

1. INTRODUCTION

The Gauteng Department of Education will conduct the National Senior Certificate Supplementary Examinations from **11 February 2013 to 19 March 2013** and will also afford the candidates an opportunity to re-check, re-mark and view the answer scripts for subjects written in October/November 2012 National Senior Certificate Examinations.

2. LEGISLATIVE FRAMEWORK

If needed please refers 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 SUPPLEMENTARY EXAMINATIONS

The National Senior Certificate Supplementary Examinations 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 or she may register for a maximum of two subjects for the supplementary examination in the following year.
- 3.2. These two subjects must be subjects that the candidate sat for in the previous end-of- year examination.
- 3.3. Candidates registered for Life Orientation, which is internally assessed, as one of the two subjects to be registered for the supplementary examination. The reassessment of Life Orientation must be completed 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 supporting documentation is produced as evidence.
- 3.5. If there was a death in the immediate family of a candidate (father, mother, sister, grandparents, husband, legal partner and children), 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 examination for a specific examination question paper he or she did not write in the October/November 2012 examination. However, should the candidate select to write the entire subject, even though

he or 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 or 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 Supplementary National Senior Certificate Examination is **21 January 2013**.

4. PROCEDURE FOR SUPPLEMENTARY EXAMINATION ENTRIES

- 4.1 A pre-printed entry form for candidates who satisfy the requirements for supplementary examination is issued with the statement of results.
- 4.2 Candidates who want to apply in terms of paragraph 3.3 and 3.7 must complete the attached entry form (**Annexure A**) and attach the required supporting proof.
- 4.3 The candidate must submit his/her entry to the District office. Supplementary Examinations are not the responsibility of the school. The address of the relevant District Office is printed on the reverse 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 Supplementary Examination in February/March 2013.
- 4.5 To register for the Supplementary Examinations, candidates must produce the statement of results of the October/November 2012 Examinations as issued by the Gauteng Department of Education and an identity document (ID) or valid driver's licence or passport or an affidavit from SAPS with an ID size photo affixed to it.
- 4.6 Candidates will write the Supplementary Examinations at centralized venues to be determined by the Gauteng Department of Education. Allocation of such venues will be reasonably close to the location of the venue where the candidates originally wrote the October/November 2012 National Senior Certificate Examinations 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 2012 examination may also register for the Supplementary Examinations.
- 4.8 Subject changes are not permitted (i.e. candidates must write the same subjects as registered for the October/November 2012 Examinations).
- 4.9 Candidates are to provide full information on the examination entry forms.

- 4.10 Candidates are responsible for obtaining admission letters for the 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 examinations.
- 5.2 The date of release of results for the Supplementary National Senior Certificate 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 2012 National Senior Certificate examinations to the supplementary examinations. Apply at the District Examination Concession Committee for emergency concessions.

7. THE EXAMINATION TIMETABLE

The timetable for the 2013 National Senior Certificate Supplementary examinations is attached to this document.

B. RE-CHECKING, RE-MARKING AND VIEWING OF ANSWER SCRIPTS OF SUBJECTS WRITTEN IN THE OCTOBER/NOVEMBER 2012 NATIONAL SENIOR CERTIFICATE EXAMINATION

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

- 8.1 A candidate may apply for the re-marking or re-checking and the viewing of his or her examination script for both the October/November and the Supplementary Examinations.
- 8.2 The closing date of the application for the re-marking or re-checking of an examination answer script for the October/November 2012 examination is **21 January 2013**.
- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 Candidates should note that an application for a re-mark and a re-check cannot be made in the same subject.
- 8.7 Candidates who are in any doubt as to the outcome of the re-check/re-mark results are advised to register for the Supplementary Examinations, (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 Supplementary Examination entries.

9. TARIFFS

- 9.1 A tariff of **R14.00 per subject for the re-checking** of marks and **R73.00 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**.
- 9.2 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 **R153.00** per subject.

9.3 A receipt must be issued by the District Office as proof of payment for the application for a re-mark, re-check or viewing of answer scripts

9.4 No late applications will be considered.

10. RELEASE OF RESULTS

10.1 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.

10.2 Statements 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.

10.3 Candidates who succeed in achieving a higher achievement rating in a subject after re-marking will be refunded by electronic transfer to the amount of **R73.00** 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.**

11. VIEWING OF SCRIPTS

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

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

11.3 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. The necessary application form (**Annexure C**) needs to be completed.

11.4 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.

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

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

11.7 No other document 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.**

11.8 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 B**)

11.9 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 re-marked or re-checked.

11.10 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 2013
INSKRYWINGSVORM VIR DIE NSS (AANVULLINGS) FEB/MAART 2013**

(To be used in cases where a preprinted 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 Nommer:

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 / Vakinskrywingsinligting

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

Subject Code /Vakkode	Subjects /Vakke

THE CLOSING DATE FOR THE FEBRUARY/MARCH SUPPLEMENTARY EXAMINATION ENTRIES WILL BE REFLECTED ON THE REVERSE SIDE OF THE STATEMENT OF RESULTS

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



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 Watermeyer Street, Meyers Park	(012) 846 3749	(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) Thapelo Serunye (SES)
D3	Tshwane North	Cnr Lavender East & Lavender West, Wonderboom Junction Shopping Centre, next to Wonderboom Station	(012)	(012) 304 5539	Des Rudman (ASD) Jeminni Pillay (SES)
D4	Tshwane South	President Towers Bld 265 Pretorius Str Pretoria	(012) 401 6420 6421 6422 6423	(012) 401 6424	Corrie Jooste (ASD) Ronel Botha (SES)
D5	Gauteng East	Old FNB Building Cnr 2 nd Avenue and 3 rd Street Springs	(011) 736 0612 0614	(011) 736 0805	Sylvia Masoka (ASD) Carlos Sebothoma (SES)
D6	Ekurhuleni North	78 Howard Avenue Munpen Building Benoni	(011) 746 8061/ 746 8100	(011) 746 8220	Mpho Makhale (ASD) Busisiwe Molukanele (SES)
D7	Sedibeng East	Sanlam Building, Cnr Kruger & Joubert Street, Vereeniging	(016) 440 1713	(016) 440 1788	George Tsholo (ASD) Lynette Ramsumar (SES)

D8	Sedibeng West	Sebokeng Education College, Zone 18 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 & Grayston, Sandton	(011) 666 9121 9112	086 6605 325 086 218 1230	Philani. Nzimande (ASD) Sibonile Mbele (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) 274 5700	(011) 835 3792	Brenda Khuboni (ASD) Dan Moepadira (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) Sipho Sithole (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 (SAO) Adam Barnard (SES)

The timetable was just copied from the circular because it is a PDF document. It could not include here in electronic format.

The Timetables will anyway go out in a separate document to schools- they will receive it. Do we put the DBE circulars on our website as well?