



### APPLICATION FOR A REMARK OF EXAMINATION SCRIPT(S)

**Note:** This form must be submitted to the student administration of your faculty

The remarking of examination script(s) is allowed subject to the following conditions:

1. A written application for remarking of an examination script must be submitted within 14 calendar days at the office of the Head Student Administration after the commencement of the ensuing semester.
2. The mark(s) awarded after re-marking an examination/supplementary answer script(s) will be regarded as the final result(s), even if they are lower than the original mark(s).
3. The fee for remarking each individual script is **R545**. The fee for remarking modules consisting of two papers is, therefore, **R1090**. The money should be paid to the cashiers at the Client Service Centre before the application is considered.
4. Should the remarking result in a pass mark, the student concerned may be refunded the appropriate amount.
5. Students will not be entitled to an additional supplementary examination by virtue of marks awarded to them as a result of remarking.
6. Remarking results will be made known as quickly as possible.

#### TO BE COMPLETED BY DEPARTMENT

Lecturer/Examiner (Initials and surname)

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Module: .....(eg. SLK 110 examination/supplementary examination

**ORIGINAL RESULTS:** Semester mark.....%

Exam/Supp mark.....%

Final mark.....%

**RESULTS AFTER REMARKING:** Semester mark.....%

Exam/Supp mark.....%

Final mark.....%

Signature: ..... Date: .....

Head of Department: .....

Signature

Date:

Please send results not later than ..... to:  
The Head, Student Administration

Faculty: .....

#### TO BE COMPLETED BY STUDENT

Initials and surname:

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Student number:

.....

Academic Program:

.....

Email address:

.....

Tel. number/cell):.....

Answer script to be remarked eg, SLK 110 examination/supplementary examination

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Amount paid: R.....(attach proof of payment)

.....

Signature (student)

Date: .....

#### TO BE COMPLETED BY STUDENT ADMINISTRATION

Captured by .....on system

.....

Signature: Student Administration

Date: .....