Tshwane University of Technology
We empower people

Student Services
APPLICATION FOR INSIGHT/ RE-CHECKING/ RE-MARKING

Note: In case of positive changes to the examination marks, the tariff paid by the student will be refunded. Please attach receipt of payment to this application form and submit at the faculty you are registered.

STUDENT NUMBER …………………………...………..……..   ID NUMBER: …………………….….…..…………..……..

TITLE: …………….….… INITIALS: …..……………......….. SURNAME: …………………………………………………………

POSTAL ADDRESS: ………..

………………………………………………………………………………….. POSTAL CODE: …………………………..

CELL NUMBER: …………………….…… E-MAIL ADDRESS: …………………………………....…….…………………………

COURSE NAME:
……………………………………………………………………

COURSE CODE:

SUBJECT NAME:
……………………………………………………………………

SUBJECT CODE:

Please tick the applicable examination:

FIRST SEMESTER	MAIN EXAM	SUPPLEMENTARY		SPECIAL		EXIT	
SECOND SEMESTER	MAIN EXAM	SUPPLEMENTARY		SPECIAL		EXIT	

		Mark applicable
Application for Viewing of an examination answer script:	R157.00	
Student should make an appointment with the Senior Administrator, Student Services and will be allowed to inspect the examination answer script in the presence of the official. The memorandum shall not be made available to students during this process. (Refer to Rule 4.1.18.2)		
Application for Re-checking of an examination answer script:	R 141.00	
The administrative checking of the allotting of marks in the examination answer script (Refer to Rule 4.1.18.3).		
Application for the Re-marking of an examination answer script:	R 314.00	
The remarking of an examination answer script by the moderator (Refer to Rule 4.1.18.4).		

Entity No: B102   Account No: 0455

I confirm that I received the rules and instructions with regard to the specific request and I confirm that I have familiarise myself with these instructions, as well as the rules of the University in the current Prospectus. I have submitted the application form and will personally obtain the outcome at Student Services.

Student's Signature …………………………………………………..   Date: …………………………..……..….…………..

FOR OFFICIAL USE ONLY

COMMENT, ACTIONS, OUTCOME:

………………………………………………………………………………………..

……………………………………………………………………..………….……..

STAMP

INITIALS AND SURNAME: _____   DATE: _____

SS4

RULES AND INSTRUCTIONS FOR VIEWING, RE-CHECKING AND REMARKING OF EXAMINATION SCRIPTS

Viewing of examination answering scripts

The following rules are applicable to viewing of examination answering scripts:

(a) A student may, subject to the payment of the prescribed fee, receive an opportunity to view his or her examination scripts for all theoretical examinations at all levels of all subjects.

(b) A student may, subject to the payment of the prescribed fee, apply for a re-checking or remarking after viewing of scripts.

(c) An application for viewing of, or inspecting an examination script is required to reach Academic Administration before the published closing date for examination enquiries.

(d) Memoranda shall not be made available to students during the viewing of scripts process.

Re-checking

The following rules are applicable to re-checking of answering scripts:

(a) A student may, subject to the payment of the prescribed fee, have his or her examination scripts for all theoretical examinations re-checked at all levels of all subjects.

(b) A student may, subject to the payment of the prescribed fee, apply for a re-mark after a re-check.

(c) If the student passes the subject after re-checking, the fixed fee will be refunded.

(d) An application for re-checking an examination script is required to reach Academic Administration before the published closing date for examination enquiries.

Re-marking

The following rules are applicable to re-marking of answering scripts:

(a) A student may, subject to the payment of the prescribed fee, have his or her examination scripts for all theoretical examinations re-marked by the moderator at all levels of all subjects.

In the event where a student requests a re-mark and the script has been moderated already, the moderator should not conduct the re-mark. The DTLC should assign the task to another qualified person.

(b) If the student's results change from a "fail" to either "qualify for a supplementary examination" or "pass", or from "pass" to "pass with distinction", the fixed fee shall be refunded.

(c) An application for re-marking an examination script is required to reach Academic Administration before the published closing date for examination enquiries.

REGISTRAR