

## **POLICY ON RE-MARKING, VIEWING OF SCRIPTS AND EXAMINER'S REPORTS**

### **1. RE-MARK**

Candidates may apply for re-marking of their examination script(s) within 30 days of the release of the results. The prescribed fee must accompany the application. The moderator must submit the re-marked script together with a full report on his/her findings and recommendations, if any, within 7 days.

Remarks can only be considered within a 10% range, for example if the pass mark is 50%, the minimum mark to qualify for a re-mark is 40%. However, this rule is subject to the discretion of the Academic School Head. The Academic School Head is to use discretion to grant a student a re-mark if it is below the required mark.

If, as result of the re-mark the candidate passes the subject, 50% of the re-mark fee will be refunded on request. However, if the increase in marks is of such a nature that it is within 2% of the required pass mark, the fee will not be refunded.

### **2. VIEWING OF SCRIPTS**

Candidates dissatisfied with their re-mark may submit a written motivation to have their scripts reviewed.

Conditions for viewing:

- i. To be accepted only if a re-mark has been performed
- ii. Application to view the script(s) must be made within 30 days of the release of the re-mark result.
- iii. The prescribed fee has been paid.
- iv. Scripts to be viewed in the presence of an examination official/ School Head and may not be removed from the viewing room.
- v. Request for the script to be re-marked by an outside examiner will not be accepted.
- vi. No other document except the script of the candidate will be allowed in the venue where the viewing takes place.
- vii. Candidate must lodge a complaint within 7 days on the basis of the viewing. School heads/exams will respond to this complaint with a final decision on the matter.

Providing the motivation and the conditions as set out above have been complied with are acceptable, candidates may be allowed to view their scripts to confirm the following:

- i. the script/s belong to the candidate
- ii. the script/s, including any additional books, have been marked in its entirety
- iii. All parts of the scripts are intact.

### **3. EXAMINER'S REPORTS**

A candidate may request, at a prescribe fee, that the examiner compile a report on the individual candidate's answer script. The prescribed fee must accompany the application.

The examiner must submit the comprehensive report on the candidate's script with recommendations, if any, within 7 days of receiving the request from the Summative Assessment Department.