

15 July 2010

Dear student

INVITATION TO THE NOVEMBER EXAM SESSION

IMPORTANT INFORMATION

The attached documents contain important information about the upcoming exam session, including the most important dates, your Exam Entry Form and an order form for past exam papers. Please read all accompanying documents carefully to ensure that you do not miss anything.

IMPORTANT CHANGES

We have made some important changes to our registration and communication processes:

1. **Email communication.** From 2010, we will use email as the **only** means of sending Exam Confirmation Letters to students. Fax machines and the postal service are not 100% reliable, and we've had numerous instances where students did not receive their Exam Confirmation Letter when it was either faxed or posted. So please ensure that you have a **valid and active email** address. It's very easy to get a free email address, and we will be rolling out free damelin.me email addresses to all current students during 2010.
2. **Payment of exam fees.** From 2010, you will only be granted time up to the exam registration end date (30 August 2010) to pay your exam fees. In the past, students could pay their exam fees up to the date the results were issued. However, the college will no longer grant exam fees on credit. So please ensure that you pay your exam fees before 30 August 2010, otherwise you will not be registered to write the exams. If you have a credit balance with the college, your fees may be offset against the credit balance.
3. **Eligibility.** Exam results for the May/June 2010 session will be released on the 16th of August 2010. These results will be SMSed to students; therefore please ensure that the college has your latest cell phone number. Because we send out exam invitation letters before the results of the previous session have been released, your Exam Invitation letter may list subjects that you already wrote and passed in the May/June session. If you wrote exams in May/June 2010, please only send us your Exam Entry Form after you have received your results.

We wish you all the best with your studies and your exams in 2010. Please read the information contained in the accompanying documents carefully, and send us your Exam Entry Form as soon as possible to secure your exam seat.



Theuns Laubscher - Chief Academic Officer

IMPORTANT INFORMATION

Before you register for your Damelin exams, please read the following information.

IMPORTANT DATES FOR 2010 – DAMELIN CORRESPONDENCE COLLEGE

2010 NOVEMBER EXAM SESSION	IMPORTANT DATES
The November 2010 exam session	08 – 19 November 2010
Exam registration closing date	30 August 2010
Last date for payment of exam fees	30 August 2010
Closing date for amendments or cancellations	13 September 2010
You should confirm that you are registered by	30 September 2010
Exam confirmation letters will be sent to you by	04 October 2010
Past exam papers can be ordered until	18 October 2010 (for manual orders) Unlimited (for online orders)
Results are released	31 January 2011
Certification period	February – April 2011

GENERAL

- The College will administer two exam sessions per year: one in May/June and one in November.
- Your Exam Entry Form shows you the subjects that you are eligible to write in the November exam session.
- Please follow the easy steps on the Exam Entry Form to register for the exams you want to write.

EXAM AREAS

- You have to write at one of the exam centres provided by the College. On your Exam Entry Form we have indicated an exam area close to your residential address. If you would like to change to another area, please complete the Preferred Exam Area box on the Exam Entry Form. All Damelin Correspondence College exam areas are listed in **Annexure A**.
- If the exam area for any of your papers shows UNSUPPORTED or UNKNOWN, you have to select an exam area from the list in Annexure A. Please keep in mind that the exam venue must be able to accommodate the exam type you wish to write.
- Venues are subject to change or cancellation. The College reserves the right to re-route students, should we encounter venue problems. The venue at which you will be writing will be confirmed in the confirmation letter that will be issued to you.
- Please note that not all areas accommodate computer, laboratory and practical exams. We will try to find a venue as close as possible to your home address, but it is not always possible to accommodate all students. Therefore, you may be required to travel to another town close to you.

EXAM FEES

- An exam fee of **R390** per subject is payable on registration.
- Please submit your proof of payment with your Exam Entry Form.
- If you do not supply us with proof of payment by the exam registration end date, you will not be registered to write the exams. Please note that we no longer offer exam fees on credit.

PRIVATE INVIGILATION

- If you want to make use of private invigilation, please complete the Private Invigilation Form obtainable from the College. You can download the form at <http://www.dcc.edu.za>. Click on the Downloads menu.
- You have to return this form before the exam registration end date. Late applications will not be considered.
- You will only be granted the right to private invigilation if you qualify. You should carefully read the rules and procedures for private invigilation on your Private Invigilation Form. Note that the college will not accept responsibility for problems or additional costs that may arise when you undertake this option.
- In order for your application for private invigilation to be considered, please ensure that you send the following documents to the college before the exam registration end date:
 - Your completed Private Invigilation Form.
 - Your completed Exam Entry Form.
 - Your official sworn affidavit.
 - Your proof of payment.
- Please note that private invigilation is not available for computer and laboratory subjects.

CONFIRMATION OF EXAM REGISTRATION

- Once we have processed your Exam Entry Form and we have received confirmation of your payment, we will create an Exam Confirmation Letter.
- Your Exam Confirmation Letter will be emailed to you about 30 days before the start of the exam session. Please contact the college if you have not received your Exam Confirmation Letter about 2 weeks before the exam session.
- Please remember that you have to take your Exam Confirmation Letter with you to each of the exams that you will write.

PLEASE NOTE: Your Exam Confirmation Letter will be **emailed** to you. The college has had major issues in previous exam sessions with students' exam confirmation letters getting lost in the mail, which meant that some students never received confirmation of their registration. Therefore, we have decided that from 2010, all Exam Confirmation Letters will be sent via email only. So please ensure that you provide a valid and active email address on your Exam Entry Form.

EXAM CLASHES

If find that there is a timetable clash between two or more of your subjects in a course, we will undertake to help you write all subjects. However, if you are studying more than one course and you find that some subjects clash, you will have to decide which subject(s) to write in this exam session.

CANCELLATIONS

If you want to cancel any of the exams for which you are registered, you have to do so in writing no later than **14 days** after the exam registration closing date, or the exam fee will be forfeited.

SPECIAL NOTICE: PREVIOUS EXAM PAPERS

You can buy previous exam papers from Damelin Correspondence College at **R50** per paper. Previous exam papers are available for most subjects, and for up to 4 previous exam sessions. These papers should give you a good indication of the structure and type of questions you may expect in the exam. To order your previous exam papers, please use the attached Previous Exam Paper Order Form. Alternatively, you can buy them online through our online partner, INTEC24, at http://www.intec24.com/damelin_exam.asp.

Annexure A

List of Provisional Exam Areas

EXAM AREA	WRITTEN	COMPUTER
Boksburg	✓	✓
Bloemfontein	✓	✓
Cape Town	✓	✓
Durban City	✓	✓
East London	✓	✓
George	✓	
Johannesburg Central	✓	
Kimberley	✓	
Klerksdorp	✓	
Ladysmith	✓	✓
Mafikeng	✓	✓
Maluti FET College – Bethlehem Campus	✓	
Messina	✓	
Middelburg / Witbank	✓	✓
Nelspruit	✓	✓
Newcastle	✓	✓
Pietermaritzburg	✓	✓
Polokwane	✓	✓
Port Elizabeth	✓	✓
Pretoria	✓	✓
Randburg	✓	✓
Rustenburg	✓	
Secunda	✓	✓
Springbok	✓	✓
Tzaneen	✓	✓
Umtata	✓	
Vanderbijlpark	✓	
Vredenburg / Saldanha	✓	✓
Welkom	✓	
Windhoek	✓	

EXAM ENTRY FORM

FAX THIS FORM TO THE EXAMINATION OFFICE ON 0861 222 220

Please do not fax other correspondence to the above number.

STEP 1: CONFIRM YOUR DETAILS

First Name: _____ Initials _____ Surname _____

Student No: _____ Mr Ms Mrs Miss Other: _____

Postal Address: _____

City/Town: _____ Code: _____ Country: _____

Office Hours Telephone No: (____) _____ Fax No: (____) _____

After Hours Telephone No: (____) _____ Mobile phone no: _____

ID Number: _____

Email address: _____ Alternate email address: _____

PLEASE NOTE: Your Exam Confirmation Letter will be sent to you via email only. So please ensure that you give a valid email address above. Please take your Exam Confirmation Letter with you when you go to write exams.

STEP 2: CHOOSE YOUR SUBJECTS AND EXAM VENUE

Please use the second page of this form to choose the subjects you want to write at the next exam session. If you want to change the given exam area, please use the box under the Preferred Exam Area column to indicate your preferred exam area. **Annexure A** shows a full list of all available exam areas.

STEP 3: PAY YOUR EXAM FEES

After you have filled in the relevant sections on your Exam Entry Form, please pay your exam fees and keep a copy of your proof of payment. Exam fees are R390 per subject. Please deposit your exam fees into the following account:

Bank: First National Bank

Branch: Cape Town

Branch Code: 204109

Account Number: 62097994018

Name of Account: ICG Exam Fees

Reference Number: Your student number (NB: It is **essential** that you use your student number as reference number or we won't be able to link your payment to you).

STEP 4: FAX YOUR DOCUMENTATION TO US

Once you have paid your exam fees, please fax us this Exam Entry Form, plus your Proof of Payment, to secure your exam seat.

Subjects to be written in this exam session

Examination fees = R390 per subject

		Fees (R)
1.	Subject code	
	Subject name	
2.	Subject code	
	Subject name	
3.	Subject code	
	Subject name	
4.	Subject code	
	Subject name	
5.	Subject code	
	Subject name	
<i>I enclose my examination fees of</i>		

Preferred examination centre area

- Refer to the provisional lists of examination areas as indicated in **Annexure A**.
- These lists of exam areas are subject to change.

Please indicate your preferred exam area

DECLARATION BY STUDENT: I agree to abide by the rules and procedures governing the Damelin College examinations. I understand that I must take my Examination Entry Confirmation Schedule with me to write my examination and that I have 14 consecutive days from the Final Examination Entry Closing Date to follow up on my examination entry status. I also agree that, in addition to the examination fee, an automatic amendment fee will apply, should I wish to effect any changes outside the allowed period.

_____ Signature of student	<table border="1" style="margin: 0 auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">D</td> <td style="padding: 2px 5px;">D</td> <td style="padding: 2px 5px;">M</td> <td style="padding: 2px 5px;">M</td> <td style="padding: 2px 5px;">Y</td> <td style="padding: 2px 5px;">Y</td> <td style="padding: 2px 5px;">Y</td> <td style="padding: 2px 5px;">Y</td> </tr> </table> Date	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

PREVIOUS EXAM PAPER ORDER FORM: 2010

NAME: _____ STUDENT NO.: _____

TEL: _____ COURSE: _____

E-MAIL: _____ ALTERNATE E-MAIL: _____

Please fax this Order Form with proof of payment to
0861 222 220

EASY PAYMENT OPTIONS

1. Deposit your fees into the College bank account (at any FNB branch or via electronic transfer):

Bank: First National Bank

Branch: Cape Town

Branch Code: 204109

Account Number: 62097994018

Name of Account: ICG Exam Fees

Reference Number: Your student number (NB: It is **essential** that you use your student number as reference number, otherwise we won't be able to link your payment to you).

2. Pay in cash or credit card at any Damelin Correspondence College branch. Please note that for credit card payments, we require the physical credit card, as well as the card holder, to be present.
3. Remember that you can also buy your previous exam papers online at http://www.intec24.com/damelin_exam.asp.

PLEASE NOTE

- You can order previous exam papers for up to four previous sessions. However, not all exam papers had previous sessions, and not all previous exam papers are available for purchase.
- Unless otherwise requested below, only the last exam session's papers will be provided.
- All previous question papers will be **emailed** only. No papers will be faxed or sent in the post.
- Question papers are available in English only. Memoranda are not provided with question papers.
- The last date for requests for previous question papers is three weeks before the start of the official exam session.

I wish to order the past Damelin Correspondence College exam papers listed below:

Subject	Subject code	Year (2008, 2009 or 2010)	Session (May/June or Oct/Nov)

I confirm that I have ordered a total of _____ previous exam papers at R50 per paper. I include proof of payment for the total of R_____ with this order.

Student signature: _____ Date: _____