

2018 EXAM SESSION INFORMATION **(JUNE & NOVEMBER 2018)**

Dear Student,

This document contains essential information about the upcoming exam sessions – including this letter; a section titled Important Information that includes a table of important dates; Annexure A with a table of exam areas and your exam entry form.

Please read these sections of the document carefully to ensure that you do not miss anything.

IMPORTANT NOTES

Kindly take note of the following.

1. **Email communication.** The College will email you exam entry form, you will not be allowed to write the exam that you are registering for, unless you have submitted the required compulsory assignment on or before the cutoff dates communicated to you. You will then receive a timetable (exam confirmation letter). Please note that we send exam entry forms and timetables (confirmation letters) only via email.
2. **Payment of exam fees.** To ensure that you will be registered to write the exams, please make sure that your *proof of payment* of the exam fees accompanies your exam *entry form*. If you have a credit balance with the College, your fees may be offset against the credit balance. The cut-off date for registration for the examinations is 2 April 2018. **No late registrations will be accepted.**
3. **Exam Results.** Your exam results for the JUNE 2018 session will be released on **7 September 2018**. These results will be sent via the available electronic system at that time of release (email, SMS and or portal) to students.

Past Exam Papers. The link will be emailed to you once uploaded.

4. **Contact Details.** Please ensure that your **current contact details are updated, that your email address is valid and active** – and check your inbox regularly.

Please read the information contained in the different sections of this document very carefully – and send us your exam entry form as soon as possible to secure your exam seat!

We wish you all the best with your studies and your exams in 2018.

Yours sincerely

DAMELIN ASSESSMENTS DEPARTMENT

IMPORTANT INFORMATION

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

IMPORTANT DATES FOR 2018 – DAMELIN COLLEGE

2018 EXAM SESSIONS	June
Remark applications for the November 2017 exams	19-23 February
Release of Remark results	12 March 2018
June 2018 exam session	4 – 15 June 2018
Assignment cut-off date for the June 2018 session	30 March 2018
Exam registration starts	16 February 2018
Exam registration closing date	2 April 2018
You can provide proof of payment for exams until	1 May 2018
Exam confirmation letters will be available by	2 May 2018
Results are released	7 September 2019
November 2018 exam session	5-16 November 2018
Assignment cut-off date for the November session	31 August 2018
Exam registration starts	17 September 2018
Exam registration closing date	15 October 2018
You can provide proof of payment for exams until	22 October 2018
Exam confirmation letters will be available by	23 October 2018
Results are released	8 February 2019
Remark applications for November 2018 exams	11-15 February 2019
Release of Remark results	11 March 2019

GENERAL

- The College will administer two exam sessions per year: one in June and one in November.
- Please follow the easy steps on the exam entry form to register for the exams that you want to write.
- An SMS will be sent to you when each subject is registered on the system.

EXAM AREAS

- You have to write your exams at one of the exam areas 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 exam areas are listed in Annexure A. On the day of your examinations, please *do not attend the exams at another area*.

- 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 area must be able to accommodate the type of exam you wish to write (written/paper-based or computer-based).
- Venues are subject to change or cancellation. The College reserves the right to re-route students if we encounter venue problems. The venue at which you will be writing will be confirmed in the exam confirmation letter that will be emailed 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

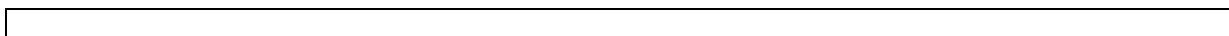
- An exam fee of R450 per subject is payable on registration.
- Please submit your proof of payment with your exam entry form.

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.damelin.edu.za>. Click on the Downloads menu.
- You will only be granted the right to private invigilation if you qualify for it. You should carefully read the rules and procedures for private invigilation in your private invigilation form. Note that the College will not accept responsibility for any problems or any additional costs that may arise when you undertake to follow 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 affidavit
 - Your proof of payment
- Please note that private invigilation is not available for computer and laboratory subjects.
- You must return this form before the exam registration end date. Late applications will not be considered.

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 Timetable (Exam Confirmation Letter).
- Your Exam Confirmation Letter will be emailed to you as indicated under the important dates table . Please contact the College if you have not received your Exam Timetable (Exam Confirmation Letter) about 2 weeks before the exam session.
- Please remember that you must take your Exam Timetable (Exam Confirmation Letter) with you to each of the exams that you will write.



PLEASE NOTE: Your Exam Timetable (Exam Confirmation Letter) will be emailed to you. The College has had major issues in previous exam sessions with Exam Confirmation Letters getting lost in the mail, and as a result some students did not receive confirmation of their registration for exams. Therefore, all Exam Confirmation Letters will be sent via email only. Therefore, please ensure that you provide a valid and active email address on your Exam Entry Form. Please also register your DAMELIN.me email address.

EXAM CLASHES

If you find that there is a timetable clash between two or more of your subjects in a course, we will undertake to help you to write all of your 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 must do so in writing no later than 7 days after the exam registration closing date, or the exam fee will be forfeited.

Annexure A

List of Provisional Exam Areas

EXAM AREA/CENTRE/VENUE	WRITTEN/PAPER-BASED	COMPUTER
Bethlehem	✓	
Bloemfontein	✓	✓
Boksburg	✓	
Bramley	✓	✓
Cape Town	✓	✓
Durban	✓	✓
East London	✓	✓
Ermelo	✓	
George	✓	✓
Johannesburg Central	✓	
Kimberley	✓	
Klerksdorp	✓	
Ladysmith	✓	
Mafikeng	✓	
Middelburg	✓	
Mthatha	✓	
Musina	✓	
Nelspruit	✓	✓
Newcastle	✓	✓
Pietermaritzburg	✓	
Polokwane	✓	
Port Elizabeth	✓	✓
Port Shepstone	✓	
Pretoria	✓	✓
Randburg	✓	
Richards Bay	✓	
Rustenburg	✓	
Secunda	✓	
Springbok	✓	
Tzaneen	✓	✓
Upington	✓	
Vanderbijlpark	✓	
Vredenburg / Saldanha	✓	
Walvis Bay	✓	
Welkom	✓	
Windhoek	✓	✓

EXAM ENTRY FORM

EMAIL THIS FORM TO examentryforms@dcc.edu.za

(Please use this email address ONLY for the exam entry form.)

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: (____) _____ Cell phone no: _____

Grade: _____ ID Number: _____

Email address: _____ Alternative 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 to go to write exams.

STEP 2: CHOOSE YOUR SUBJECTS AND EXAM AREA

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 Preferred Examination Area to indicate your preferred examination area. **Annexure A** in this document shows a list of all available exam areas.

STEP 3: PAY YOUR EXAM FEES

After you have filled in the relevant sections in your exam entry form, please pay your exam fees and keep a copy of your proof of payment. Exam fees are R450 per subject. Please deposit your exam fees into the following account:

Bank: First National Bank
Branch: RMB Corporate Banking Cape Town
Branch Code: 204109
Account Number: 62275014919
Name of Account: Damelin Correspondence College (Pty) Ltd-Johannesburg
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).

STEP 4: EMAIL YOUR DOCUMENTATION TO US

Subjects to be written in this exam session

Examination fees = R450 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 enclose my examination fees of		

Preferred examination area

- Refer to the provisional lists of examination areas in Annexure A.
- Note that there is one column in the list for written/paper-based examinations and another column for computer-based (and typing) exams.
- These lists of exam areas are subject to change.

Please indicate your preferred venue

--

Once you have paid your exam fees, please fax us this exam entry form, plus your proof of payment of the exam fees, to secure your exam seat.

Student's signature: _____ **Date:** _____