

February 2015

Dear Student

INVITATION TO THE JUNE 2015 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 NOTES

Kindly take note of the below.

1. **Email communication.** We are using email as the **only** means of sending exam entry form and the exam confirmation letters to students. Please ensure that you have a **valid and active email** address. All currently registered students should use their Damelin.me email address. Refer to your orientation guide to register your Damelin.me email address.
2. **Payment of exam fees.** Your Exam Entry Form should accompany your proof of payment for the exam fees to ensure that you will be registered to write the exams. If you have a credit balance with the College, your fees may be offset against the credit balance. The cut-off date to register for the examinations is the 10th of April 2015. No late registrations will be accepted.
3. **Exam Results.** Your exam results for the June 2015 session will be released on the 21st August 2015. These results will be SMSed to students. Therefore, please ensure that the College has your latest cell phone number.
4. **Certification.** Please indicate on your Examination Entry Form if this is your final examination session in order for the college to process your award after completing and passing these examinations.

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.

We wish you all the best with your studies and your exams in 2015.

Yours sincerely

DAMELIN Examination Department

IMPORTANT INFORMATION

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

IMPORTANT DATES FOR 2015 – DAMELIN COLLEGE

2015 EXAM SESSIONS	JUNE
The 2015 exam session	01- 12 June
Exam registration starts	2 February
Exam registration closing date	10 April
You can provide proof of payment for exams until	10 April
You should confirm that you are registered by	24 April
Exam confirmation letters will be available by	4 May
Past exam papers can be ordered until	4 May
Closing date for amendments or cancellations	11 May
Results are released via sms (cellphone)	21 August
Certification Period	October

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 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 exam areas are listed in Annexure A. On the day of your examinations, please do not attend the exams at another venue.
- 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 R450 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 on the 4th of May 2015. 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, 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. 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 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 7 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 at R60 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 at http://www.intec24.co.za/damelin_exam.asp.

Annexure A

List of Provisional Exam Areas

EXAM AREA	WRITTEN	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 – JUNE 2015

EMAIL OR FAX THIS FORM TO THE EXAMINATION OFFICE:
examentryforms@dcc.edu.za or fax on **0866769154**

Please do not email or 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: _____

Grade: _____ 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 to 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 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

Once you have paid your exam fees, please email or fax this Exam Entry Form to the college with your proof of payment, to secure your exam seat.

PLEASE INDICATE IF THIS IS YOUR LAST EXAMINATION SITTING

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 centre area

- Refer to the provisional lists of examination centres below.
- There is one list for paper-based examinations and another list for computer based and typing exams.
- These lists of exam centres are subject to change.

Please indicate your preferred venue

PREVIOUS EXAM PAPER ORDER FORM: 2015

NAME: _____ STUDENT NO.: _____

TEL: _____ COURSE: _____

E-MAIL: _____ ALTERNATEE-MAIL: _____

Please email or fax this Order Form with proof of payment to:

examentryforms@dcc.edu.za or fax to

0866 769154

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: 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).

2. Pay in cash or credit card at any DAMELIN 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.co.za/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 exam papers listed below:

Subject	Subject code	Year (2012,2013,2014)	Session (June or Nov)

I confirm that I have ordered a total of _____ previous exam papers at R60 per paper. I include proof of payment for the total of R_____ with this order.

Student signature: _____ Date: _____