

MAY 2016

Dear Student

## **INVITATION TO THE JULY 2016 EXAM SESSION**

### **IMPORTANT INFORMATION**

The attached documents contain important information about the upcoming exam session, including the most important dates, your exam entry form. 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.** The College will email you exam entry form/s and exam confirmation letter/s. Please note that we send exam entry forms and confirmation letters **by email only**. Therefore, please ensure that your **current email address is valid and active** – and check your inbox regularly. All currently registered students must *also* activate and check their **damelin.me** address. Refer to your orientation guide for guidelines for registering 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 3 June 2016. **No late registrations will be accepted.**
- 3. Exam Results.** Your exam results for the July 2016 session will be released on 16 September 2016. These results will be SMSed to students. Therefore, please ensure that the College has your latest cell phone number.

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 2016.

Yours sincerely

DAMELIN Examination Department

# IMPORTANT INFORMATION

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

## IMPORTANT DATES FOR 2016 – DAMELIN COLLEGE

2016 EXAM SESSIONS	JULY
<b>2016 exam session</b>	<b>4-15 July</b>
Exam registration closing date	3 June
You can provide proof of payment for exams until	30 June
Exam confirmation letters will be available by	14 June
Past exam papers can be ordered until	10 June
Results are released via sms (via cell phone)	16 September

## 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 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 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.

## 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 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 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 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 14 June 2016. 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 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 have to 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 – JULY 2016

EMAIL THIS FORM TO THE EXAMINATION OFFICE: [examentryforms@dcc.edu.za](mailto:examentryforms@dcc.edu.za)

Please do not email 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 provide a valid email address above. Please take your Exam Confirmation Letter with you when going 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).

