



**Office of the Registrar**

Examinations Department

**APPLICATION FOR REMARKING OF SCRIPTS / RECHECKING MARKS**

**[Please read the information and regulations on the back of this form]**

STUDENT INITIALS SURNAME.....

STUDENT NUMBER:

QUALIFICATION CODE (E.G. 24BPMN).....

ADDRESS: .....

CONTACT NUMBER[S].....

LAST EXAMINATIONS: ..... (June /November).....(Year)

AMOUNT PAID:..... RECEIPT NO:.....

**Complete an application form for each Course.**

COURSE CODE (Print clearly)	PAPER NUMBER	MARK OBTAINED IN LAST EXAMINATION		EXAM MARK OBTAINED AFTER REMARK / RECHECK
		Exam mark	Final mark	

.....  
SIGNATURE OF STUDENT

.....  
DATE

**COMMENTS BY THE EXAMINATION OFFICER RESPONSIBLE FOR REMARK / RECHECK**

.....  
SIGNATURE: EXAMINATIONAL OFFICER:..... DATE:.....

**COMMENTS BY ARBITER RESPONSIBLE FOR REMARK / RECHECK**

.....  
NAME OF ARBITER.....SIGNATURE:.....DATE:.....

**ACKNOWLEDGEMENT OF APPLICATION FOR RECHECK/REMARK OF EXAM RESULTS**

STUDENT NAME:..... STUDENT NUMBER:.....

RECEIVED BY: (Print Name & Surname and sign: .....  
DATE STAMP:

## APPEAL BY A CANDIDATE

### **Remark:**

Remark is applicable only to examined courses

A student who has failed a course may upon written application and payment of the prescribed non-refundable fee on or before the due date request for the remarking of his/her answer scripts for such courses.

The due dates are available in the Institutional Calendar and Yearbook 1 (General information).

For a script to be remarked, a student shall have obtained an examination mark of at least **35% and a final mark of at least 45%**.

The remarking will be done by a moderator, hereinafter referred to as the arbiter.

The student is required to complete the Remark application form after payment of the fees.

The marks allocated by the arbiter shall constitute the results of the remark, after approval by Senex/Senate.

Such result shall supersede the results of the original examination and may cause a lowering of the mark or symbol originally awarded.

Remarking shall not be permitted for scripts already moderated, practical examinations or for a course of which all papers are marked entirely by a computer.

A student who applies for the remarking of a course shall not forfeit any right which he/she already have to a supplementary examination.

If the remarking results in the student passing the course, this will supersede the original and or supplementary examination result.

### **Recheck:**

Recheck is applicable only to examined courses.

A student who has strong reasons to believe that an examination mark may be incorrect, can apply in writing, that such a mark be re-checked, regardless of the mark obtained.

The student shall apply for such a recheck on the prescribed form and pay the non-refundable fee on or before the due date.

The due dates are available in the Institutional Calendar and Yearbook 1 (General information).

Such a recheck shall not necessarily lead to a remark of the script, unless so determined by the officer conducting the recheck.

### **Note:**

The Rule to Object to Final Mark, applicable to both examined and Continuous Assessment courses, has been abolished since January 2015.