Department of Mathematics and Applied Mathematics

Policy on student access to examination scripts, and recounts

Background

The University of Cape Town has given Departments discretion as to how to deal with requests by students to gain access to their examination scripts. The Department of Mathematics and Applied Mathematics recognises:

- The need for transparency with regard to the examination process.
- The feedback on examination performance is an important educational tool.
- The importance of safeguarding the integrity of UCT’s examination process.

Bearing in mind the above,

- Students may not be granted physical access to their original examination script, but,
- Anytime between the final results being published and 31 March the following year, a student may request a copy of their exam script.

Request for Copy of Marked Script

- A fee of R30 will be charged per exam script requested, irrespective of the number of pages or books handed in. If an examination consists of multiple papers (e.g., MAM1000W, MAM2000W, MAM3000W), then a separate request and fee must be submitted for each paper.
- The departmental receptionist will notify the student by email when the copy of their script is ready for collection. All applications will be processed within five working days of receipt of the application.
- It should be noted that exam scripts are only retained until 31 March of the year after the course to which the exam relates.
- Marks are not negotiable, and staff of the department will not enter into discussions around the awarding of marks on scripts.

A student who believes that the marks on their examination paper have been added up incorrectly may apply for an Official Recount:

- The student must submit the form Student Request for Recount of Exam Script, and must specify on the form where the addition error has occurred. A request for a recount that does not include this information will not be accepted.
- On receipt of an application for a recount, the course convenor must ensure that all parts of the script have been marked, that the marks gave been correctly added and that the calculation of the overall year mark is correct.
- It should be noted that a student must apply for a recount before 10 January in respect of examinations taken in the second semester of the previous year; and before 1 March in respect of January deferred or supplementary examinations.
STUDENT REQUEST FOR COPY OF EXAM SCRIPT

(Please read the MAM Departmental Policy on Student Access to Examination Scripts, and Recounts, before completing this form)

To help us serve as best we can, please complete this form as accurately as possible.

If you do not supply us with correct contact details, we will be unable to contact you to collect the copy of your script.

We will supply a copy of your script within 5 working days of application.

Date of application: ____________________________  Cell: ____________________________

Student number: ____________________________

Name and Surname: ____________________________

Email: ____________________________

DETAILS OF EXAM SCRIPT OF WHICH YOU ARE REQUESTING A COPY:

Course code: MAM

Module or Paper (if applicable): ____________________________

Exam (e.g. May/June/Jan/Supp/Deferred): ____________________________

Please note: You may only request a copy of your own exam script.

There is a charge of R30 per exam script. Marks are not negotiable, and staff of the department will not enter into discussions around the awarding of marks on scripts. If you detect any discrepancies in mark addition, you should apply for a recount (not a remark) by contacting Mathematics Reception, Room 319, Mathematics Building, Upper Campus, UCT.

I hereby request that I be given a copy of my examination script for the examination specified above. This request is subject to the conditions above.

Signed ____________________________

“OUR MISSION is to be an outstanding teaching and research university, educating for life and addressing the challenges facing our society.”