# Assessment Remediation Request

Learner Information

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| **Last Name** |  | **First Name** |  |
| **ID Number** |  | **Email Address** |  |
| **Course Name** |  | **Course Date** |  |
| **Course Number** |  | **1st Assessment** |  |
| **2nd Assessment** |  | **3rd Assessment** |  |

Unit Standard Information

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| **SAQA ID** |  | **NQF Level** |  | **Credits** |  |
| **Unit Standard Title** |  | | | | |

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| **SAQA ID** |  | **NQF Level** |  | **Credits** |  |
| **Unit Standard Title** |  | | | | |

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| **SAQA ID** |  | **NQF Level** |  | **Credits** |  |
| **Unit Standard Title** |  | | | | |

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| **SAQA ID** |  | **NQF Level** |  | **Credits** |  |
| **Unit Standard Title** |  | | | | |

### Feedback on Portfolio

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| Thank you for submitting your portfolio of evidence for assessment.  Unfortunately, your portfolio does not contain sufficient evidence to declare you competent. You are thus required to remediate and/or submit additional evidence for assessment.  Please consult the table below for remediation details. |

### Remediation details

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|  | **Page**  **No** | **Activity No** | **Comments** |
| **Formative Activities** |  |  |  |
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| **Knowledge Assignment** |  |  |  |
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| **Summative**  **Assignments** |  |  |  |
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### Follow-up Process

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| There are FOUR options for remediation:  **Option 1**  Meet with your assessor via virtual meeting (ZOOM or TEAMS) to discuss the remediation requirements. You need to contact the assessor to set up this meeting.  **Option 2**  Collect your portfolio from the ENJO Consultants Administration Office (see the address below), take it home, remediate and submit your portfolio for re-assessment. Please make sure that you and your assessor agree on the dates and times that the portfolio will be at the office. If you can not personally collect your portfolio, you can arrange for it to delivered to you via courier at your own cost, or you can arrange for your own courier to come and collect.  **Option 3**  Contact your assessor and request that the activities that require remediation are scanned and e-mailed to you. Please print, complete, scan and re-submit electronically for re-assessment.  OPTION 4  Arrange to meet the assessor at the training venue (see address below) to discuss the remediation.  Should you require any assistance from the assessor, please do not hesitate to contact him/her via the email correspondence from the assessor or on [support@enjoconsultants.co.za](mailto:support@enjoconsultants.co.za). On the subject line please use the following template: Attention (Assessor Name), Your ID Number, Your Surname, Your Name, Programme Name. |

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| **Text  Description automatically generated with medium confidence** | *Please submit your remediation within 15 working days. This will ensure* |

### Assessor

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| --- | --- | --- | --- |
| Last Name |  | First Name |  |
| Title |  | Reg. No. |  |
| Signature |  | Date |  |
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