ALL RE-WRITE EXAMINATIONS
BOOKING PROCEDURES

Application Process

All documentation related to re-write examinations should be directed to the Examination & Qualification coordinator in the SAIW Certification Examination Department via email to ndtrewrite@saiw.co.za for NDT or weldtechrewrites@saiw.co.za for all other courses or by phone at 011 298 2128.

The following documents are required:

- ✓ The "Examination Application Form" must be completed in its entirety. Special attention must be given to ensuring accurate signatures and providing a valid email address. Candidates attending the training course are required to complete this form on the first day of the course.
  OR refer to page 114 for online application.
- ✓ A confirmation of full payment is mandatory for exam registration.
- ✓ For NDT Examinations, candidates must obtain a valid vision acuity certificate from a qualified optometrist within six months of the exam date.
- ✓ A legible copy of the candidate's ID or Passport is required for verification purposes.

We appreciate your co-operation and understanding of these policies. If you have any further inquiries or concerns, please do not hesitate to contact the Examination Department.

Full payment must be made prior to the commencement of the examination. **All prices quoted include VAT.**

WHAT YOU NEED TO BRING ALONG:

1. Copy of your ID or Passport.
2. Stationery, e.g. pen, pencil, note book, eraser and highlighter and scientific calculator.

DRESS CODE

NDT
Long pants, shirt and safety boots.

ANY OTHER COURSE
Long pants, shirt and closed shoes.

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Please refer to contacts on page 14 | www.saiw.co.za

CANCELLATION OF RE-WRITE EXAMINATION POLICY

If the minimum required number of students is not met, SAIW Certification retains the right to cancel a scheduled re-write exam on short notice.

Candidates will be duly informed of this cancellation at least two weeks prior to the re-write exam date. Alternate arrangements will be made to accommodate affected candidates in the next available re-write exam. Should the proposed alternative not be suitable for the student/applicant, a full reimbursement of the re-write exam fee will be issued.

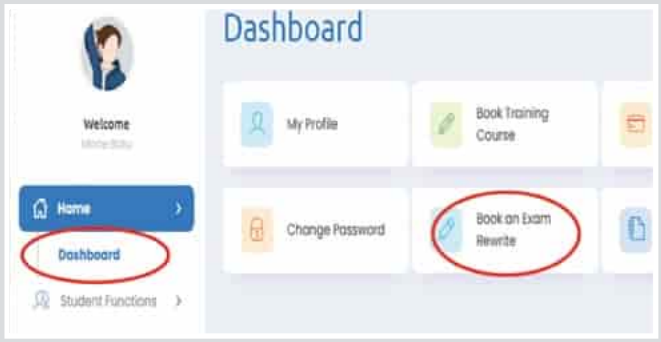
PLEASE NOTE

Personal expenses such as accommodation and travel costs cannot be claimed.

Less than 30 Days Notice	If a candidate cancels their re-write exam booking less than 30 (thirty) days prior to the exam date, a cancellation charge, equivalent to 25% of the full re-write exam cost, will be applicable.
30 Days or More Notice	If a candidate cancels their re-write exam booking 30 (thirty) days or more prior to the exam date, a 15% administration fee (plus VAT) based on the re-write exam fee will be charged. The remaining balance of the fee will be refunded to the applicant. It is important to note that only the balance of the re-write exam fee will be reimbursed; personal expenses related to accommodation and travel cannot be claimed.
Non attendance due to medical or work reasons	If an examination cannot be attended due to medical reasons or work reasons, a doctors' sick note or a letter from the work supervisor needs to be provided. In this case a postponement will be accepted with no cancellation charges applied.

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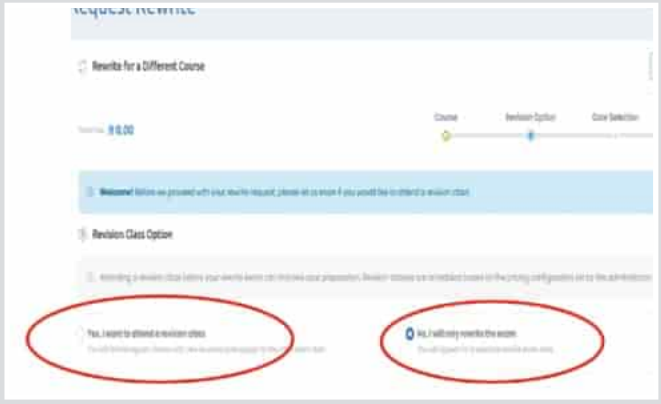
RE-WRITE BOOKING PROCEDURE



01 Login your student profile Login | SAIW Go on dashboard, click “book an exam rewrite’.



02 Select the course type and course you want to rewrite.



03 If you would like a revision class before your rewrite, click yes, otherwise click no.



04 Select Exam Dates: Choose the exam dates and venue for the modules you wish to rewrite. You can select more than one at a time. Then click continue.

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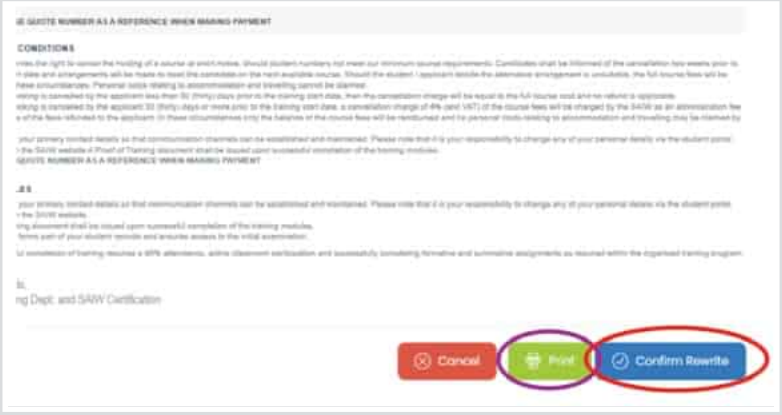
RE-WRITE BOOKING PROCEDURE (CONTINUED)





05 Upload all required prerequisite documents for your selected rewrite exam(s) before clicking “confirm rewrite”.

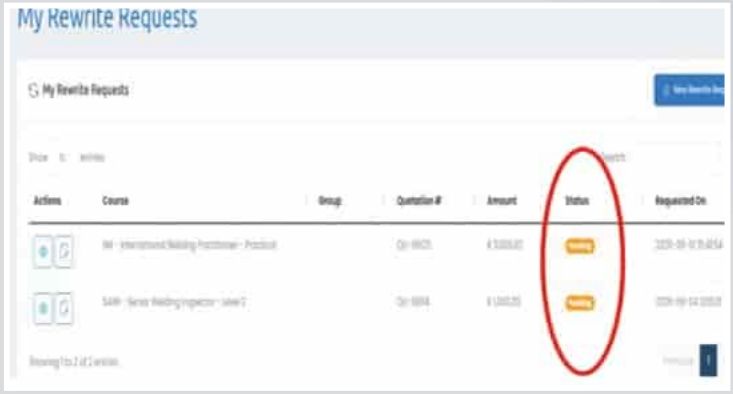
06 After confirmation, you will receive a quotation.



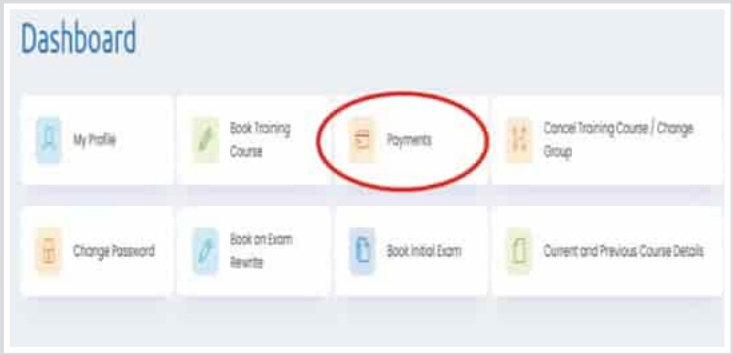
07 Choose print if you want a copy, otherwise click “confirm rewrite“ at the bottom of the quotation to finish.

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RE-WRITE BOOKING PROCEDURE (CONTINUED)



08 Booking status will be “pending” until payment and proof of payment has been uploaded. Ensure POP is made before booking cut-off-date.



09 Go to payment to upload proof of payment. SAIW administrator will approve booking and a confirmation letter will be sent by email.

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