

Directorate Music Newsletter

23 April 2018

Dear Music Teacher

Greetings from the Directorate Music!

EXAMINATION ENTRIES FOR THE SECOND SESSION

The closing date for music examination entries for the second session is **4 May 2018**.

Kindly ensure that your examination entry form is accompanied by the necessary supporting documents, such as:

- the proof of payment
- a certified copy of the birth certificate/ ID of new students being entered for the first time
- a completed and signed consent form for each student being entered.

Please also supply the examination registration number of students who have previously done Unisa music exams.

If you submit your entry form electronically, the supporting documents must be emailed to musicexamregistrations@unisa.ac.za (please refer to pages 6 - 9 of Circular 1/2018).

When entering more than one student, kindly make ONE payment per entry form in order to assist us with tracking the payment.

When making electronic payments, please supply your own email address (not a Unisa one) to the bank so that the proof of transfer/payment is emailed to you. In order to assist us with tracking your payment speedily, email this proof of payment, together with all your other documents, to musicexamregistrations@unisa.ac.za

Incomplete entry forms will not be accepted.

CONFIRMATION OF REGISTRATION

Once you have emailed your examination entry form and supporting documents to musicexamregistrations@unisa.ac.za, you will receive an email acknowledging receipt of the documents. Kindly contact the admin office at the Directorate Music if you have not received a confirmation email within 48 hours of submitting your documents.

HAND DELIVERY OF ENTRY FORMS IN PRETORIA

Teachers in Pretoria who wish to deliver their entry forms and documents by hand after hours may place them in the MUSIC EXAM REGISTRATION BOX near the security desk on level 3 of the OR Tambo Building. The building remains open 24 hours per day.

Kind regards.



Sean Adams
Deputy Director: Professional (Acting)