



EDU-BUILD INSTITUTE WC · EC · NW (PTY) LTD

STUDENT GUIDE

How to Check Your Assessment Results & Exam Clearance – Version 2

Welcome

Edu-Build Institute WC EC NW (Pty) Ltd provides three online portals: Assessment Results (NQF Level 4), Assessment Results (NQF Level 5), and Exam Clearance. All portals are private. Only you can see your own results.

1. Checking Your Assessment Results

1.1 How to Access

- 1 Open the Assessment Results link provided by your campus administrator or sent via WhatsApp or the CRM system.
- 2 Click the View My Results button on the information page.
- 3 Type your ID number or student number in the search box.
- 4 Click View My Results or press Enter on your keyboard.
- 5 Your results will appear on screen.

1.2 Understanding Your Results

Your results page shows the following information:

- Your full name, campus, course, NQF Level, and intake date
- An overall status banner - All Requirements Met, In Progress, or Action Required
- A summary grid showing counts of Competent, Not Yet Competent, Outstanding Pass / Meritorious Pass, and Eligible for Rewrite
- A full Unit Standards table with SP number, Type, US ID, SAQA Title, Credits, Result, and Status
- An Inclusive Summative Assessment table with Date, Semester, Result, and Status

1.3 Unit Standard Status Codes

Each Unit Standard and Examination will show one of the following statuses:

Status	Meaning	Action Required
C Competent	You passed this Unit Standard	No action required.
NYC Not Yet Competent	Below 60%	You must resubmit. Contact your facilitator.
P Pending	This assessment is not yet due	No action required.
NS Not Submitted	You have not submitted your work for assessment	Submit as soon as possible

If your name does not appear or your results seem incorrect, contact your campus administrator immediately. Do not wait — appeal and resubmission deadlines are strictly enforced.

1.4 Examination and Teaching Practice Status Codes

Status	Meaning	Action Required	
OP	Outstanding Pass	80% or above	No action required. Pass with Distinction
MP	Meritorious Pass	60% to 79%	No action required. Well done!
R	Eligible for rewrite	Below 60%	A rewrite is required. Your Campus Administrator will contact you.
P	Pending	Not yet written or captured	No action required at this time.
NS	Not Submitted	Did not sit for the exam	Contact your Facilitator immediately.

1.5 Overall Status Banner

- All Requirements Met (Green). You have passed all Unit Standards and Examinations. Congratulations!
- In Progress (Blue). Some assessments are still pending or not yet submitted. Keep going.
- Action Required (Red). You have outstanding resubmissions or rewrites. Act urgently.

1.6 Skills Programmes (SP)

On the landing page you will see a Skills Programmes table. This shows the five (Level 4) or eight (Level 5) registered SAQA Skills Programmes that make up your qualification. Each Unit Standard belongs to one of these programmes, shown by the SP number in the results table.

2. Checking Your Exam Clearance

- 1 Open the Exam Clearance link provided by your campus administrator or the CRM system.
- 2 Click the Check My Clearance Status button.
- 3 Type your ID number or student number in the search box.
- 4 Click Check My Status or press Enter.
- 5 Your clearance status will appear on screen.

2.1 Clearance Codes

Status	Meaning	Action Required
Cleared to Write	Your account is in order	Bring your ID to the examination venue
Not Cleared	Outstanding balance on account	Pay before due date as communicated and upload Proof of Payment via the appeal button
Under Review	Account is being reviewed	Contact your campus administrator urgently
Appeal Pending	Appeal has been received	Await confirmation from administration
Approved for Supplementary	Approved for supplementary exam	Check your supplementary exam timetable

If your name does not appear or your results seem incorrect, contact your campus administrator immediately. Do not wait — appeal and resubmission deadlines are strictly enforced.

2.2 If You Are Not Cleared

- Pay your outstanding balance before the due date and time communicated and upload your Proof of Payment (PoP) using the appeal button.
- If you believe the amount is an error, submit an appeal with supporting documents using the appeal button.
- You may also qualify for the supplementary examination if you settle your account on or before the date communicated.

3. Privacy and Security

- All three portals are private. No other student can see your results or clearance status.
- You do not need a password or a Google account to access any portal.
- No financial amounts are ever displayed in the student portal.

4. Need Help?

- If your name does not appear, your results seem incorrect, or your clearance status appears to be an error, contact your Campus Administrator immediately.
- Do not wait. Resubmission, payment, and appeal deadlines are strictly enforced.