

GRADES 8 - 11 EXAMINATION NOTES - FINALS 2018

1. TIMETABLES

- Register teacher issued – also available on the school’s website
- Onus is on learner to know when the examination is written
- Learner to ensure that he/she knows what is being examined – especially if two papers are being written for a subject

2. ABSENTEEISM

- If one has to miss an examination because of illness, the secretaries’ office must be contacted before the exam starts and a message left for Mr Roos . A doctor’s certificate is required.
- On returning to school the learner must **report to Mr Roos with the doctor’s certificate.**
- Failure to hand in the doctor’s certificate on the first day back at school will result in the learner being given a zero for the examination

3. SOME EXAM DO’S AND DON’TS

- No borrowing is allowed – bring own pens, maths sets, calculators (non-programmable) etc in clear plastic bag,
- Tippex is not allowed – merely cross out where necessary
- Should learners need to contact parents urgently, they may do so from the secretaries’ office. **CELL PHONES / SMART WATCHES MAY NOT BE VISIBLE OR SWITCHED ON WHILE ON THE PREMISES).** Contravention of this rule: confiscation till end of exams. **Applies to any other music/recording apparatus.**
- Nobody may be talking or out of their desk during ANY session
- Full school uniform to be worn at all times (not track suits) – normal dress regulations, hair, neatness regulations apply
- **DO NOT CHEAT – THIS IS A SERIOUS OFFENCE**
- No scarves/blankets, liquids, gels, eating etc allowed in venue

4. PROCEDURE DURING EXAMINATION PERIOD

- School to be lined up in North Quad at **08:00**
- From lines proceed to exam venue – no leaving venue once exam has started, so use the toilet before lining up
- Learners must be in venue **BY 08:25**

5. FRIENDLY REMINDERS

- The learning at home on the days that you are not writing is a privilege, not a right.
- Learners studying at home are expected to be indoors till 14:00 – anyone found to be breaking this rule will lose the privilege of studying at home.
- Bad behaviour during the examination period – consequences will include the loss of the privilege of learning at home and/or the learner will be expected to remain at school after the examination session of the day to study till 14:00.

6. BREAK TIMES

- This only applies when two papers are written on one day
- **Late-comers will not be handed papers – they will be isolated from other learners and start writing at 14:00.**
- Please do not talk in corridors and do not congregate and make a noise outside venues where others may be writing
- Learners in Rm91 break from 10:00 to 10:30 and leave at 12:00

7. EXAMS STARTING AT 14:00 Blake Hall/V classes: Seating plans in Grass Quad

Thorp Hall/Auditorium/Rm70 – congregate ON PARK SIDE OF THORP HALL. – Seating plan in foyer of Thorp Hall
CONGREGATE IN THESE AREAS **35-45min** BEFORE EXAM AND NO EARLIER - CHECK SEATING PLAN before being asked to enter

You may not be in ROOMS, HALLS, QUADS before your exam unless an arrangement has been made for you to study at school IN MR JANSEN’S CLASS

DON’T FORGET TO HAND IN YOUR BOOKS !!

VIVITE FORTES !