



EXAM REGULATIONS

Please ensure that you are aware of the following regarding the exam procedure:

1. Absenteeism:

In the event of absenteeism, the following regulations apply:

- 1.1 Missing a test, examination or CASS assignment requires a medical Doctor's Certificate to verify the reason for the irregularity.
- 1.2 Submitting a Medical Practitioners certificate will allow the following options;
 - A rewrite of the paper missed under controlled conditions.
 - A professional assessed (weighted/estimated) mark for the exam, not a subject average mark.
- 1.3 Special circumstances (i.e. family bereavement, relocation, verifiable transport problem, Provincial and National commitments, hospitalization) - re-write or assessed mark depending on circumstances may be allowed.
- 1.4 A holiday trip – local or overseas – sometimes require planning in advance. If these fall within school time, marks for examinations and control tests that are written in these times will be forfeited. Such trips ought to be planned during school vacation time.
- 1.5 Appointments for medical doctors, psychologists (unless an emergency) are to be made outside school hours.
- 1.6 Appointments for learners or driver's licenses are NOT to be made during school time. Arrangements to be made for official holiday times.
- 1.7 Any learner missing a test, exam or CASS due to a trip or appointment as mentioned above will forfeit the mark for that component.
- 1.8 No valid reason of absence will invoke a NIL for the exam missed.

2. Officially granted extra time:

Extra time for an examination may be granted to a learner on application, in the case where a learner has valid evidence that he/she qualifies for this time allowance. A recent registered psychologist's report together with the results of the tests is to be submitted with the application. This application needs to be made annually at the start of the academic year. The allocated times will need to be communicated to the invigilator of the examination by the Head of Department / class manager.

3. Dress during examination time:

All dress code rules including hair, facial hair, make up, etc., are to be adhered to during examinations. Failing to do so may result in:

- 3.1 a learner being sent home to correct this problem
- 3.2 the learner, after being sent home, to return to school and write the exam in question
- 3.3 the learner forfeiting the time lost due to his/her indiscretion

4. Schoolbags and stationery:

Only regulation bags will be permitted during exam times. **No designer bags or fashionable hand bags permitted.** Bags are to be left outside of the venue. Only black or blue ink may be used during the exam. Extra pens should be available – these have to be **of the same kind** as one used that ran out of ink.

5. General Rules:

To ensure that the same rules apply to ALL classes, please note that:

- 5.1 **NO CELL PHONES ALLOWED:** All cell phones on the person will be placed in a central box for control purposes before entering the exam venue. The onus is on the learner to

- make sure that the phone is identifiable (marked) and is collected after the exam. The school will not be liable for any loss of a phone.
- 5.2 No communication (verbal or non-verbal) between pupils may take place while in the venue.
 - 5.3 Dishonesty of any kind (or the appearance thereof) or any attempt at dishonesty, will be regarded as Serious Misconduct. Anybody talking when question papers are being handed out, or when scripts are being collected at the end of an exam, will be infringing on the correct exam protocol (code of conduct) and will be dealt with accordingly. Scripts removed an irregularity declared and forfeit of the mark concerned.
 - 5.4 Reading time is used for checking the paper and no writing may occur during this time.
 - 5.5 Pupils must bring adequate learning material for all study sessions before and after an exam.
 - 5.6 When exams are being written, all books and book-bags must be placed outside the venue.
 - 5.7 No pupil in a room where an exam is being written, who himself is not writing, may have in his possession any book or material relevant to the paper being written.
 - 5.8 Attendance is **COMPULSORY** for all grades. Non-attendance requires a medical certificate of explanation, furnished by a recognized medical practitioner. See paragraph on absenteeism.
 - 5.9 Pupils are not allowed out for breaks other than at the **OFFICIAL** break times. Pupils may not be let out onto the fields when they should be in an exam venue, learning.
 - 5.10 No eating or drinking is permitted during examinations. Pure water may be taken into the exam room at the discretion of the invigilator only. **NO** juices, vitamins or energy drinks.
 - 5.11 No pupils are allowed indoors during breaks unless the weather is bad. Pupils may not stay in an exam venue to study, **UNLESS UNDER TEACHER SUPERVISION.**
 - 5.12 Pupils must return to classes 10 minutes before the start of each exam, if they write immediately after a break, and not earlier.
 - 5.13 Silence must also be observed in the toilets, car park and verandas/corridors.
 - 5.14 Pupils may not study together or assist each other with studying during study sessions.
 - 5.15 No ball games may be played on the tennis or netball courts, in the cricket nets, or on the fields during breaks, as the noise generated can disturb classes that are writing.
 - 5.16 Pupils walking through the quadrangles, going to or returning from break, **MUST BE SILENT.**
 - 5.17 Radios, MP4-players, i-pods, cell phones - even with headphones - are not permitted at all.
 - 5.18 Reading novels or magazines is only permitted when pupils have finished writing **ALL** their exams.
 - 5.19 Playing games in class is not permitted until **ALL** exams are completed.
 - 5.20 No toilet breaks – learners are to use break times for this. In case of an emergency, those leaving the room during an examination must hand in their papers and, should the paper be incomplete, a teacher must accompany the learner to the bathroom.
 - 5.21 “Press on” boards are only permitted with the invigilator’s permission and if the board is free of all writing.
 - 5.22 No “Good luck” jewellery, trinkets or charms may not be worn during exams or brought into the exam venue.
 - 5.23 As far as possible, pupils must be seated alphabetically in examination venues.
 - 5.24 All pupils must set out their answer scripts as per the instructions on the answer book/exam paper. Should the exam paper contain set instructions, these are to be followed? If not, the instructions on the answer book are to be followed.
 - 5.25 No borrowing or lending of anything, including mathematical or drawing instruments, is permitted during an examination session.
 - 5.26 Tippex may not be used during exams. Errors are to be crossed out and the answer is to be written next to it. Numbering must be the same as set out in the question paper.