

# EXAMINATION NOTES - 2014

## 1. TIMETABLES

- Available on the school's website (all grades)
- 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, Mrs Gaffney in the secretaries' office must be contacted before the exam starts. Please inform her of the subject and the name of the teacher. A doctor's certificate is necessary
- On returning to school the learner must report to the subject teacher and hand in the doctor's certificate. The subject teacher will then inform the learner when the examination is to be written
- Failure to hand in the doctor's certificate on the first day back at school will result in the learner being given nought for the examination

## 3. SOME EXAM DO'S AND DON'TS

- No borrowing is allowed – bring own pens, maths sets, etc in clear plastic bag
- Tippex is not allowed on any examination paper – merely cross out where necessary
- Should learners need to contact parents urgently, they may do so from the secretaries' office. **CELL PHONES MAY NOT BE VISIBLE OR SWITCHED ON BETWEEN 07:50 AND 12:00 (OR THE END OF THE EXAM SHOULD THAT BE LATER THAN 12:00).** Contravention of this rule: confiscation for a week, *not the week*. **Applies to any other music/recording apparatus.**
- Nobody may be talking or out of their desk during ANY session
- Full winter 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**

## 4. PROCEDURE DURING EXAMINATION PERIOD

- School to be lined up in North Quad at **07:50**
- 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 08:15**

## 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 and will start writing at 12:00 / 14:00.**
- Please do not talk in corridors and do not congregate and make a noise outside venues where others may be writing

## 7. EXAMS STARTING LATER THAN 08:30

Blake Hall: congregate in Grass Quad

Thorp Hall or other venues – congregate in North Quad.

**CONGREGATE IN CLASS GROUPS AT THESE VENUES**

**HALF (½) AN HOUR BEFORE EXAM AND NO EARLIER**

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

- 8. **BOOKS** are to be handed in on the last exam day of a particular subject. Textbooks will be handed in at the **END** of the session. Pupils pay R150 to the bursar **BEFORE** lines in the morning if book is lost. Receipt given by bursar – proof of payment. Failure to do this, will result in detention. Detention takes place weekly, on the Friday at 11:00 for 1 hour.

