

JUNE ASSESSMENT SERIES NOTES - 2021

Preparation for June assessment series:

- ⇒ Timetables issued and available on school's website
- ⇒ Check all subjects carefully and ensure that you are present on all days that you are writing a test

Dress code:

- ⇒ Full school uniform must be worn
- ⇒ Wear masks properly at all times, to cover mouth and nose (legal requirement)
- ⇒ No caps, hats, beanies, scarves, blankets, etc. allowed in the test venue

Before start of examination session:

- ⇒ School will start at the normal time (7:50) and COVID-screening and sanitising will be done on arrival
- ⇒ All Grade 8, 11 & 12 pupils must enter the school through the vehicle gate in 1st Avenue and all Grade 9 & 10 pupils must enter the school through the Thorp Hall entrance in Ernest Walter Drive
- ⇒ When the bell rings for start of day, all Grades will have lines. At lines, register will be taken and information for the day will be conveyed by staff
- ⇒ Grade 12 lines: Blake Hall (fixed seating)
- ⇒ Grade 11 lines: Netball court at Drama Room
- ⇒ Grade 10 lines: North Quad
- ⇒ Grade 9 lines: Grass Quad (at library)
- ⇒ Grade 8 lines: Hollely Quad
- ⇒ After lines, Grade 10 – 12 pupils are to identify their seat numbers from the seating plan outside their respective venues, while Grade 8 & 9 pupils proceed to their home venues
- ⇒ All pupils must be seated in their respective venues by 8:15
- ⇒ Pupils will be given reading time before the start of the test
- ⇒ All tests will finish at 12:45, at which time scripts will be collected
- ⇒ Once all scripts have been collected, pupils will be released from the venue and leave the premises using the same gate as upon arrival in the morning

- ⇒ Should a pupil miss a test due to illness, a valid doctor's certificate must be given/sent to Mr Ferreira asap (preferably on the day of the missed test).
Failure to hand in a doctor's note will result in a "zero" for the relevant test

During test session:

- ⇒ No talking is allowed from the moment pupils enter the venue
- ⇒ No borrowing is allowed. Bring own supplies in a CLEAR plastic bag
- ⇒ Only a blue or black pen may be used. No colour and highlighting to be used on answer script
- ⇒ Tippex is not allowed. Merely cross out incorrect work
- ⇒ No food or water/cold drink may be allowed in the venue
- ⇒ **Cell phones/smart watches may not be brought into the venue. If found on the pupil, this will be treated as an offence and the device will be confiscated (whether used or not)**
- ⇒ **Do not cheat. This is an act of dishonesty and will result in the relevant test to be declared null and void for the pupil concerned (a "zero" will be awarded in such a case)**
- ⇒ Should a pupil require a bathroom break, he/she will be accompanied by an invigilator of the same gender
- ⇒ On return from the bathroom, invigilator and pupil must sanitise
- ⇒ Pupils may not ask any questions or be helped by invigilators in any way, even if they believe there is a problem in the question paper
- ⇒ Pupils may not put their head on the table – sit upright at all times

At the end of the test session:

- ⇒ Pens down immediately
- ⇒ Check that all details on answer script are correct
- ⇒ No pupil may leave the test venue until all answer scripts have been collected
- ⇒ Remain silent and seated while invigilators collect materials
- ⇒ At the end of the school day, pupils will leave the premises through the same gate used in the morning
- ⇒ You may not re-enter a venue for any reason