



GRADE 6 & 7 POLICY EXAMINATION PROCEDURE

- Exams will be written in the specified venues.
- Learners need to report to their examination venue promptly at 07h50.
- Should a learner arrive late, no extra time will be given (except under exceptional circumstances and in consultation and discussion with Grade Controller and Vice-Principal of Academics).
- No books, bags, papers will be allowed into the examination venue.
- No chewing or eating is permitted in the examination venue.
- Learners may not borrow or lend equipment during the examination time.
- Cellphones are to be switched off and placed on the teacher's desk. If a learner is found to have their cellphone during an exam, the appropriate disciplinary process and sanctions will be adhered to.
- Full school uniform must be worn. Learners must look neat and tidy as per our school rules.
- If a learner is found talking or exchanging information during an exam, the appropriate disciplinary process and sanctions will be adhered to.
- A register will be taken at the beginning of the examination. All learners must remain in the examination venue during the duration of the exam.
- Learners will not be permitted to go to the toilet during the examination period (except under exceptional circumstances).
- Exams commence on _____ and end on _____ .
- Learners may go home at 11h00 from _____, should there be no pre-planned and communicated activity that they need to stay at school for.
- All pupils to be fetched from the designated waiting area by the main entrance of the school.
- Pupils who cannot be fetched early, need to report to the Library where they can read or study for the next day.

- If a learner is absent from the examination, the school receptionist must be informed by 07h50. A doctor's certificate must be emailed or delivered to the school to the school by 14h15. The learner will write the exam on the day of return. If more than one exam is missed due to illness, the Grade Controller needs to inform the; Vice-Principal of Academics and an agreement between the Grade Controller and the Vice-Principal of Academics will be reached as to when the exams will be written. This will be communicated to the pupil and teachers involved. An email will be sent to the parents by the Grade Controller, confirming the arrangements. Please note that should there be no verifiable doctor's note, the learner will be awarded 'Failed due to absence' (F.D.A.).

Grade 6: Grade Controller: _____ **Vice-Principal-Academics:** _____

Grade 7: Grade Controller: _____ **Principal:** _____

REPLY SLIP

I, _____ parent of _____

in Grade ____ have read and discussed with my child the policy for examination procedure.

Parents: _____ **Date:** _____

