

# HOËRSKOOL ROODEPOORT



## EXAMINATION ORGANISATION – NOVEMBER 2018

### EXAMINATION VENUES

<u>VENUES FOR SENIOR PHASE</u>						
REGISTER CLASS	VENUE	NUMBER		REGISTER CLASS	VENUE	NUMBER
8A1	K27	23		9A1	K118	9
8E1	K28	34		9E1	K118	34
8E2	K29	37		9E2	K111	34
8E3	K125	36		9E3	K112	35
8E4	K126	34		9E4	K114	35
8E5	K128	35		9E5	K115	28
8E6	K129	37		9E6	K116	31
8E7	K25	30		9E7	K16	29

<u>VENUES FOR FET PHASE</u>			
<u>VENUE</u>		-	<u>CAPACITY</u>
MAIN HALL			200 (floor); 60 (gallery)
ROOM 20	K20		75
STUDY ROOM	K14		40
DISCIPLINARY ROOM	K12		25
Other venues	As arranged by teachers		Practical examinations, ext.

# **ARRANGEMENTS – Final Examination (November 2018)**

## **Gr 8 - 11 - Learners**

- A study room will be available for Gr 10 & 11 learners, should they wish to study at school, when not writing an exam paper. Please indicate on the return slip if you want your child to make use of this opportunity. All learners studying at school on days where no exams are scheduled must report to **Room 14** at 07:30.
- All learners who write during the first session must be at school by 7:30 and report at their allocated exam venues. All exam venues will be posted on the notice boards on the school grounds. **LEARNERS MAY NOT BE LATE.**
- Parents who fetch their children after the completion of the exam session at 11:30 so that their child can study at home **MUST** complete the return slip on the last page of this notice. Failure to do so will result in your child being expected to study at school until 13:00. Grade 8 to 11 learners, who do not go home at 11:30, must report at Room 14 at 12:00. Attendance registers will be taken.
- **ALL LEARNERS WHO'S STUDY TIME AT HOME HAS BEEN REVOKED DUE TO DISCIPLINARY REASONS MUST REPORT TO ROOM 12 EVERY DAY FOR THE FULL DURATION OF THE EXAMINATION AND STAY IN ATTENDANCE FROM 07:30 TO 11:30 DAILY.** You will only be excused to the examination venue whenever an examination is scheduled.

The privilege to study at home of any learner that poses disciplinary problems in examination venues will be revoked and the learner will attend the Disciplinary Venue (Room 12) for the remainder of the November Examinations. (See previous point)

- **NO LEARNERS WILL BE ALLOWED TO VISIT THE TUCKSHOP DURING STUDY SESSIONS – EVERY LEARNER MUST BE IN A VENUE.**
- **LEARNERS WILL NOT BE ALLOWED TO PLAY ANY BALL GAMES ON THE SCHOOL GROUNDS FOR THE DURATION OF THE EXAMINATIONS.**

### **TIME SCHEDULE FOR EXAMINATION SESSIONS:**

- **Session 1** : 7:45 – 11:30
- **Session 2**: 11:45 – end of exam session
- **No CELLPHONES or SMART-WATCHES WILL BE ALLOWED IN EXAM VENUES.** Learners may hand in their phones to the invigilator, **but at their own risk. LEARNERS IN THE STUDY VENUES MUST ALSO HAND IN THEIR CELLPHONES.**
- **Only a valid Doctor's note / clinic letter / funeral letter** will be accepted as a reason for being absent. This note is to be handed in to Ms Greyling at Reception.
- **If a learner with a valid doctor's certificate, clinic letter or funeral letter did not write the exam on a particular day, he / she will still have to write an exam in that subject. It is the learner's responsibility to arrange a suitable date for this exam with his / her particular subject teacher. Failure to follow this procedure will result in a ZERO mark being awarded for the relevant examination.**
- **NO STATIONERY OR CALCULATORS** may be leant or borrowed during a writing session.
- Learners must bring notes and summaries to study at school. The notes will be held in safe-keeping in the venue while the writing session is in progress.
- **Full school uniform is compulsory for the duration of the examination.** If a Learner does not fully comply with the dress code as set out in the Code of Conduct of Hoërskool Roodepoort, a written warning will be issued. After a written warning a learner will be refused entrance into the examination venue until the learner complies with the dress code.
- **No water, cool drink or food is allowed in the writing venues. If your child has a medical problem a doctor's letter is required.**

- No learners will be allowed to write scheduled examinations in the office block.
- **The examination timetable is finalised and has been approved by the Education Department. We may not, under any circumstances, deviate from it. No exam papers may be written on other dates.**
- Textbooks are to be handed in with the last paper of a subject. **The TEXTBOOK STORE will not be open at any other times.** No learner will receive 2019 textbooks if their 2018 textbooks have not been handed in.
- **Report cards may be fetched on Wednesday, 12 December 2018 from 8:30 to 11:00 in the foyer of the Main hall. Thereafter, report cards will be available at reception.**
- **Learners do not have to attend school on Wednesday, 12 December 2018. They may fetch their report cards between 8:30 – 11:00**

**Textbooks: Schedule for handing in and other arrangements:**

- ❖ All textbooks are handed in at the exam venue before the commencement of the session
- ❖ Should you wish to hand in more textbooks, please wait until everyone who has a single textbook to be handed in, has been helped.
- ❖ **Please ensure that the staff member marks off the textbooks you have handed in. If you have handed in a textbook that has not been ticked off on the list, YOU will go and search for it in the book store.**
- ❖ If all your textbooks have been handed in, make sure you are given proof. This proof must be presented on the day that you come to collect your textbooks for 2019.
- ❖ **Lost textbooks must be paid for at the financial office and the receipt must be handed in as proof.**
- ❖ Please do not wait until you have finished the exam before you bring your textbooks to hand in. It often happens that you have forgotten 1 or 2 books and the store will not be opened specially for you to accommodate your carelessness.
- ❖ Please ensure that **all** textbooks in classes are collected before the exam starts
- ❖ **DO NOT bring textbooks on the day you come to collect your report card!!!!**

Thank you for your cooperation.



Mr T.J. Smuts  
Exam Coordinator



Mr T Bisschoff  
Exam Coordinator



Mrs M van der Merwe  
Principal

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## **Return slip: Examination arrangements – November 2018**

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**Please complete and return to school before or on 26 October 2018.**

I / We \_\_\_\_\_ parents / guardians of \_\_\_\_\_

in Grade \_\_\_\_\_ / \_\_\_\_\_ acknowledge receipt of the letter regarding the November 2018 final examinations.

**Please circle one of the options:**

- a) I / We notify the school that our child will be fetched from school at 11:30 after the first session so that he / she may study at home.
- b) I / We notify the school that our child must study at school until 13:00.
- c) I / We notify the school that our child will attend school on the days that no examination is scheduled for him / her.

\_\_\_\_\_  
Signature: Parent

\_\_\_\_\_  
Telephone number : Parent