

HOËRSKOOL ROODEPOORT



FINAL ASSESSMENT ORGANISATION

2021

EXAM VENUES - November 2021

Grade 10 and Grade 11 learners will utilise 3 different venues for this exam:

- i. The **Small theatre**
- ii. The **Gym hall**
- iii. The **“Onthaal lokaal”** at the back of the pavilion (only when needed)

The allocated venue for different subjects will be displayed daily:

- At the Screening and sanitation area
- On the display board downstairs of the entrance to the Financial reception area

Grade 10 and 11 learners need to check the allocated venue for the subject that they write on a daily basis and report to that venue immediately after entrance onto the school grounds.

Grade 8 and 9 learners will write their exams in an allocated classroom and will be placed alphabetically in that classroom for the duration of the exam.

	CLASS	VENUE	NR		CLASS	VENUE	NR
GRADE 8	8-1 X	R110	20	GRADE 9	9-1 X	R110	17
	8-1 Y	R111	21		9-1 Y	R111	16
	8-2 X	R112	20		9-2 X	R112	16
	8-2 Y	R113	20		9-2 Y	R113	16
	8-3 X	R114	18		9-3 X	R114	17
	8-3 Y	R115	22		9-3 Y	R115	17
	8-4 X	R116	21		9-4 X	R116	20
	8-4 Y	R16	19		9-4 Y	R16	21
	8-5 X	R125	22		9-5 X	R125	20
	8-5 Y	R126	20		9-5 Y	R126	22
	8-6 X	R127	20		9-6 X	R127	20
	8-6 Y	R128	19		9-6 Y	R128	20
	8-7 X	R129	21		9-7 X	R129	20
	8-7 Y	R130	19		9-7 Y	R130	21
TOTAL			282	TOTAL			263

HOËRSKOOL ROODEPOORT

The final assessment for 2021 is imminent and will commence on 02 November for Grades 10 and 11 and on Monday 08 November for Grades 8 and 9. The Covid-19 virus is still a serious threat to our health and therefore the school need to urgently communicate the following arrangements to parents and learners.

All Covid-19 protocols will be adhered to for the duration of the final assessment period:

- ❖ Screening is compulsory to gain entrance to the school grounds and will be conducted at the Small Theatre Screening area at the Konig Avenue gate.
 - ❖ It is every learners' responsibility to ensure that they go home with a screening letter for the next time that they return to school for assessment. Screening letters will be distributed to learners at the end of every assessment session.
 - ❖ All learners will exit the school grounds at the end of an assessment session through the Sports gate in Kilburn Street to ensure silence at the Main Hall area where the Grade 12's are writing their final exams.
 - ❖ Clean masks are compulsory and "buffs" are not acceptable to wear.
 - ❖ Hands must be washed and/or sanitized regularly.
 - ❖ Social distancing must be practiced at all times.
 - ❖ Assessment venues will be utilised with desks at least 1 m apart.
 - ❖ Learners will be assessed in the allocated assessment venues that will be displayed daily on the notice boards and at the Small Theatre Screening area.
 - ❖ All learners of a particular grade will be assessed on the same day.
 - ❖ The X and Y register class division will be maintained and learners will only be allowed to write in the scheduled venue for the group.
 - ❖ X and Y register classes will be awarded separate assessment venues and learners will be placed alphabetically in every venue.
 - ❖ Assessment venues and the final exam schedule will be communicated once finalised.
- The assessment schedule for different grades will be staggered in such a way that Grade 8 and Grade 10 learners write **mainly** during the first session and Grade 9 and Grade 11 learners write mainly during the second session of the day to honour the 50% regulatory restrictions on the capacity allowed by law:
 - ✓ **Session 1 – 7:30 -11:30 (Grade 8 and Grade 10 learners)**
 - Learners must be at school by 7:30 (Covid-19 screening already completed)
 - **Learners must be seated in their allocated venue for assessment by 7:40**
 - This assessment session ends at 11:30 and learners need to vacate the school grounds by 11:45 to allow space for the alternating learners attending the second session of assessment)

✓ **Session 2 – 11:30 – 15:30** (Grade 9 and Grade 11 learners)

- Learners must be at school by 11:30 (Covid-19 screening already completed)
- **Learners must be seated in their allocated venue for assessment by 11:40**
- This assessment session ends when the time allocated for the assessment is reached and learners need to make arrangements to be collected by their parents/transport accordingly. **All learners need to vacate the school grounds by 15:45 to allow for sanitizing of assessment facilities**

- **LEARNERS WHO ARRIVE LATE FOR THE START OF AN ASSESSMENT SESSION WILL FINISH AT THE SCHEDULED TIME FOR THE END OF THE SESSION. NO EXTRA TIME WILL BE ALLOWED FOR LEARNERS THAT ARRIVE LATE.**
- Study room/s will be available for all learners, should they wish to study at school, when not doing an assessment or until 15:30 after the completion of the 2nd session. Please indicate on the return slip if you want your child to make use of this opportunity so that the school can plan accordingly for study venues. **The default study venue is M5 (the Media centre)**. Any additional learners will be redirected daily to other study venues.
- Parents may fetch their children after the completion of the first assessment session at 11:30 so that their child can study at home. Please complete the return slip on the last page of this notice. Learners, who do not go home at 11:30, must report at the allocated study venue for the day at 11:45. Attendance registers will be kept.
- **Study venues will operate from 7:40 to 15:30 daily.** Break time for the study venue/s will be from 10:00-10:30. Any learner on the school grounds outside of an assessment venue will be sent to a study venue for the remainder of that session.

The Tuck-shop will be open from **07:00 to 7:30 daily for learners attending the first session** of assessment and from **11:00 to 11:30 for learners attending the second session** of assessment.

Learners attending the first session will not be served at the Tuck-shop during the 11:00 – 11:30 period as they need to vacate the school grounds immediately after the end of the first session.

- **LEARNERS WILL NOT BE ALLOWED TO PLAY ANY BALL GAMES (OR ANY OTHER GAMES) ANYWHERE ON THE SCHOOL GROUNDS FOR THE DURATION OF THE FINAL ASSESSMENT PERIOD.**

RETURN OF TEXT BOOKS:

- Text books will be collected during the first part of the final assessment for each subject, irrespective of the length of the assessment scheduled for the session. Learners need to be seated in their assessment venue at **7:40 (Session 1)** or **11:40 (Session 2)** to facilitate the return process of text books. Any delays in this regard will unfortunately cause an extension of the scheduled session to a time later than the published times of 10:00 or 14:00 respectively.

- **Only 40 minutes is scheduled for the return of text books in each assessment session as indicated below:**
 - ✓ **Session 1** : 7:40 – 8:20
 - ✓ **Session 2** : 11:40 – 12:20
- **All learners must ensure that:**
 - ✓ Textbooks are covered and neat.
 - ✓ The learners name is written in every textbook.
- Any questions or challenges relating to textbooks must be directed to:
 - ✓ Grade 8 & 9 Mrs Chunongwa
 - ✓ Grade 10 - 12 Mrs Bloem

Any learner that fail to adhere to this protocol relating to the return of textbooks, will be liable to the school to replace/refund the cost of the textbook.

- **Hoërskool Roodepoort makes an urgent call to learners and parents not to bring cell phones, smart watches or any electronic devices to school. Any learner who brings any device to school, does at his / her own discretion and at his / her own risk.**
- All devices must be handed in immediately on entry of any Assessment venue / Study venue (by the Learner personally, placing the device/s into a numbered/marked envelope, assigned in the name of the learner on the class list) and signed for by the learner. The invigilator/s' only obligation in this process will be to present learners with envelopes, to place the container with devices in full view of the learners in the venue for the duration of the assessment session and to ensure that learners receive their dedicated envelope again at the end of the assessment session. **This process will be entirely under the control of the invigilating teacher.**
- **Neither Hoërskool Roodepoort, nor any invigilator or agent of the school, takes any responsibility whatsoever for the content (any device presumably placed in the envelope) or condition of such device placed in the envelope by any learner at the start of the assessment session / study session.**
- **Only an appropriate Doctor's note / clinic letter / funeral letter** will be accepted as a valid reason for being absent from a scheduled assessment during the final assessment period. This notice is to be handed in to Ms M Khulu at Reception ASAP and it remains the sole responsibility of the learner who did not complete a scheduled assessment task.
- If a learner with a **valid doctor's certificate, clinic letter or funeral letter** did not complete the scheduled assessment on a particular day, he / she will still have to do an assessment in that subject.
- **It is the learner's responsibility to arrange a suitable date and time for this assessment with his / her subject teacher.** Failure to follow this procedure will result in a ZERO mark being awarded for the relevant assessment task.
- **NO STATIONERY OR CALCULATORS** may be leant or borrowed during an assessment.

- Learners must bring notes and summaries to study at school. The notes will be held in safe-keeping in the venue while the assessment is in progress.
- **Full school uniform and compliance with the Dress Code of Hoërskool Roodepoort is compulsory for the duration of the final assessment period.** If a Learner does not comply with all aspects of the dress code as set out in the Code of Conduct of Hoërskool Roodepoort, a **written warning** will be issued. After **one** written warning has been issued, a learner will be refused entrance into the assessment venue until the learner complies with the dress code.
- **No water, cool drink or food is allowed in the assessment venues.** If your child has a medical problem a **DOCTOR'S LETTER/NOTE** is required and must be in the learners' possession at all times.
- Learners are not allowed to have any notes, text books, electronic device/s, water / soft drink in their possession during the writing of any assessment. Book cases / bags and all prohibited items must be placed in the area as directed by the teacher / invigilator.
- **Pencil cases must be clear ("see through") or must be placed on the ground next to learners.**
- Learners will not be allowed to leave the assessment room at any time for the full duration of the writing of an assessment. The school does not have the capacity (manpower) to accompany learners to a toilet facility during assessment sessions. Please manage your personal requirements during breaks preceding assessments.
- Learners will not be allowed to write scheduled assessments in the office block.
- **Report cards** will be prepared and handed out on Friday, 10 December 2020 **from 9:00 to 11:00.** NO TEXT BOOKS WILL BE ACCEPTED ON THIS DAY UNDER ANY SURCUMSTANCES.

Please show your respect for fellow Roodies writing assessments by keeping noise levels down at all times. Thank you for being considerate. Good luck. Work hard. Do the best that you can. Be the difference that you want to see at Roodies.

The timetable for the Final Assessment for 2021 will follow as soon as it is finalised.

Yours in education.



Mr T.J. Smuts
Assessment Coordinator



Mr T Bisschoff
Deputy Principal (Discipline)



Mrs M van der Merwe
Principal

HOËRSKOOL ROODEPOORT

LEARNER & PARENT COPY
(Keep this for your own record)



I, _____ of Gr _____ hereby admit and declare
that:

- i. The “**FINAL ASSESSMENT ORGANISATION FOR 2021**” has been explained to me by my Register teacher
- ii. I have read the “**FINAL ASSESSMENT ORGANISATION FOR 2021**”
- iii. I understand the meaning and implications of the “**FINAL ASSESSMENT ORGANISATION FOR 2021**”
- i. accept and undertake to act in accordance to the “**FINAL ASSESSMENT ORGANISATION FOR 2021**” and understand that non-compliance can lead to an “**Exam Irregularity**” being lodge against me with serious academic consequences.

Signed on this _____ day of OCTOBER 2021 at Hoërskool Roodepoort.

Full name/s and surname _____

SIGNATURE (Learner)

Parental co-signature _____

SIGNATURE (Parent)

SIGNATURE (Guardian Teacher)

Initials and Surname (Guardian teacher)

HOËRSKOOI ROODEPOORT

SCHOOL COPY

(Return completed to your register teacher on 21/22 October)



I, _____ of Gr _____ hereby admit and declare that:

- ii. The **“FINAL ASSESSMENT ORGANISATION FOR 2021”** has been explained to me by my Register teacher
- iii. I have read the **“FINAL ASSESSMENT ORGANISATION FOR 2021”**
- iv. I understand the meaning and implications of the **“FINAL ASSESSMENT ORGANISATION FOR 2021”**
- v. accept and undertake to act in accordance to the **“FINAL ASSESSMENT ORGANISATION FOR 2021”** and understand that non-compliance can lead to an **“Exam Irregularity”** being lodge against me with serious academic consequences.

Signed on this _____ day of OCTOBER 2021 at Hoërskool Roodepoort.

Full name/s and surname _____

SIGNATURE (Learner)

Parental co-signature _____

SIGNATURE (Parent)

SIGNATURE (Guardian Teacher)

Initials and Surname (Guardian teacher)

Return slip: **STUDY ARRANGEMENTS FOR EXAM PERIOD**

Please detach, complete and return to school on:

- ✓ **21 October 2021 - Y group**
- ✓ **22 October 2021 - X group**

I / We _____ parents / guardians of _____

in Grade _____ - _____ / **X / Y** acknowledge receipt of the letter with information/arrangements regarding the Final assessments for 2021.

Please circle ONE of the following options:

- a) I / We notify the school that **our child will be fetched from school 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 15:30** on days that he/she writes a subject during the first session.
- c) I / We notify the school that our child **will attend school on the days that no assessment is scheduled for him / her** and that he / she will report to the indicated Study room on those days.

Signature: Parent

Telephone number: Parent

_____ @ _____
E-mail address: Parent