

FAIRBAIRN COLLEGE



EXAMINATION PROCEDURE JUNE 2019



FAIRBAIRN COLLEGE

HUGO STREET, GOODWOOD 7460

**TELEPHONE 021-591-7117
FAX 021-591-0107**

REPLY SLIP

Learner's name: _____ Class: _____

Parent's name: _____

I hereby confirm that I have read and taken note of the examination instructions as contained in the Examination Procedure circular dated 13 May 2019.

I will ensure that my child attends school until 14 June 2019. I will also ensure that a doctor's certificate is provided for any absence of my child from 21 May 2019 to 12 June 2019.

Parent's signature: _____ Learner's signature: _____

TO BE HANDED IN DURING REGISTER PERIOD ON TUESDAY, 14 MAY 2019.
FAILURE TO HAND IN REPLY SLIP ON TIME WILL RESULT IN DETENTION OF ONE HOUR ON
MONDAY, 27 MAY 2019.



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13 May 2019

Dear Parents

LEARNERS' EXAMINATION PROCEDURE

1. The following stationery must be brought to school for the relevant examination:
 - 1.1 at least two good blue pens, a ruler and a stapler (or pins);
 - 1.2 a pencil and sharpener (or 'pacer' pencil) and an eraser where necessary;
 - 1.3 construction instruments where necessary e.g. Mathematics.
2. Tipp-Ex may NOT be used (a neat line must be ruled through mistakes).
3. Learners may use a pocket calculator during an examination as long as it does not have more functions than the CASIO fx-82 or the SHARP EL 532. The calculator cover must be packed into the learner's suitcase before the examination starts. Remember spare batteries.
4. Learners must arrive at school with time to spare for relieving themselves well in advance of the examination. Time must be used at break for the same purpose. No learner may leave the room during a study session or during an examination.
5. A study session must be used as follows:
 - 5.1 books for the next examination must be brought to school for the study session;
 - 5.2 learners must study actively with pen and paper and not just read their books;
 - 5.3 no learner may move around during the study session;
 - 5.4 no communication whatsoever between learners is allowed;
 - 5.5 no reading of non-examination material is allowed;
 - 5.6 learners may not leave their desks to ask the teacher a question nor may teachers conduct conversations with learners;
 - 5.7 no learner is permitted to leave the room to work in another room.
- 6.1 A few minutes before the examination begins all books, calculator covers, cellphones and pencil cases or containers must be packed away, all papers taken out of the desk and picked up from the floor and emptied from pockets. No incriminating notes may be near any learner. Suitcases must be placed in the front or back of the room. Only the folio issued by the invigilator may be on the learner's desk. Learners may only press on the folio issued not on pieces of cardboard, etc.
- 6.2 There must be absolute silence and no communication between learners from the time the first question paper is handed out until the time the last script is collected at the end of the examination.
- 6.3 If a learner needs extra folio, he/she must raise his/her hand and wait in silence until the invigilator responds.
- 6.4 Learners may NOT ask invigilators for explanations of questions, the meanings of words, etc.
- 6.5 The layout as prescribed in *Presentation of Scripts* must be observed.
- 6.6 All pages of each script must be stapled or pinned together in the correct order.
- 6.7 All learners must stop writing simultaneously when the invigilator announces that the time has expired. This ensures fairness to all learners.
- 6.8 No personal, improper or impertinent remarks or obscene drawings may be made in a script.
7. **NO BORROWING WHATSOEVER MAY TAKE PLACE DURING THE EXAMINATION.**
8. Please note that no learner is allowed to bring duvets, hot water bottles, pillows, slippers, good luck charms, beads, cards, teddies, toys or any other items which do not form part of the school uniform, to school. Such items will be confiscated. No pencil case, or container of any kind, is allowed on learners' desks.

9. Because a cellphone can be used to communicate via SMS, no learner may have a cellphone on his/her person during an examination session. Parents and learners are reminded of the College rule that cellphones may not be used during school hours. Please note that the College does not accept responsibility for cellphones that are lost or stolen.
10. Learners found guilty of dishonesty or in possession of a cellphone, MP3 player or any other communication device, or notes or books during an examination, will be given nought for that subject regardless of whether this will result in him/her failing the year. If a cellphone is found on a learner, or if a cellphone rings or beeps while on a learner during the writing of an examination, the learner will be given nought for that examination.
11. Learners who arrive late for school will not be allowed to write the examination and will be given nought for that subject regardless of whether this will result in him/her failing the year.
12. During examinations, learners who are ill may not attend school only for the duration of an examination. If a learner is so ill that he/she cannot spend the entire day at school, then he/she must stay at home and be taken to the doctor in order to receive treatment that will speed his/her recovery. Regardless of whether an examination has been missed or not, a doctor's certificate must be obtained for any absence during an examination period.
- 13.1 The school closing time on Tuesday 21 May 2019 is 13:00 for all learners.
- 13.2 Daily programme from Wednesday 22 May 2019 to Tuesday 11 June 2019 :
1st Session : 07:50 – 09:10
Break : 09:10 – 09:35
2nd Session : 09:35 – 13:00
- Programme for Wednesday 12 June 2019 :
1st Session : 07:50 – 08:55
Break : 08:55 – 09:20
2nd Session : 09:20 – 13:00
- Rearranging of desks to normal classroom layout will be done from 12:00 to 13:00. Those classes that finish moving their desks by 12:20, will be allowed to go home at that time.
- 13.3 PLEASE NOTE :**
The official school closing time for all grades is 14:30. However, as a special dispensation during examinations, classes/learners who prove that they can study independently could earn the privilege of continuing their studies at home after 13:00. Classes/learners who cannot study without supervision or who infringe on College rules will be required to stay until 14:30.
- Due to Eid celebrations falling on 4/5 June 2019, these will be a study days at school for all non-muslim learners.**
14. **The June examinations end on 12 June 2019. On 13 June 2019 a return of scripts programme will be followed. During this programme learners will view their marked scripts and valuable time will be spent analysing question papers.**
- Parents are to ensure that learners attend school until 13 June 2019.**
Learners will be dismissed at 14:30 on 13 June 2019 and at 11:30 on 14 June 2019.
15. Please sign the attached reply slip. Your child must hand it to his/her Register Teacher during the Register Period on Tuesday, 14 May 2019. Failure to hand the reply slip in on time will result in your child receiving a one hour detention from 13:00 to 14:00 on Monday, 27 May 2019.

Yours sincerely

MR M KOFFEMAN
HEAD OF EXAMINATIONS

MR B MARCHAND
HEADMASTER