

HIGH SCHOOL EXAMINATION POLICY

GENERAL:

1. School start at 07:30am. Learners need to line up at the podium.
2. Learners will move quietly into the hall and sit down at the desk that has been allocated to them for the duration of the examinations. Register will be taken first thing each morning.
3. If a learner is absent, a doctor's note must be produced on his/her return to the school. If no doctor's note is provided the learner will receive nought for the exam.
4. No eating or drinking is allowed in the exam room. Only water is allowed in a clear bottle.
5. Learners must come equipped with the necessary stationery for each exam. No borrowing of stationery will be allowed. All learners to supply their own tissues.
6. Learners must ensure that their desks are clear of all books and notes before they write the exam. If any documents are found on the learner other than the documents provided by the educator, it will be regarded as an attempt to cheat.
7. No talking or passing of notes will be allowed in the exam venue.
8. NO TIPPEX.
9. Learners may not leave the exam room early. If they have finished an exam before the time, they have to wait until the end of the exam session.
10. All question papers MUST be handed in at the end of the exam.
11. No bags, suitcases, pencil cases or space cases will be allowed in the exam venue for the duration of the exam. Only writing materials will be allowed on a learner's desk in a transparent container or packet.
12. Learners must be dressed in the correct school uniform. If a learner is not dressed correctly he/she will be asked to leave the exam venue immediately to rectify his/her appearance.
13. No learner will be allowed to leave the examination venue to clarify questions from the examiner, once the examination has started.
14. The invigilator will not answer any questions with regards to the examination paper.
15. No pen/highlighter/pencil may be used during reading time. Reading time – 10 minutes.
16. No cell phones – all cell phones must be handed in and switched off before the examination.
17. Learners may not leave the exam room to go to the bathroom the first 30 min after the exams has begun. A learners may also not ask to go to the bathroom in the last 15 min of the exam.

DISHONESTY:

If a learner is caught cheating the procedure will be as follows:

1. The learner's scripts will be signed immediately by the invigilator
2. The learner will be given nought for all preceding work.
3. The learner will be given a new exam and booklet
4. The learner's parents will be contacted
5. The learner will report to the Head or Phase Head, where further action will be taken.