



EXAMINATION RULES

1. Learners must be at school least 15 minutes before the time scheduled for the examination session on the days that they are writing i.e. 07h45.
2. Learners are bound in all matters relating to the examination and to obey the instructions of the Invigilator.
3. Full school uniform to be worn. The school rules as per the Code of Conduct apply.
4. Learners will **not be admitted** to the examination room if they arrive **an hour or more** after the start of the examination. Candidates who have finished answering an examination will **not** be allowed to leave the examination room before the end of the examination session.
5. Learners must occupy the places allocated to them for the entire duration of the examinations, unless otherwise directed by the Invigilator.
6. Learners are **not to talk** in the examination room or conduct themselves in a manner that is in conflict with the instructions of the Invigilator. Creating a disturbance, unruly or disruptive behaviour and disregarding the arrangements and/or the instructions of the Invigilator are considered to be exam irregularities. Behaving in a suspicious manner constitutes an irregularity and will be investigated.
7. Any writing paper or possible incriminating materials should be removed from the learners' pockets. Random searches will be carried out by SMT members during the exam period.
8. Tippex may not be used on the answer books or sheets.
9. Blue pens only may be used, unless otherwise stated by the examination instructions.
10. Cell phones and smart watches must be switched off and be placed in a bag at the front of the exam venue or on the teachers table. Possession of a smart watch or cell phone during an exam is regarded as an irregularity (even if they are not being used).
11. Procedure for a suspected irregularity:
 - a Invigilator to remove the exam paper from the learner's possession and keep as evidence.
 - b Give the student a new paper and allow them to complete the exam.
 - c Report the matter to the Irregularities Committee who will investigate the matter.
12. The Irregularities committee will impose the following penalties if a learner is found guilty of any exam irregularity:
 - a An official warning
 - b Four HOD detentions
 - c ZERO mark for that examination
13. Stationery must be brought in a transparent pencil bag or plastic sleeve. No borrowing of equipment is allowed.
14. Learners may not ask assistance from any Invigilator nor attempt to gain help from any source whatsoever. Should this occur it will constitute an irregularity.
15. Learners may **not** eat or drink in the examination room.
16. Learners should not go to the **toilet** during the examination. Only under exceptional circumstances will one be permitted to leave the examination room during the examination and only under supervision.
17. Should a learner miss an examination due to illness, a **doctor's certificate** must be given to the Grade Controller. If no doctors certificate is given this will result in a ZERO result for the exam.
18. At the end of the exam sessions students are to either go home or study in the Media Centre. No learners will be allowed to loiter in the afternoons.