

EXAMINATION RULES

1. BEHAVIOUR

- Learners may not
 - Communicate with each other AT ANY TIME whilst in the exam venue. This is from the moment of entering the venue until outside the venue after the exam. This includes non-verbal communication.
 - a) Learners who communicate will be regarded as cheating.
 - b) Such learners will receive 0 for the exam.
 - c) Any learner who assists another learner will receive 0 for the exam.
 - d) Any learner asking for or receiving assistance will receive 0 for the exam.
- Any learner who has notes or any other cheating material during an exam will receive 0 for the exam.
- The GDE is informed of specific learners who are dishonest.
- Learners must follow the instructions of the teachers and grade managers.
 - Any learner who does not follow instructions will be removed from the venue and disciplinary procedures will follow.
- Any disturbance of any nature that impedes the smooth running of the exam, or stops other learners from achieving their best, will result in the learner causing the disturbance to be removed from the exam venue and disciplinary procedures will be instituted.
- Communication includes sharing of stationery, continuous eye-contact etc.

2. STATIONERY

- ONLY a transparent stationery case/ packet /container is allowed.
 - Pencil boxes, bags etc that are not transparent will be confiscated.
 - No learners may lend to/ borrow from each other during the exam – this will be seen as attempting to cheat and 0 will be given for the exam.
 - ENSURE THAT YOU HAVE ALL THE STATIONERY YOU NEED FOR A PARTICULAR EXAM. **This includes an examination pad.**
 - Ensure that you have your stationery ready before entering the exam venue.
 - Only blue pen may be used to write the exams.
 - No tippex or other correction fluid may be used.

3. WHAT MAY NOT BE BROUGHT INTO THE EXAM VENUE

- spectacle cases
- mathematical case for maths instruments
- mirrors
- caps
- scarves
- blankets
- smart watches and any other technological equipment including earphones
- no food or drinks may be consumed during the exam (unless there is a specific medical reason as indicated by a doctor's note). Any water bottles, cold drinks etc will be confiscated.

4. ACADEMIC ISOLATION ROOM

- Learners who infringe on any of the examination rules will write their exams in a room isolated from the group.
- All exams will then be written in that venue.
- Further infringements in the isolation room will result in formal disciplinary proceedings.

5. CLOTHING

- Learners may wear civvies' clothing.
 - All other uniform rules apply even if wearing civvies.
 - Learners who mix school uniform and civvies will pay a fine of R50.00
- Learners wearing school uniform
 - all rules apply.
 - the rules also apply off premises when school uniform is worn.

6. CELLPHONES

- No cellphones are allowed. This is in line with normal school rules and includes cellphones stored in school bags.
- Should a learner be found with a cellphone, either on their person or in their school bag, the phone will be confiscated and the existing fine payable.

7. LATECOMING

- Learners who arrive late for an exam will not be given extra time.

8. ABSENTEEISM

- Learners who are absent for an exam on the grounds of illness must supply a valid doctor's certificate on the day the learner returns to school.
- Without this, the learner will receive 0 for any exams missed.
- PLEASE NOTE – A letter from parents or guardians will not be accepted.
- Learners who are absent for reasons other than illness, must supply verifying documents to avoid being awarded 0 for the missed exam.
- Reasons such as 'I forgot', or 'I misread my timetable' do not qualify as valid reasons for missing an exam.

9. BATHROOM USE

- Bathroom use is discouraged during the course of the exam. The general rule is that learners do not go to the bathroom during the first hour of the exam or in the last 15 minutes. However, bathroom use is not prohibited.
- A bathroom register must be completed by all learners visiting the bathroom during an exam.

Please note: subject to directives from the Department of Basic Education – these rules may be expanded upon.

Kind regards

Roosevelt High School