



08 June 2021

EXAMINATION RULES FOR LEARNERS

1. Seating

- There will be an assembly for all learners before each exam. The time of the assembly for second exams will be indicated by the grade managers on the day of each exam.
- Learners who are late will not be allowed entrance to the exam venue until after the ten- minute reading time.
- Consistent late-comers will be allowed into the venue later and later after the exam has started, irrespective of the time that they arrive.
- Seating must be in alphabetical order.

2. Behaviour

- Disruptive behaviour includes any, or all, of the following:
 - Loud coughing
 - Excessive shuffling
 - Loud yawning/sighing
 - Touching of another learner such as playing with hair
 - Speaking before the start of the exam which prevents starting the exam on time.
 - Any noise or distraction of any nature during the course of the exam.
 - Defiance of invigilator instructions
 - Repeated trips to the bathroom without medical reason.
- Any learner/learners who disrupt the venue and prevent the starting of the exam on time, will be instructed to leave the venue. No extra time will be given.
- If a class, or a large part of a class, is disruptive, the exam for that group will start when the venue is quiet, and no extra time will be given.
- No writing is allowed during the 10 minutes reading of exam. If a learner is caught writing during this time, the paper will be taken away and the learner will start the exam 10 minutes later than the scheduled start.
- Learners who leave venues after a shorter exam than other grades must do so quietly in consideration for those still writing.
- No learner may leave the venue for any reason (other than illness) within the first hour or the last 15 minutes of the exam. This applies to bathroom breaks as well.
- No drinks or food may be brought into the venue.

3. Absenteeism

- Any learner who is absent without reason, will receive 0 for the exam.
- If a learner is feeling unwell during the exam, the school will make the necessary plans.

4. Cell Phones, Civvies, Smart watches, other technology

- Learners will be allowed to wear civvies clothes and bring cell phones to school during the exams under the following conditions:
 - Cell phones are NOT allowed in the exam venues and the school will not be held responsible for theft or any other reason for the loss of a cell phone or other valuables
 - Civvies may be worn but **not** a combination of school clothes and civvies clothes
 - Civvies clothing must be modest – for example - no cropped tops
 - Learners will pay R5.00 for wearing civvies clothes
 - Learners will pay R10.00 if wearing a combination of civvies and school clothes

- Any cell phone found in possession of a learner during an exam will be confiscated and the learner will be fined
- Educators will not be collecting and monitoring cell phones or other valuables
- Smart watches may not be worn – these will be confiscated
- Any other technological device found in possession of the learner will be confiscated – including earphones.

5. Uniform rules

- Apart from civvies clothing, all other uniform rules apply such as:
 - No make up
 - No nail polish
 - No jewellery (except small earrings as per the Code of Conduct).
- Beanies and caps may only be worn with civvies clothes (unless the cap is the Roosevelt cap) and may NOT be worn in the venue.

6. Stationery

- No learner may borrow stationery from another learner at any time during an exam.
- Please ensure that all stationery needed for the exam is supplied. This includes stationery required for arts subjects.
- Stationery must be in a clear plastic container/bag of any kind.
- Learners may only use BLUE pens to write exams.
- Learners must supply an examination pad for the writing of exams. These must be handed in to the register teacher at least three days before the start of exams. Exam pads must have the learner's name and class on them.
- Learners without the stationery required for an exam such as a calculator, protractor, art stationery will not be able to complete the exam.

7. Cheating/Suspicion of cheating

- If a learner is caught cheating or is suspected of cheating the following applies:
 - The answer script will be taken away.
 - The learner will be issued with a new answer script and will re-start the exam.
 - The issue will be investigated.
 - Should cheating be verified the following steps are taken:
 - 1) Parents will be called in
 - 2) The GDE Irregularity Form will be completed and signed by all parties
 - 3) A copy of the Irregularity Form is forwarded to the GDE
 - 4) The GDE red flags the learner from this point until the end of the Grade 12 final exams
 - 5) Learner(s) will receive 0 for the exam.
- Assisting another learner is also cheating.
- These rules apply from the time the learners enter the exam venue until they leave. If a learner speaks in the last 5 minutes of the exam, the above rules still apply.

8. What causes suspicion of cheating?

- Any communication of whatever nature, at any time once the learners are in the exam venue, is deemed suspicious.
 - Smiling, pulling faces at other learners
 - Attempting to communicate verbally or non-verbally/actual communication
 - Any attempt to borrow stationery from another learner
 - Notes/textbook/any information the learner has in his/her possession that leads to actual or suspicion of cheating
 - Exchanging of calculators or any other equipment
 - Frequently scratching in pockets
 - Frequent requests to go to the bathroom in the absence of a medical problem
 - Any other suspicious behaviour.

9. Eating and drinking

- No eating/drinking is allowed in the exam venues.
- If there is a medical reason requiring eating or drinking, please inform the Grade Manager in writing.

10. Bathroom breaks

- The rule is that learners may not go to the bathroom during an exam.
- Learners who do need to go to the bathroom will complete a form.
- All learners' visits to the bathroom will be closely monitored regarding frequency and time.
- Any learner who has a medical problem must ensure that this is known to the Grade Manager.
- Learners may not go to the bathroom without valid reason within the first hour or last 15 minutes of any exam.

11. Learner questions

- Learners may not ask the invigilators questions on the exam. Any problems that may arise will be sorted out during the marking and moderation process.
- Learners may raise their hand for the following reasons only: to ask for tissue; to go to the bathroom; if ill.

12. Fetching learners after the exams

- Please allow 15 minutes after each exam for administrative purposes.

13. Masks

- All learners are still required to wear a mask at all times.
- These will be checked before each exam for material that may be used to assist in the exam.

14. Covid Symptoms

- If any learner is feeling unwell before an exam – please keep the learner at home. Notify the Grade Manager and the school will make alternative arrangements for the writing of the exam.