



Hoërskool Elspark

Exam Rules and Regulations

Dear parent/guardian:

Please take note of the following examination rules and regulations for the November 2021 exam session:

1. School starts at 07:30. Learners must still assemble at the assembly points at 07:20. NO LATECOMING will be permitted.
2. Learners MUST adhere to the school rules with regards to attire, hairstyle and accessories.
3. Unauthorised materials are not allowed. NO CELLPHONES OR HEADSETS ARE PERMITTED.
4. Only non-programmable calculators are permitted for subjects that require it's use.
5. All students are to be seated by 07:45. For grade 8 and 9 learners who write a second paper on the same day, it will take place in the same venue after the first paper. 30 minutes should be allowed between the two papers and 15 minutes at the end of a session. E.g. when two one-and-a-half-hour papers are written, learners can be collected at 11:45. Learners making use of public transport/busses will have to stay in classes to study and may leave at 13:00.**
6. On days that learners are not writing, they may study at home only if the parent has requested so in writing.**
7. Textbooks will be handed in on the day that the subject is written for the last time. If a learner does not hand in his/her textbook, he/she will not receive results until the textbook is handed in or paid for.
8. Learners does not have to bring school bags to school.
9. All learners must have their own stationary. NO BORROWING will be allowed.
10. Stationery is to be kept in a see-through pencil case or loose on the desk.
11. NO scrap papers are allowed.
12. ABSOLUTE SILENCE!!!!
13. Students are not allowed to go to the toilet unless absolutely necessary.
14. ALL students will remain seated until the session has ended. NO ONE is allowed to leave the examination room until he/she is instructed to do so.
15. All students are to note that they will need to produce a **valid medical certificate** in the event that they become sick and are absent. Report to the following Examination Officers: Ms. Botha/Ms. H Lubbe.
16. A student who is absent for any paper without a medical certificate will get a **zero mark** for that paper. Letters of excuse from parents/guardians are not acceptable in the event of illness.
17. ALL Covid regulations will still maintained and implemented.

Regards

Mr. J van Niekerk

** Written requests to be submitted to homeroom teachers by 5 November 2021 latest. Please also indicate if the learner needs to stay until 13:00 on the days he/she is writing a test/exam.