



**Circular Letter 08/2015**

2015-05-29

Dear Parents

Assalamu Alaikum

## **2015 MID-YEAR EXAMINATION: GRADE 4 TO 12**

1. The timetable for the Mid-Year Examination was issued to all learners.
2. The examination period is as follows:
  - **Grade 12 learners must attend additional classes when requested to do so by their subject teachers.**
  - **FET & Senior Phase: The examination for these phases will commence on Monday, 1 June 2015.**
  - **Intermediate Phase: The examination for Grades 4 to 6 learners will commence on Monday, 8 June 2015.**

Normal school times will apply for all grades up until the commencement of the examinations.

3. The Mid-Year Examination is designed to check on your child's academic progress and gaps in learning for follow up actions.
4. Please supervise your child during this period. Make sure your child uses his or her time fruitfully and provide encouragement and support as your child prepares for the examination.
5. Learners must report to school punctually on or before 07:20 and will be dismissed after their last paper on each day. Please refer to the timetable.
6. Learners who are unable to sit for a paper due to serious illness must inform the school on the day of the paper or earlier. Such absence must be covered with a medical certificate.

WasSalaam

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PRINCIPAL

## **INSTRUCTION TO LEARNERS**

1. Be properly attired in school uniform.
2. Report to school at the usual time but by no later than 07:20.
3. Be seated in the examination venue at least 30 minutes before the commencement of the paper. Sit according to the places allocated to you by the invigilator.
4. All unauthorised material (books, bags, etc.) must be neatly placed on the floor outside the examination venue.
5. Use only a blue pen.
6. Raise your hand to get the attention of the invigilator should there be a need for clarification.
7. Remain seated in the examination venue throughout the full duration of the examination paper.
8. Keep the examination venue clean and tidy - before, during and after each examination session.
9. Leave water bottles on the floor next to your desk during the examination.
10. Produce a medical certificate in case of absenteeism from the examination(s). A 'zero' mark will be awarded if this is not fulfilled.
11. Talking, whispering or any form of disruption will not be tolerated.
12. The use of correcting fluid or correction pens is not allowed.
13. The borrowing of calculators, mathematical instruments or any other material is prohibited.
14. The carrying of incriminating material may lead to serious disciplinary consequences.
15. Unauthorised electronic and communication devices/equipment such as cell phones is strictly prohibited.

### **Note:**

Learners who are caught cheating will be dealt with in accordance with the school's code of conduct and will be awarded a 'zero' for the paper(s).