



EXAMINATION REGULATIONS FOR TEACHERS

1. QUESTION PAPERS
 - 1.1 Setting and translating
 - 1.2 Moderating
 - 1.3 GET and FET LO's and AS's
 - 1.4 Typing
 - 1.5 Binding and sorting.
 - 1.6 Examination wrappers must be fully completed.
 - 1.7 Class lists for attendance registers must accompany the question paper.
 - 1.8 Exam paper - with question paper.
 - 1.9 **Time allocation of question papers!!!!**
2. CODE OF CONDUCT FOR STAFF DURING INVIGILATION.
 - 2.1 Invigilation means you **must move continuously** in the room.
 - 2.2 You are not allowed to sit at the teacher's desk
 - 2.3 You are not allowed to leave the room at any time.
 - 2.4 You can not read or mark question papers.
 - 2.5 Warn the learners that their cell phones must be switched off and that it can not be used as a calculator.
 - 2.6 Question papers must be handed out up side down.
 - 2.7 The learners must be allowed to write the full time. If the duration of the question paper is 2 hours, the learners must write 2 hours. If you start later, then the learners will finish later.
 - 2.8 Write the starting and end times on the board.
 - 2.9 Only the deputy principal can give permission to leave early if all learners are finished before the time.
 - 2.10 No learner has permission to leave before the time. Only the grade guardian can give permission. It **must** be arranged in advanced.
 - 2.11 Make sure you receive from every learner his/her answer paper. Answer papers must be taken in personally. Don't let it be sent to the front.
- 2.12 Question papers must be handed in with the answer papers.
3. ABSENTEEISM
 - 3.1 The daily register must be kept up to date.
 - 3.2 Learners must sign the attendance register (class or subject lists).
 - 3.3 Subject teacher must **personally** follow up why learners were absent and did not write.
 - 3.4 Staff members that are absent during the examination, must do their invigilation back to their replacements.
 - 3.5 Staff members that know in advance that they are going to be absent, must organise in time with some one else to do their invigilation. **NB!!! the staff member in charge of invigilation must know of the change.**
 - 3.6 No leave can be taken during the examination. In case of a crisis we may need you to help.
 - 3.7 Register teachers must make sure that the absentees of the learners on the computer and in the register correspond. No changes will be allowed after the reports of the learners have been printed.
 - 3.8 Learners that come late, do not get extra time to complete the paper.
4. DISHONESTY
 - 4.1 Study the Prospectus **PAGE 11 RULE 29 AND SPECIFIC RULE 29.10** to know exactly what you must do if a learner is dishonest in the exam.
 - 4.2 Learners who's eyes are wandering must be warned first before they are accused of dishonesty.
 - 4.3 Switched on cell phones or cell phones that ring will be regarded as dishonesty

– Emphasise this very clearly before they start writing. No ipods or earphones are allowed.

5. TIMES

- 5.1 Learners **must** write the full time indicated on the question paper.
- 5.2 Learners must report 15 minutes before the exam begins.
- 5.3 Exam times are indicated on the exam time table. Keep strictly to these times.
- 5.4 The SMT must report at 07:00 for a short meeting.
- 5.5 **All** staff members must report at 07:10 in the staff room and must stay up to 14:00 at school.
- 5.6 Break will be at 10:30.

6. CLASS ROOMS

- 6.1 Tables must not be arranged in groups.
- 6.2 Tables must spaced in single rows. It can be arranged up to the board.
- 6.3 Make sure of enough moving space between the rows.
- 6.4 Information on walls that can help learners during the exam must be removed or covered.
- 6.5 Suitcases must be left outside the classroom.
- 6.6 Pencil cases must be put on the floor next to the learner's table.

7. MARKING OF ANSWER PAPERS

- 7.1 Make sure that you have received all answer papers from the invigilator.
- 7.2 A maximum of 4 days are given to complete marking after the learners have written, depending on how many learners there are.
- 7.3 First mark a few answer papers of good, average and weak learners to test if the memorandum is up to standard.
- 7.4 If you suspect problems, be pro-active and discuss with your subject head to make adjustments to the memorandum.
- 7.5 Mark all questions in the question paper - it is not acceptable and will disadvantage the good learners if you don't let certain questions count.
- 7.6 If you are finished marking, your **SUBJECT HEADS** will draw a few

answer papers to moderate. No exceptions can be allowed. It is necessary to ensure a high academical standard in the school.

8. SCHEDULE-MARKS

- 8.1 A report mark is calculated from marks accumulated in the **second** quarter. It can be only the CASS-mark or the CASS and EXAM mark together.
- 8.2 Give the mark out of 100.
- 8.3 **Use the marks sheets provided by the computer only and not your own lists or class lists.**
- 8.4 **Learners must sign next to their marks**
- 8.5 Marks must be handed in at the subject heads for approval who will give it to the principal
- 8.6 No marks are given directly to the computer without approval
- 8.7 Use the NAE 05-04 to work out the average and symbol distribution of the **grade**. Teachers, teaching the same subject and grade must hand in a collective NAE 05-04.

9. REPORT MARKS

Do your own calculations to hand in a final mark.

10. REPORTS

- 10.1 As soon as all marks are entered, a provisional report will be printed for the learners to check.
- 10.2 There after the reports will be printed.
- 10.3 Encircling of failed subjects:
 - Gr 10 -12 HL + 2 other subjects < 40; other subjects < 30
 - Gr 8 to 9: HL+ 4 other subjects < 40; other subjects <30
- 10.4 Remarks: Please be positive and no degrading remarks.
- 10.5 Sign the reports and send it to your grade guardian whom must also sign it.
- 10.6 Grade guardians please check the encircling above and remarks.

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