



PRO ARTE ALPHEN PARK

EXAMINATION ARRANGEMENTS – NOVEMBER 2016

INFORMATION FOR LEARNERS AND PARENTS

1. There are two examination sessions each day:
 - Session 1: 08:30 to 12:00
 - Session 2: 13:00 to 16:30Learners need to be in their exam venues at the start of the session, i.e. 08:30 or 13:00 respectively.
2. The exam venues will be posted on the main notice board before each session. The onus is on the learner to go to the correct venue on time.
3. Eating, drinking and mobile phones are not permitted in the exam venue. All mobile phones must be switched off during an exam and may not be used as calculators.
4. First and second session papers will start at 09:00 or 13:30 and will end at the time specified on the exam paper, e.g. a 1½ hour paper scheduled for the first session will start at 09:00 and end at 10:30. There is a 10 minute reading period before the start of the exam. To recap:
 - Be seated at 08:30 or 13:00 depending on the session
 - Papers handed out at 08:45 or 13:15
 - Reading period commences at 08:50 or 13:20
 - Exam starts at 09:00 or 13:30
 - Exam ends according to the stipulated time on exam paper
5. Learners will have an opportunity to hand in text books prior to each session. Venues will be indicated on the notice board each day:
 - Session 1: 08:00 to 08:30
 - Session 2: 12:30 to 13:00
6. A doctor's certificate must be provided in the case of a learner being absent for an exam. This certificate must be presented to Dr Bester immediately on the learner's return to school. Failure to present a doctor's note will result in a zero mark for the exam.
7. School attendance is compulsory even on days when there are no examinations. The school may not give permission for learners to stay at home. However, if a parent wishes to keep his/her child at home to study, a signed letter from the parent must be handed in at the office stating such.
8. A letter must also be provided if parents allow their children to go home after the first session if they are not writing in the second session.
9. A study venue will be made available between 08:00 and 12:00 for learners who do not stay at home and/or are writing in the second session.
10. Exams must be written using blue ink. It is a good idea to have more than one pen.
11. Calculators and other equipment needed for the exam (e.g. protractor, crayons, etc.) may not be shared during an exam session.
12. School uniforms must be worn during the exam period. The tracksuit may not be worn. No sneakers or any other shoes are allowed.