



# RAND PREPARATORY AND COLLEGE NPC

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2 July 2018

Dear College Parents, Guardians and Learners,

## **RE: Examinations**

College learners will be officially starting the Mid-Year Examinations on **Monday 9 July – Friday 27 July**. School will start at 07h50 daily for the full duration of the examinations and learners have to report to school at 07h50 on days when they are writing exams. School will close for the Second Term on Friday 3 August 2018.

Reports will be published on Thursday 2 August.

The Examination Timetable and Examination Demarcation can be accessed from the school website on [www.randschools.co.za](http://www.randschools.co.za) under College Newsletters 2018.

Parents, please ensure that you have downloaded a copy of the Timetable and that learners study for the correct exam as per the schedule.

Learners will be assessed on all work covered since January.

## **Grade 8 & 9 Learners**

All grade 8 & 9 learners have to be at school daily from 07h50 – 14h30. They have to bring study books to school in preparation for the next day's exam. A schedule has been drawn up whereby educators will revise important work with learners, for following day's exam. **DON'T MISS THE OPPORTUNITY TO GAIN VALUABLE STUDY TIPS DURING THESE STUDY SESSIONS.**

Grade 8 & 9s will not be allowed to leave the property before 14h30. They are encouraged to use the Metro bus or their taxi transport.

## **Grade 10, 11 & 12 Learners**

The grade 10 and 11 & 12 learners may stay at home on days when they are not writing examinations. They may leave the property at 13h00 with the proviso that the Exam Reply Slip has been returned signed by their parent. They must also have safe transport home. **Grade 10, 11 & 12 learners writing in the second session may only leave the property at 14h30.**

**No learner will be permitted to leave the school premises before 13h00. Please schedule doctors and optometrist appointments after 13h00.**

Learners who cannot go home at 13h00 due to the fact that their siblings might be busy until 14h30 will however be accommodated in a study venue during this "waiting" time. Such learners must therefore bring study materials as they may under no circumstances cause any disturbances whilst other learners are writing examinations.

## **Parents and Learners are being kindly reminded of the Penalty Clause**

*"Should you be found in the possession of any notes, study materials and cellular phones or found to be communicating in any way or found to be causing any disturbance, you will be excluded from the examination session."*

- Learners are being reminded that they need to have their **own stationery, pastels, pencils and calculators** etc. for examination purposes and that **no borrowing** will be allowed during examinations.
- Learners must please carry their stationery items in a **see-through plastic bag**. No pencil cases will be allowed in the examination venues.
- **Please leave your cellular phones at home.** Cellular phones will be taken in, in the morning and only given back to learners when going home. **Cellular phones will not be handed out at break or be permitted in study venues.**

If a cellular phone rings for whatever reason during an exam session, whether it's an alarm or parent calling then this will be deemed as an exam irregularity and will be confiscated. Phones handed in must be switched off.

**ANY LEARNER FOUND IN POSSESSION OF A CELLPHONE OR ELECTRONIC DEVICE DURING AN EXAM SESSION, WILL IMMEDIATELY BE REMOVED FROM THE VENUE AND EXCLUDED FROM THAT SPECIFIC EXAM SESSION.**

- No smart watches, earphones or games will be allowed in venues.
- No board games or cards allowed.
- No blankets will be allowed
- No food will be allowed in study venues.

**PLEASE BRING YOUR OWN FOLIO PAPER/ EXAM PAD TO WRITE ON.**

**Exam pads will be randomly checked for notes.**

**In subjects such as English & isiZulu learners will be provided with lined paper**

### **Absenteeism**

Learners are required to submit a doctor's letter in the event of being absent. Regrettably only a doctor's note will suffice as evidence of absenteeism and not a telephone call/email from any source.

There is regrettably no time for "make-up" exams. Learners who are absent with a doctor's note will get an "A" for absent. Learners absent without an excuse will regrettably get "0".

### **Punctuality**

Please arrive on time for your exams. It's better to be early. **No extra time will be given to late arrivals.**

### **Study Techniques**

We obviously want all our learners to do well in the exams and attain success. We encourage all learners to revisit the ELEVATE course notes.

- Organise your study space. Don't lie and study on your bed!
- Use flow charts and diagrams. Mind maps work!
- Practice previous questions from cycle tests and exercises in your textbook/writing book. Make up your own exams.
- Explain your work to yourself and others.
- Organise Study Groups.
- Take regular short rest breaks.
- Snack on healthy brain food such as fruits, nuts, fish and healthy sandwich options.
- Plan your exam day. Be on time!
- Drink plenty of water.
- Set time limits and goals for each day.
- Don't leave all studying for early in the morning of the exam.
- REVISE, REVISE, REVISE!!!
- GOOD LUCK!

### Electricity

Be mindful of possible power cuts. Plan your studying well in advance. The school has made contingency plans in the event of power outages during IT exams.



**Remember!  
Knowledge is power!**

Please complete the reply slip and send it back signed to school on Wednesday 4 July. Learners need to submit the actual reply slip to their register teachers.

Please **do not e-mail** the reply slip to Mr Harris/Mr de Beer/Mrs Wyer.

Kind Regards,

A handwritten signature in black ink, appearing to read 'W.J. de Beer', is written over a horizontal line.

MR W.J. DE BEER  
Principal - College

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### **REPLY SLIP RE: EXAMINATIONS**

I/we \_\_\_\_\_ parents/guardians of \_\_\_\_\_ in grade 8/9/10/11/12

**(Please mark the appropriate block with an “x”)**

I will collect my grade 10, 11, 12 child at 13:00 daily/arrange safe transport for my child daily at 13:00. My child in grade 10, 11, 12 may leave the school property at 13:00.

My child will go home with the metro bus/taxi/will be fetched by me at 14:30

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Parent/Guardian Signature