

10 May 2010

Dear Learner

INVITATION TO OCTOBER/NOVEMBER EXAMS IN 2010: GRADE 10 AND 11

IMPORTANT INFORMATION

The attached documents contain important information about the upcoming exam session including the most important dates, your Exam Entry Form and an order form for past exam papers. Please read all accompanying documents carefully to ensure that you do not miss anything.

IMPORTANT CHANGES

From the May/June 2010 exam session, we have made some important changes to our registration and communication processes:

1. **Email communication.** From 2010, we will use email as the **only** means of sending Exam Confirmation Letters to students. Fax machines and the postal service are not 100% reliable and we've had numerous instances where students did not receive their Exam Confirmation Letter when it was either faxed or posted. So please ensure that you have a **valid and active email** address.
2. **Payment of exam fees.** From 2010, you will have to pay your exam fees **before** the exam session starts. In the past, students could pay their exam fees up to the date the results were issued. However, the college will no longer grant exam fees on credit. So please ensure that you pay your exam fees before 31 August 2010, otherwise you will not be registered to write the exams. If you have a credit balance with the college, your fees may be offset against the credit balance.

IMPORTANT INFORMATION ABOUT YOUR CASS COMPONENT

Please note that from the May/June examination session, you will be allowed to register to write an examination for a subject only if you have submitted at least 50% (half) of your continuous assessment (CASS) assignments for that subject before the registration end date of the examinations. This must include your mid-year controlled test/examination for all the subjects for which you want to write the final examinations, and for languages you must also have completed the oral examination.

In the past, the College allowed you to write examinations even if you had not yet submitted any CASS assignments. However, we find that most learners struggle in the examinations because they have not yet done their assignments. So from 2010, you will have to do at least half your CASS assignments before you can register to write the examinations.

You will then have one month before the release of results to hand in your outstanding CASS assignments. For all CASS assignments and tasks that you have not submitted to us at the latest one month before the results are declared, you will receive 0%.

Keep in mind that your CASS component counts 25% towards your final mark, while your examination counts 75% towards your final mark. So please do your controlled tests and other CASS tasks so that you can write your exams in October and November.

We wish you all the best with your studies and your exams in 2010. Please read the information contained in the accompanying documents carefully and send us your Exam Entry Form as soon as possible to secure your exam seat.

Yours sincerely



Theuns Laubscher - Chief Academic Officer

NATIONAL SENIOR CERTIFICATE

IMPORTANT INFORMATION

Before you register for the exams for the NATIONAL SENIOR CERTIFICATE GRADE 10 or 11, please read the following information.

GENERAL

- The College will administer two exam sessions per year for each grade of the NSC: One in May/June and one in October/November. This means that you will have two opportunities to complete Grade 10 or 11 per year.
- You will only be allowed to register for the examinations for those subjects for which you have submitted **50% of the assignments**, as indicated in the respective study guides. These assignments must be submitted to the College before the exam registration closing date.
- You **must** also have completed the mid-year controlled tests for those subjects for which you wish to register and in the case of the languages, the oral examination.
- If you submit an exam entry form for a subject and you have not yet handed in at least 50% of your assignments, your registration will go into pending. If you have not yet submitted the required number of assignments by the exam registration end date, you will not be registered for the exams.
- For all CASS assignments that you have not submitted to the college by latest one month before the results are declared, you will receive 0%.
- Learners who are found “not yet competent” in a particular subject may rewrite the examination for that subject in the next examination sitting.
- Please use the Exam Entry Form to indicate the subjects that you want to write.
- An exam fee of R390 per subject is payable on registration. Please submit proof of payment with your Exam Entry Form.

PROVISIONAL EXAMINATION CENTRES

You have to write at one of the Examination Centres provided by the College. These centres appear on the Exam Entry Form.

Please note that venues are subject to change or cancellation. The College reserves the right to re-route learners, should we encounter venue problems. The venue at which you will be writing will be confirmed in the confirmation letter that will be issued to you.

We will try to find a venue as close as possible to your home address. However, it is not always possible to accommodate all learners, so you may be required to travel to another town close to you.

PRIVATE INVIGILATION

If you cannot make use of the venues provided by the College, you will have to arrange for private invigilation. Please note the following conditions:

- In order to qualify for private invigilation, you have to reside more than 150 km from the closest available venue or qualify for special consideration. Please contact the College to discuss your requirements for private invigilation.
- The College will not be held responsible if you do not write an examination or encounter difficulties when undertaking private invigilation.
- Your application must be accompanied by an official affidavit, signed by you and a Commissioner of Oaths (such as a police officer), stating the reasons for the application.
- The private invigilator proposed may *not* be a relative, friend or immediate supervisor and should occupy a position of *seniority* in your community.
- The College has the right to accept or decline the proposed invigilator and/or examination centre and may ask you to propose another person or venue.
- You will be responsible for all costs related to the invigilation, venue hire and courier of the script.

- Following approval, the College will courier the examination papers to the private invigilator's physical address, prior to the examination. This one-way courier fee of R250 (applicable to South Africa) will be payable upon registration. The fee for private invigilators for neighbouring countries is R700, and courier costs for overseas are available on request.
- If you have not received your Exam Confirmation letter giving written approval for private invigilation, you must phone the College at least two weeks before the examination session to confirm that private invigilation has been approved.
- Examination papers will be sent *directly* to the private invigilator and will *not* be posted or faxed. The examination paper will be in a sealed envelope and it will be delivered to the invigilator's address only.
- Invigilators may *not* open the sealed examination papers before the start of the examination and are required to keep them locked away.
- You must write the examination on the date and at the time specified in the College Examination Timetable. You may *not* write examinations at any other time other than stipulated by the College.
- The invigilator must send, by courier, your answer books (together with completed Confirmation of Invigilation forms, which will accompany the examination papers) to the College.
- Examination scripts must reach our Head Office Examinations Department (130 Strand Street, Cape Town, 8001, South Africa) within seven days of the examination date to qualify for marking.

Should you wish to make use of Private Invigilation, please complete the Private Invigilation Request form obtainable from the College.

IMPORTANT DATES FOR 2010 – HIGH SCHOOL GRADE 10 AND 11

2010 EXAM SESSIONS	MAY/JUNE	OCTOBER
The 2010 exams sessions	10 May – 7 June 2010	4 October – 1 November 2010
Exam registration closing date	6 April 2010	31 August 2010
Last date for payment of exam fees	6 April 2010	31 August 2010
Last date for submission of 50% of CASS assignments	6 April 2010	31 August 2010
Closing date for amendments or cancellations	14 April 2010	6 September 2010
You should confirm that you are registered by	23 April 2010	17 September 2010
Exam confirmation letters will be sent to you by	19 April 2010	10 September 2010
Last date for submission of outstanding CASS marks	16 July 2010	17 November 2010
Results are released	16 August 2010	17 December 2010

Please note:

1. *Unless you have a credit balance with the college, you MUST provide proof of payment for your exams by the exam registration closing date or you will not be registered.*
2. *Only learners who have submitted at least 50% of their continuous assessment tasks will be eligible to register for the exams.*

PLEASE FILL IN YOUR EXAM ENTRY FORM

Please use the Exam Entry Form to indicate the subjects that you intend writing exams for in the examination session and send it to us as soon as possible to secure your exam seat.

NATIONAL SENIOR CERTIFICATE: GRADE 10 AND 11

EXAM ENTRY FORM

FAX THIS FORM TO THE EXAMINATION OFFICE ON 086 510 7788

Please do not fax other correspondence to the above number.

STEP 1: FILL IN YOUR DETAILS

First Name: _____ Initials _____ Surname _____

Student No: _____ Mr Ms Mrs Miss Other: _____

Postal Address: _____

City/Town: _____ Code: _____ Country: _____

Office Hours Telephone No: (____) _____ Fax No: (____) _____

After Hours Telephone No: (____) _____ Mobile phone no: _____

Grade: _____ ID Number: _____

Email address: _____ Confirm email address: _____

PLEASE NOTE: Your Exam Confirmation Letter will be sent to you via email only. So please ensure that you give a valid email address above. Please take your Exam Confirmation Letter with you when to go to write exams.

STEP 2: CHOOSE YOUR EXAM VENUE

Please choose your exam venue by ticking the box next to the venue in which you want to write.

Please note that the following examination centres are **provisional** and are subject to change.

Bramley	<input type="checkbox"/>	Mafikeng	<input type="checkbox"/>	Polokwane	<input type="checkbox"/>
Cape Town	<input type="checkbox"/>	Nelspruit	<input type="checkbox"/>	Port Elizabeth	<input type="checkbox"/>
Durban	<input type="checkbox"/>	Newcastle	<input type="checkbox"/>	Randburg	<input type="checkbox"/>
East London	<input type="checkbox"/>	Pietermaritzburg	<input type="checkbox"/>		
Kimberley	<input type="checkbox"/>	Pretoria	<input type="checkbox"/>		

STEP 3: CHOOSE YOUR EXAM SESSION

Please indicate below in which session you wish to write your subjects:

May/June 2010	Grade 10 & 11	<input type="checkbox"/>
October/November 2010	Grade 10 & 11	<input type="checkbox"/>

STEP 4: CHOOSE YOUR SUBJECTS

Grade 10 (please tick the appropriate boxes)

Subject	Papers	✓	Subject	Papers	✓	Subject	Papers	✓
English Home Language	3		Physical Sciences	2		Geskiedenis	1	
Afrikaans 1ste Addisionele Taal	3		Economics	1		Lewensorientering	2	
Mathematics	2		Agricultural Sciences	2		Geografie	2	
Mathematical Literacy	1		Life Sciences	2		Rekeningkunde	1	
History	1		IsiXhosa Home Language	3		Besigheidsstudies	1	
Life Orientation	2		Afrikaans Huistaal	3		Natuur- en Skeikunde / Fisiese Wetenskappe	2	
Geography	2		English 1st Additional Lang.	3		Ekonomie	1	
Accounting	1		Wiskunde	2		Landbouwetenskappe	2	
Business Studies	1		Wiskundige Geletterdheid	1		Lewenswetenskappe	2	

Grade 11 (please tick the appropriate boxes)

Subject	Papers	✓	Subject	Papers	✓	Subject	Papers	✓
English Home Language	3		Geography	2		Agricultural Sciences	2	
Afrikaans 1ste Addisionele Taal	3		Accounting	1		Life Sciences	2	
Mathematics	2		Business Studies	1		Economics	1	
Mathematical Literacy	2		Physical Sciences	2		Afrikaans Huistaal	3	
History	2		IsiXhosa Home Language	3				
Life Orientation	2		English 1st Additional Lang.	3				

STEP 5: PAY YOUR EXAM FEES

After you have filled in the relevant sections above, please pay your exam fees and keep a copy of your proof of payment. Exam fees are R390 per subject. Please deposit your exam fees into the following account:

Bank: First National Bank

Branch: Cape Town

Branch Code: 204109

Account Number: 62097994018

Name of Account: ICG Exam Fees

Reference Number: Your student number (NB: It is **essential** that you use your student number as reference number or we won't be able to link your payment to you).

STEP 6: FAX YOUR DOCUMENTATION TO US

Once you have paid your exam fees, please fax us this Exam Entry Form, plus your Proof of Payment. Remember to sign the declaration below before you fax us this form.

DECLARATION BY LEARNER: *I agree to abide by the rules and procedures governing the College's examinations. I understand that I must take my Examination Confirmation Letter with me to write my examination. I also declare that I have completed and submitted the compulsory assignments for the above subject(s), or that I will have submitted them by the Exam Registration end date.*

Learner signature: _____

Parent/Guardian signature: _____

(if learner is under 18)

Date: _____