

May 2010

Dear learner

### **INVITATION TO JUNE/JULY CONTROLLED TESTS IN 2010: GRADE 12**

Your Grade 12 year is the final hurdle of what has been a long journey for you. We are aware that you may have had struggles with getting ahead with your studies. It is now time to set aside all distractions to concentrate on the work that needs to be done in order for you to be successful at the end of your Grade 12 studies.

We want to draw your attention to a few important things:

#### **CONTROLLED TESTS**

Controlled tests will NOT be conducted as it is described in the study guides for each of the subjects that you are studying. Arrangements will be made for you to write your controlled tests in a controlled environment that meets the requirements set out by the Department of Basic Education. This means that you will write all your controlled tests for all your subjects at a time and venue provided by the College.

Included with this letter is a Controlled Test Entry form and a timetable that provides the dates and times on which controlled tests will be written. You will find the list of venues at which learners will write their controlled tests in the controlled test entry form. You will write at a venue closest to you. Private invigilation will only be arranged for learners who live a minimum of 150km away from the venue that has been identified in your area/region.

At the point of enrollment you would have been told that it is the learner/parent's responsibility to carry the invigilation, venue and courier costs attached to the writing of controlled tests. Because the College has identified the venue at which learners will be writing the controlled test, the College will arrange for the invigilation of these tests, and will also cover the courier costs for controlled tests written at the identified venues. Please note, that this applies **only** to learners who will be writing at the venue identified by the College. Learners who qualify for private invigilation will have to pay for the invigilation, venue and courier costs.

#### **ORAL EXAMINATION**

You are required to do an examination for the oral component for the two languages that you are studying. The College will appoint a qualified educator to do the assessment. The College will inform learners of the dates and venues at which the assessment for oral will take place.

#### **E-MAIL COMMUNICATION**

From 2010, we will use email as the **only** means of sending Controlled Test 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 Confirmation Letter when it was either faxed or posted. So please ensure that you have a **valid and active email** address.

Please make sure that you have studied the information in the other documents that have been included with this letter. We wish you well with your studies. Remember, that hard work will reap the fruits of success. Do not hesitate to contact the College at: 0860 41 41 41 should you require any assistance.

Yours sincerely



Theuns Laubscher - Chief Academic Officer

## NATIONAL SENIOR CERTIFICATE

# IMPORTANT INFORMATION

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Before you register for the Controlled Tests for the NATIONAL SENIOR CERTIFICATE GRADE 12, please read the following information.

### GENERAL

- You will only have one opportunity to write a particular Controlled Test.
- You will only be allowed to write the Controlled Tests for those subjects for which you have registered to write the final examinations with the Department of Basic Education.
- Please use the Controlled Test Entry Form to indicate the subjects that you want to write.

### PROVISIONAL CONTROLLED TEST CENTRES

You have to write at one of the Controlled Test centres provided by the College. These centres appear on the Controlled Test 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 on 0860 414141 to discuss your requirements for private invigilation.
- The College will not be held responsible if you do not write a Controlled Test 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 Controlled Test 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 e-mail the Controlled Tests to the Private Invigilator half an hour before the Controlled Test sitting takes place. The Private Invigilator must therefore have e-mail and printing facilities.
- If you have not received your Controlled Test Confirmation letter giving written approval for private invigilation, you must phone the College **before** the Controlled Test session to confirm that private invigilation has been approved.
- You must write the Controlled Test on the date and at the time specified in the College Controlled Test Timetable. You may *not* write the Controlled Tests any other time other than stipulated by the College.

- **The invigilator must send, by courier, your completed Controlled Test with the question paper, back to the College. Completed tests must be couriered to the College at least 24 hours after the test has been written. The College will check that the date on which the test was couriered was indeed 24 hours after the test was scheduled to be written. It is incumbent upon the Private Invigilator to ensure that the test is stored safely and has not been tampered with prior to it being couriered. The College will not hesitate to award a learner a mark of zero should it be confirmed upon investigation that a test has been tampered with, or any other irregularity has occurred.**
- Controlled Tests must be couriered to our Head Office Examinations Department (130 Strand Street, Cape Town, 8001, South Africa).

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

#### **PLEASE FILL IN YOUR CONTROLLED TEST ENTRY FORM**

Please use the attached Controlled Test Entry Form to indicate the subjects for which you intend writing Controlled Tests, and return it to the College via fax by 31 May 2010, using the fax number on the Controlled Test Entry form.

NATIONAL SENIOR CERTIFICATE: GRADE 12

# CONTROLLED TEST ENTRY FORM JUNE/JULY 2010

**FAX THIS FORM TO THE EXAMINATION OFFICE ON 086 510 7788 by 31 MAY 2010**

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: \_\_\_\_\_

ID Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Confirm email address: \_\_\_\_\_

**PLEASE NOTE:** Your Controlled Test Confirmation Letter will be sent to you via e-mail only. Please ensure that you give a valid email address above. Please take your Controlled Test Confirmation Letter with you when you go to write.

## STEP 2: CHOOSE YOUR CONTROLLED TEST VENUE

Please choose your Controlled Test venue by ticking the box next to the venue at which you want to write.

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

Bramley		Mafikeng		Polokwane	
Cape Town		Nelspruit		Port Elizabeth	
Durban		Newcastle		Randburg	
East London		Pietermaritzburg			
Kimberley		Pretoria			

### STEP 3: CHOOSE YOUR SUBJECTS

#### Grade 12 (please tick the appropriate boxes)

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

### STEP 4: FINAL EXAM NOTIFICATION

You have to write your Controlled Tests and mock/trial examination in the same year that you register to write your final national examinations. You need to be registered for the final national exams in October/November 2010 with the Department of Basic Education in order to write the Controlled Tests. Please indicate in the boxes below if you are registered with the Department of Basic Education for the final national examinations and at which school/examination venue you will be writing your final examinations:

Are you registered with the Department of Basic Education to write your final national examinations for the subjects that you have indicated in step 3?	YES	NO
At which school/examination venue are you registered to write your final national examinations?	School/Examination Venue: _____	

### STEP 5: FAX YOUR DOCUMENTATION TO US

Once you have completed the necessary documentation, please fax it to the College. 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 Controlled Tests. I understand that I must take my Controlled Test Confirmation Letter with me to write my Controlled Tests. I also declare that I have completed and submitted all of the compulsory assessment tasks for the above subject(s), or that I will have submitted them by 30 July 2010.*

Learner signature: \_\_\_\_\_ Parent/Guardian signature: \_\_\_\_\_

(if learner is under 18)

Date: \_\_\_\_\_



## Controlled Tests regulations governing private invigilation:

This application must be accompanied by an official affidavit, signed by the student and a Commissioner of Oaths (such as a police officer), stating the reason(s) for the application. Permission for private invigilation is granted only in highly exceptional cases, such as imprisonment or in the case of learners residing more than 150 km from the closest Controlled Test venue.

Private invigilation applications will not be considered unless all details are supplied legibly and both the proposed invigilator and the student have signed this application form.

The private invigilator proposed may *not* be a relative, friend or immediate supervisor of the student and should occupy a position of *seniority* in a community. Private invigilators could be religious/spiritual leaders, educators, or a supervisor or manager at the learner's place of employment.

The College has the right to accept or decline the proposed invigilator and/or Controlled Test centre and to ask the student to propose another person or venue at which the Controlled Tests can be written.

The student is responsible for any invigilation, venue hire, courier or other fees that may be payable to the invigilator, venue, courier or other entity.

A student, who has not received his or her Controlled Test Confirmation Letter giving written approval for private invigilation, must phone the College **before** the Controlled Test session to confirm that private invigilation has been approved.

Following approval, the College will e-mail the Controlled Test to the Private Invigilator half an hour before the Controlled Test sitting takes place. Controlled Test material will *not* be posted or faxed. The Private Invigilator must therefore have e-mail and printing facilities.

The student must write the Controlled Test on the date and at the time specified in the College's Controlled Test Timetable. The student may *not* write Controlled Tests at any other time other than that stipulated by the College.

The student may *not* have any study material or notes in their possession during the Controlled Test sitting, unless otherwise stated in the Controlled Test Confirmation Letter and on the question paper.

Cell phones must be switched *off* and may not be handled during the Controlled Test sitting.

The invigilator must accompany a student wishing to leave the examination room during the Controlled Test session.

The invigilator is required to read and uphold the Controlled Test Rules supplied by the College and has to furnish the College with a detailed Irregularity Report where an irregularity or deviation from standard practice occurs.

Once completed Controlled Tests have been handed in to the invigilator at the end of the Controlled Test sitting, the student must *not* be given further access to them. **It is incumbent upon the Private Invigilator to ensure that the test is stored safely and has not been tampered with prior to it being couriered. The College will not hesitate to award a learner a mark of zero should it be confirmed upon investigation that a test has been tampered with, or any other irregularity has occurred.**

The invigilator must forward, by courier, the student's completed Control Test (together with the question paper) to the College. The student is liable for the cost of couriering scripts back to the College. Completed tests must be couriered to the College at least 24 hours after the test has been written.

**Controlled Test scripts must be sent to our Head Office Examinations Department (ICG House, 130 Strand Street, Cape Town, 8001, South Africa).**



The College will not be held responsible for failure to write or for difficulties encountered when undertaking private invigilation.