

May 2010

Dear learner

INVITATION TO AUGUST/SEPTEMBER EXAMS IN 2010: GRADE 12

If you have registered with the Department of Basic Education to write your subject/s in their October/November 2010 exam session, then this is for you. This is your last step before you will write your final examinations with the Department of Basic Education. In order for you to qualify to write the examinations with the Department of Basic Education you need to read all information in this communication carefully to ensure that you will be writing your final examination.

IMPORTANT INFORMATION

The attached documents contain important information about the Grade 12 procedures and the mock/trial exam session including important dates and your Exam Entry Form. Please read all accompanying documents carefully to ensure that you do not miss anything.

IMPORTANT CHANGES

From 2010, 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 12 July 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 you will be allowed to write the mock examination for a subject only if you have submitted all of your continuous assessment (CASS) assignments for that subject by 30 July 2010. This excludes Controlled Tests, for which the dates have been communicated. You will receive communication of the dates for the oral examination for languages.

Keep in mind that your CASS component counts 25% towards your final mark, while your examination counts 75% towards your final mark. Please do your controlled tests and other CASS tasks so that you can write the mock exams during August and September.

Please read the information contained in the accompanying documents carefully and send us your Exam Entry Form for the mock/trial examination 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 mock/trial exams for the NATIONAL SENIOR CERTIFICATE GRADE 12, please read the following information.

GENERAL

- The College will administer one mock/trial exam sessions per year for the NSC Grade 12: August/September. This means that you will have one opportunity a year to write the mock/trial examinations for the Grade 12 subjects.
- You will only be allowed to write the examinations for those subjects for which you have submitted **all of the assignments**, as indicated in the respective study guides. These assignments must be submitted to the College by 30 July 2010.
- If you have not yet submitted all of the assignments by 30 July 2010, you will not be registered for the internal mock/trial examinations.
- Please use the Exam Entry Form to indicate the subjects that you want to write.
- An exam fee of R390 per subject is payable upon 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.

IMPORTANT DATES FOR 2010 – HIGH SCHOOL GRADE 12

2010 EXAM SESSIONS	August/September
The 2010 exams session	23 August – 21 September
Exam registration closing date	12 July 2010
Last date for payment of exam fees	12 July 2010
Last date for submission of all CASS assignments	30 July 2010
Closing date for amendments or cancellations	16 July 2010
The date on which you must confirm that you are registered	9 August 2010
Exam confirmation letters will be sent to you by	6 August 2010
Results are released	20 October 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 all 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 during this examination session, and fax it to the College by 12 July 2010.

NATIONAL SENIOR CERTIFICATE: GRADE 12

EXAM ENTRY FORM

AUGUST/SEPTEMBER 2010

FAX THIS FORM TO THE EXAMINATION OFFICE ON **086 510 7788** BY **12 JULY 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 Exam Confirmation Letter will be sent to you via e-mail only. Please ensure that you give a valid e-mail address above. Please take your Exam Confirmation Letter with you when you go to write exams.

STEP 2: CHOOSE YOUR EXAM VENUE

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

Please note that the following examination 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	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 4: FINAL EXAM NOTIFICATION

For you to be eligible to write your mock/trial exams, you need to be registered for the final examinations in October/November 2010 with the Department of Education. 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: PAY YOUR EXAM FEES

After you have completed 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, otherwise 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 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: _____