Dear Learner

2014 EXAMS, - CONTROLLED TESTS AND OR PRACTICAL SESSIONS: GRADE 10 AND 11

IMPORTANT INFORMATION
The attached documents contain important information about the upcoming exams, -controlled tests and or practical (Orals/Life Orientation) sessions including the most important dates and your exams, -controlled tests and or practical (Orals/Life Orientation) sessions entry form. Please read all accompanying documents carefully to ensure that you do not miss anything.

IMPORTANT GENERAL INFORMATION
Below is important general information regarding the College’s communication, exam fees and term results:

1. **Email communication.** We are using email as the only means of sending exams, -controlled tests and or practical (Orals/Life Orientation) sessions Confirmation Letters to students. Please ensure that you have a valid and active email address. All currently registered students should use their damelin.me email address.

2. **Payment of exam fees.** Your exams, -controlled tests and or practical (Orals/Life Orientation) sessions entry form should accompany your proof of payment for the final exam. If you have a credit balance with the College, your fees may be offset against the credit balance.

3. **Term Results.** Your term results will be released on a quarterly basis (See Important Dates 2014 on page 3). These term results will be emailed to students. Therefore, please ensure that the College has your latest e-mail address.

IMPORTANT INFORMATION ABOUT YOUR ‘CASS’ COMPONENT
The College will have the following exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) sessions during 2013:

- Life Orientation Physical Education Task 5.1 *(Pre-Assessment)*
- Control Test 1 Session
- Oral Examination – Listening Comprehension
- Life Orientation Physical Education Task 5.1 *(Post-Assessment)* and Task 5.2 *(Pre-Assessment)*
- Oral Examinations – Prepared Speech
- Controlled Test 2 Session for Life Sciences *(Grade 10+11 learners)* and Mathematics *(Grade 11 learners only)*
- Midyear Examination Session
- Oral Examinations – Unprepared Speech *(Home Language learners)* and Prepared Reading *(1st Add Language learners)*
- Life Orientation Physical Education Task 5.2 *(Post-Assessment)* and Task 5.3 *(Pre-Assessment)*
- Oral Examination – Prepared Speech *(Home Language learners)*
- Control Test 2 and Controlled Test 3 *(Life Sciences and Mathematics only)* Session
- Life Orientation Physical Education Task 5.3 *(Post-Assessment)* and Task 5.4 *(Pre-Assessment)*
- Control Test 4 Session *(Life Sciences and Mathematics only)*
- Life Orientation Physical Education Task 5.4 *(Post-Assessment)*
- Final Examination

These exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) sessions will be held at Centers provided by the College.

All of your CASS assignments have to be submitted to the College by the dates stipulated in your respective study guides in order for the College to calculate your term marks. If the required tasks are not submitted for the term, you will receive a 0% for those particular assignments. *(Refer to your study guides for all assignment due dates)*

Keep in mind that your CASS component counts 25% towards your final mark, while your final examination counts 75% towards your final mark. So please ensure that you attend all exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) sessions and submit all of your CASS assignments. Failure to attend will result in you receiving a 0%.

We wish you all the best with your studies and your exams in 2014. Please read the information contained in the accompanying documents carefully to ensure that you do not miss anything.

Yours sincerely

Ms. M. Grewe
Examinations Manager

Learner Signature: ......................................

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January 2014
NATIONAL SENIOR CERTIFICATE

IMPORTANT INFORMATION

By enrolling for the NATIONAL SENIOR CERTIFICATE GRADE 10 or 11, you will automatically be registered for the internal exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) sessions throughout 2014.

GENERAL

- Please use the exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) sessions entry form to indicate the venue that you want to write at in 2014.
- An exam fee of R650 per subject is payable on registration. Please submit proof of payment with your exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) sessions entry form. An exam fee is only payable for your final examinations and not for the midyear exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) sessions.
- An exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) Confirmation Letter will be sent to you before the start of each exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) session. (Refer to Important Dates 2014 to see when each exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) Confirmation Letter will be issued).

PROVISIONAL EXAMINATION CENTRES

You have to write at one of the Examination Centres provided by the College. These centres appear on the exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) 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

Private Invigilation will only be considered under 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 a letter from the school (signed by the principle) where the private invigilation will take place and 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. Private invigilation must be held at a school where an Educator will be conducting the invigilation.
- 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 school's physical address, prior to the examination. This one-way courier fee of R270 (applicable to South Africa) will be payable upon registration. The fee for private invigilators for neighbouring countries is R750, and courier costs for overseas are available on request.
- If you have not received your Exam/Control Test Confirmation letter giving written approval for private invigilation, you must phone the College at least two weeks before the examination/control test session, to confirm that private invigilation has been approved.
- There will be no exceptions made for Private Invigilation for the Oral/Life Orientation practical examinations. You will have to arrange to get to the nearest venue in order for you to conduct the Oral/Life Orientation Examinations.
- Examination papers will be sent directly to the school and will not be posted or faxed. The examination paper will be in a sealed envelope and it will be delivered to the school's address only.
- Invigilators may not open the sealed examination papers before the start of the examination/control test, and are required to keep them locked away.
- You must write the examination/control test on the date and at the time specified in the College Examination/Control Test Timetable. You may not write examinations/control test at any other time other than stipulated by the College.

Learner Signature: ……………………………….
The invigilator must send, by registered post or 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 (Success House 5th Floor 2 Melle Street Braamfontein 2001, 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.

Note that these dates are provisional and the College reserves the right to make amendments to these dates. Please visit our website for the latest dates.

### IMPORTANT DATES FOR GRADES 10 AND 11

#### 2014

<table>
<thead>
<tr>
<th>TERM 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment cut-off</td>
<td>14 February 2014</td>
</tr>
<tr>
<td>Examination and controlled test registration closing date</td>
<td>14 February 2014</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.1 Pre-assessment session</td>
<td>8 March 2014</td>
</tr>
<tr>
<td>Submission date for ALL assessment tasks (for ALL subjects) that have to be completed for the <strong>first term</strong>, and that have to be submitted to the College for marking. These assessment tasks will be in the study guide/s for each of the subjects that you are studying. These will be all of the tasks that are <em>not</em> controlled tests or examinations.</td>
<td>4 April 2014</td>
</tr>
<tr>
<td>Controlled Test 1 for all subjects</td>
<td>7 April – 23 April 2014</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.1 Post-assessment session</td>
<td>10 May 2014</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.2 Pre-assessment session</td>
<td></td>
</tr>
<tr>
<td>Oral examinations – Task 1 and Task 5</td>
<td>3 May 2014</td>
</tr>
<tr>
<td>Declaration of results – Term 1</td>
<td>30 May 2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM 2</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Oral examinations – Task 8</td>
<td>24 May 2014</td>
</tr>
<tr>
<td>Submission date for ALL assessment tasks (for ALL subjects) that have to be completed for the <strong>second term</strong>, and that have to be submitted to the College for marking. These assessment tasks will be in the study guide/s for each of the subjects that you are studying. These will be all the tasks that are <em>not</em> controlled tests or examinations.</td>
<td>26 May 2014</td>
</tr>
<tr>
<td>Controlled Test 2 for Life Sciences (Grade 10 +11 learners)</td>
<td>29 May 2014</td>
</tr>
<tr>
<td>Mid-year Examinations</td>
<td>2 June – 25 June 2014</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.2 Post-assessment session</td>
<td>5 July 2014</td>
</tr>
<tr>
<td>Life Orientation Physical Education Task 5.3 Pre-assessment session</td>
<td></td>
</tr>
<tr>
<td>Declaration of results – Term 2</td>
<td>28 July 2014</td>
</tr>
</tbody>
</table>
TERM 3

Submission date for ALL remaining assessment tasks (for ALL subjects) that have to be completed for the year, and that have to be submitted to the College for marking. These assessment tasks will be in the study guide/s for each of the subjects that you are studying. These will be all the tasks that are not controlled tests or examinations.

31 July 2014

Controlled Test 2 (will include Mathematics for Grade 10 & 11) Controlled Test 3 for Life Sciences and Mathematics learners ONLY

4 August – 19 August 2014

Oral examinations – Task 10

2 August 2014

Life Orientation Physical Education Task 5.3 Post-assessment session

23 August 2014

Life Orientation Physical Education Task 5.4 Pre-assessment session

Declaraton of results – Term 3

29 September 2014

TERM 4

Controlled Test 4 for Life Sciences and Mathematics learners ONLY

1 – 2 October 2014

Life Orientation Physical Education Task 5.4 Post-assessment session

11 October 2014

Final examinations

13 October – 7 November 2014

Declaration of results – Term 4

12 December 2014

OTHER IMPORTANT DATES 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last date for payment of exam fees</td>
<td>31 March 2014</td>
</tr>
<tr>
<td>Closing date for amendments or cancellations regarding your examinations</td>
<td>1 Week before each sessions confirmation letter is sent to you</td>
</tr>
</tbody>
</table>

Please note:

1. Unless you have a credit balance with the college, you MUST provide proof of payment for your exams by 31 March 2014.

Learner Signature: ………………………
NATIONAL SENIOR CERTIFICATE: GRADE 10 AND 11

2014 EXAMS, - CONTROLLED TEST AND OR PRACTICAL REGISTRATIONS
GRADE 10 AND 11

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 exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) Confirmation Letter will be sent to you via email only. So please ensure that you give a valid email address above. Please take your exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) Confirmation Letter with you when to go to write exams.

STEP 2: CHOOSE YOUR GRADE

Please tick the appropriate boxes (✓)

<table>
<thead>
<tr>
<th>Grade 10</th>
<th>Grade 11</th>
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<tbody>
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</table>

STEP 3: CHOOSE YOUR EXAM, -CONTROLLED TEST AND OR PRACTICAL 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.

<table>
<thead>
<tr>
<th>Boksburg</th>
<th>Ladysmith</th>
<th>Randburg</th>
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<tbody>
<tr>
<td>Bloemfontein</td>
<td>Mafikeng</td>
<td>Richards Bay</td>
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<tr>
<td>Cape Town</td>
<td>Middelburg</td>
<td>Rustenburg</td>
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<td>Durban</td>
<td>Nelspruit</td>
<td>Secunda</td>
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<td>East London</td>
<td>Newcastle</td>
<td>Mthatha</td>
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<td>George</td>
<td>Pietermaritzburg</td>
<td>Tzaneen</td>
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<tr>
<td>Johannesburg Central</td>
<td>Polokwane</td>
<td>Vanderbijlpark</td>
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</table>
STEP 4: CHOOSE YOUR SUBJECTS
Please tick the appropriate boxes

<table>
<thead>
<tr>
<th>Subject</th>
<th>✓</th>
<th>Subject</th>
<th>✓</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Home Language</td>
<td></td>
<td>Geography</td>
<td></td>
<td>Agricultural Sciences</td>
</tr>
<tr>
<td>Afrikaans 1ste Addisionele Taal</td>
<td></td>
<td>Accounting</td>
<td></td>
<td>Life Sciences</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td>Business Studies</td>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td>Mathematical Literacy</td>
<td></td>
<td>Physical Sciences</td>
<td></td>
<td>Afrikaans Huistaal</td>
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<tr>
<td>History</td>
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<td>IsiXhosa Home Language</td>
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<tr>
<td>Life Orientation</td>
<td></td>
<td>English 1st Additional Lang.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 R650 per subject. Please deposit your exam fees into the following account:

Bank: First National Bank  
Branch: Johannesburg  
Branch Code: 204109  
Account Number: 62275014919  
Name of Account: Damelin Correspondence College (Pty) Ltd  
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: DISABILITIES
Please indicate if you have any disability which requires you to have an alternative method of examining by ticking the box below:

YES  NO

If you have indicated yes, the College will send you the application form which must be completed by you and returned to the College.

DECLARATION BY LEARNER: I agree to abide by the rules and procedures governing the College's examinations. I understand that I must take my exams, -controlled tests and or practical (Orals/Life Sciences/Life Orientation) 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 dates stipulated by the College.

Learner signature: ___________________  Parent/Guardian signature: ___________________  
Date: ___________________  (if learner is under 18)