

## **GRADES 10 AND 11: VERY IMPORTANT INFORMATION**

You must complete the ENTRY FORM in this document, and submit the ENTIRE DOCUMENT together with your enrolment (registration) form when you enrol for the National Senior Certificate Grade 10 or Grade 11.

**NB! Sign this document everywhere that 'Learner's Signature' is indicated,**  
to confirm that you have *read* all the information provided with regard to your  
CASS/SBA and examinations, and that you *understand* this information.

**Please fax this entire, signed and completed document to the College on 0866769154,**  
if you have NOT already handed it in with your enrolment (registration) form.

January 2016

Dear Learner

### **2016 CONTROLLED TESTS, EXAMS AND/OR PRACTICAL SESSIONS: GRADES 10 AND 11**

#### **IMPORTANT INFORMATION ABOUT THIS DOCUMENT**

This document consists of four parts – the *letter* that you are reading; *important information* about your upcoming controlled tests, exams and/or practical sessions (orals/Life Orientation PET); tables of important *dates*; and an *entry form* for the controlled tests, exams and/or practical sessions. Please read **all** of the pages in this document carefully to ensure that you do not miss anything, and sign wherever 'Learner's Signature' is indicated.

#### **IMPORTANT GENERAL INFORMATION**

Carefully read the following information regarding email communication by the College, exam fees and term results:

1. **Email communication.** The College will email you confirmation letters for all of your controlled tests, exams and/or practical sessions (orals/Life Orientation PET). Note that we send confirmation letters **by email only**. Therefore please ensure that your **current email address is valid and active – and check your inbox** regularly. All currently registered learners/students must *also* activate and check their **damelin.me** address.
2. **Payment of exam fees.** The entry form for your controlled tests, exams and/or practical sessions (orals/Life Orientation PET) should accompany your *proof of payment for the final exam*. If you have a credit balance with the College, your exam fees may be offset against the credit balance.
3. **Term Results.** Your term results will be released on a quarterly basis. (See the tables of Important Dates for 2015 in this document.) These term results will be emailed to students. Therefore, again, please ensure that the College has your latest email address, and also activate and check your damelin.me address.

#### **IMPORTANT INFORMATION ABOUT YOUR CASS/SBA COMPONENT**

The College will have the following controlled tests, exams and/or practical sessions (orals/Life Orientation PET) in 2016:

- Life Orientation Physical Education Task 5.1 (**Pre-assessment**)
- Controlled Test 1 session
- Oral Examination session – Listening Comprehension
- Life Orientation Physical Education Task 5.1 (**Post-assessment**) and Task 5.2 (**Pre-assessment**)
- Oral Examination session – Prepared Speech
- Controlled Test 2 session for **Life Sciences (Grades 10 and 11)** and **Mathematics (Grade 11 only)**
- Mid-year Examination session
- Oral Examination session – Unprepared Speech (**Home Language learners**) and Prepared Reading (**First Additional Language learners**)
- Life Orientation Physical Education Task 5.2 (**Post-assessment**) and Task 5.3 (**Pre-assessment**)
- Oral Examination session – Prepared Speech (**Home Language learners**)
- Controlled Test 2 & Controlled Test 3 session for **Life Sciences and Mathematics** only (**Grades 10 and 11**)
- Life Orientation Physical Education Task 5.3 (**Post-assessment**) and Task 5.4 (**Pre-assessment**)
- Controlled Test 4 session for **Life Sciences and Mathematics** only (**Grades 10 and 11**)
- Life Orientation Physical Education Task 5.4 (**Post-assessment**)
- Final Examination session

These controlled tests, exams and/or practical sessions (orals/Life Orientation PET) will be held at examination centres/venues provided by the College.

All of your CASS/SBA assignments have to be submitted to the College by the dates stipulated in the 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 zero for those particular assignments. *(Please refer to your study guides for all assignment due dates.)*

Keep in mind that your CASS/SBA component counts 25% towards your final mark, while your final examination counts 75% towards your final mark. So please ensure that you attend all controlled tests, exams and/or practical sessions (orals/Life Orientation PET) and submit all of your CASS/SBA assignments. **If you fail to attend, you will receive zero (0%).**

We wish you all the best with your studies and your exams in 2016. Please carefully read all of the information in this document to ensure that you do not miss anything.

Yours sincerely

High School Department

Learner's Signature:.....

## NATIONAL SENIOR CERTIFICATE

# IMPORTANT INFORMATION

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By enrolling for the NATIONAL SENIOR CERTIFICATE GRADE 10 OR 11, you will **automatically** be registered for the controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET) throughout 2016.

**GENERAL**

Please note the following:

- Please use the *entry form* for the controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET) to indicate the venue that you want to write at in 2016.
- An exam fee of R650 per subject is payable *on registration*. Please submit proof of payment of the exam fee with your entry form for controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET). Please note that the exam fee is only payable for your *final examinations*, and *not* for the mid-year exams, controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET).
- A confirmation letter for your controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET) will be emailed to you before the start of *each* controlled test, internal exam and/or practical session. (Refer to the table of Provisional Important Dates for 2016 to see when each confirmation letter for controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET) will be issued.)

**PROVISIONAL EXAMINATION CENTRES/VENUES**

You have to write at one of the venues/examination centres provided by the College. These venues appear on the entry form for controlled tests, internal exams and/or practical sessions (orals/Life Orientation PET).

Please note that venues are subject to change or cancellation. The College reserves the right to re-route learners if we encounter venue problems. The venue at which you will be writing will be confirmed in the confirmation letter that will be emailed 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 if you encounter difficulties when undertaking private invigilation.
- Your application must be accompanied by a letter from the venue/examination centre/school (signed by the Principal) 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 venue/school/ examination centre where an Educator will be conducting the invigilation.
- The College has the right to accept or decline the proposed invigilator and/or venue/school/examination centre, and may ask you to propose another person or venue/school/examination centre.
- 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/controlled test confirmation letter giving written approval for private invigilation, you must phone the College at least two weeks before the exam/controlled test session to confirm that private invigilation has been approved.
- No exceptions will be made for private invigilation for the oral/Life Orientation practical sessions. You will have to arrange to get to the nearest venue in order for you to attend the oral/Life Orientation sessions.
- Examination papers will be sent *directly* to the school/venue 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/controlled test papers before the start of the examination/controlled test, and are required to keep them locked away.
- You must write the examination/controlled test on the date and at the time specified in the College examination/controlled test timetable. You may *not* write examinations/controlled tests at any time other than that stipulated by the College.
- The invigilator must send your answer books, by registered post or courier (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 (Fleetway House, 29 Martin Hammerschlag Way, Foreshore, 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 that is obtainable from the College.

Learner's Signature: .....

**PROVISIONAL IMPORTANT DATES FOR 2016 – HIGH SCHOOL GRADES 10 AND 11**

<b>TERM 1</b>		
<b>12 March</b>		
Life Orientation (PET 5.1 pre-assessment)		Grade 10
		Grade 11
<b>04 April-19 April</b>		
Controlled Test 1-Formal Assessment Cycle: Summative & Formative(Controlled Test 1+ Tasks)		Grade 10
		Grade 11
		Grade 10
		Grade 11
<b>09 April</b>		
Oral – Task 1 and Task 5		Grade 10
		Grade 11
<b>23 April</b>		
Life Orientation (PET 5.1 post-assessment and PET 5.2 pre-assessment)		Grade 10
		Grade 11
<b>20 May</b>		
Declare Results Term 1		Grade 10
		Grade 11
<b>TERM 2</b>		
<b>21 May</b>		
Oral –Task 8		
<b>26 May-27 May</b>		
Controlled Test 2	Life Sciences & Mathematics	Grade 10
		Grade 11
<b>01 June-24 June</b>		
Mid-year Exam		Grade 10
		Grade 11
<b>02 July</b>		
Life Orientation (PET 5.2 post-assessment and PET 5.3 pre-assessment)		Grade 10
		Grade 11
<b>22July</b>		
Declare Results Term 2		Grade 10
		Grade 11

<b>TERM 3</b>		
<b>01 August – 17 August</b>		
Controlled Test 2/3 Formal Assessment Cycle: Summative & Formative (Controlled Test + Tasks)		Grade 10
		Grade 11
<b>06 August</b>		
Oral – Task 10		Grade 10
		Grade 11
<b>20 August</b>		
Life Orientation (PET 5.3 post-assessment and 5.4 pre-assessment)		Grade 10
		Grade 11
<b>24 July</b>		
<b>21 September-22 September</b>		
Controlled Test 4	Life Sciences	Grade 10
		Grade 11
	Mathematics	Grade 10
		Grade 11

TERM 4 (GRADES 10 AND 11 ONLY)	
<b>08 October</b>	
Life Orientation (PET 5.4 post-assessment)	Grade 10
	Grade 11
<b>14 October</b>	
Declare Results Term 3	
<b>17 October – 11 November</b>	
Final Exams	Grade 10
	Grade 11
<b>09 December</b>	
Declare Results Term 4	Grade 10
	Grade 11

- 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.
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OTHER IMPORTANT DATES 2016	DATES
Last date for payment of exam fees	31 March 2016
Closing date for amendments or cancellations regarding your examinations	<b>One week <u>before</u> each session, a confirmation letter will be <u>emailed</u> to you</b>

***Please note:*** Unless you have a credit balance with the College, you **MUST** provide proof of payment for your exams by **31 March 2016**.

Learner's Signature: .....



## NATIONAL SENIOR CERTIFICATE: GRADES 10 AND 11

# ENTRY FORM: 2016 CONTROLLED TESTS, EXAMS AND/OR PRACTICAL SESSIONS REGISTRATION GRADES 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: (\_\_\_\_) \_\_\_\_\_ Cell No: \_\_\_\_\_

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

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

**PLEASE NOTE:** Your confirmation letter for controlled tests, exams and/or practical (orals/Life Orientation) will be sent to you via email only. So please ensure that you give a valid email address above. Please take your confirmation letter for controlled tests, exams and/or practical (orals/Life Orientation) with you when to go to write the tests/exams, or to the practical sessions.

### STEP 2: CHOOSE YOUR GRADE

Please tick the appropriate box (✓)

Grade 10	<input type="checkbox"/>
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Grade 11	<input type="checkbox"/>
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Learner's Signature: .....



### STEP 3: CHOOSE YOUR VENUE FOR CONTROLLED TESTS, EXAMS, AND/OR PRACTICAL SESSIONS

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/venues are **provisional** and subject to change.

Bloemfontein		Mafikeng		Randburg	
Cape Town		Middelburg		Richards Bay	
Durban		Mthatha		Rustenburg	
East London		Nelspruit		Secunda	
East Rand		Newcastle		Tzaneen	
George		Pietermaritzburg		Vanderbijlpark	
Johannesburg Central		Polokwane		Welkom	
Kimberley		Port Elizabeth			
Klerksdorp		Pretoria			

### STEP 4: CHOOSE YOUR SUBJECTS

Please tick the appropriate boxes

Subject	✓	Subject	✓	Subject	✓
English Home Language		Geography		Agricultural Sciences	
Afrikaans 1ste Addisionele Taal		Accounting		Life Sciences	
Mathematics		Business Studies		Economics	
Mathematical Literacy		Physical Sciences		Afrikaans Huistaal	
History		isiXhosa Home Language			
Life Orientation		English 1st Additional Language			

### 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:** Cape Town  
**Branch Code:** 204109  
**Account Number:** 62275014919  
**Name of Account:** Damelin Correspondence College (PTY) LTD-Johannesburg  
**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).

Learner's Signature: .....

**STEP 6: DISABILITIES**

Please indicate whether or not you have any disability which requires you to have an alternative method of examining, by ticking the appropriate box below:

<b>YES</b>		<b>NO</b>	
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If you have indicated **yes**, the College will send you the application form which you must complete and return 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 Confirmation Letter for controlled tests, exams and/or practical sessions (orals/ Life Orientation) with me to write my controlled tests or exams, and/or to do my practical sessions. 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's signature:** \_\_\_\_\_

**Parent/Guardian's signature:** \_\_\_\_\_  
(if learner is under 18)

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