Dear learner

There are a number of significant changes in the way in which the College will be conducting the National Senior Certificate programme for which you are enrolled. These changes will affect you; and will take effect by February 2011.

1. **Structured learning programme**

   The National Senior Certificate programme for Grade 10, 11 and 12 will follow a structured programme. The academic year will start at the beginning of the year and end when the final external examinations are written. The academic year will be structured into 3 terms.

   Learners will have to submit assessment tasks and write controlled tests for each term on dates determined by the College. The submission dates for assignments and controlled test session dates are provided in the Orientation Guide in the enrolment pack that learners receive upon enrolment or when updated study material is received. This information is also available on the College website.

2. **Controlled test and Examination venues**

   The College will identify venues at which controlled tests, midyear examinations and final examinations will take place. Invigilators will be appointed by the College. You will receive a controlled test and exam entry form that contains a list of these venues. You will be required to indicate your choice of venue on the exam entry form and return it to the College by the due date.

3. **Oral Examinations**

   The College will appoint a qualified educator to do the assessment for the oral component for languages at a venue identified by the College. The date on which these examinations will take place is given in the Orientation Guide, as well as on the College website. You will receive a list of these venues, and you will be required to indicate your choice of venue on the same exam entry form that will be sent to learners for the registration of examinations and controlled tests. Dates and venues will be confirmed one month before the assessment is to take place.

4. **Midyear Examinations; Mock/Trial and Final Examinations**

   Midyear examinations will be conducted during June. Mock/Trial examinations will take place during August/September. The Final external examinations for Grade 12 will be conducted by the Department of Education during the October/November. Your chosen venue for your Final external examinations will only be where you have to write your examinations. Any queries you have must be directed to the College.

5. **Life Orientation – Physical Education Task (PET)**

   Learners will have face-to-face contact sessions with a Life Orientation educator throughout the year to complete the physical education task. Assessment for this task will take place during each of the terms for the year (3 terms).
6. Update of study material

The study material for Grade 12 has been updated to address the recent curriculum changes that have taken place. ALL learners enrolled on Grade 12 MUST receive the UPDATED study material.

In order to receive the updated study material you would need to complete the form that has been included with this communication and return it to the College by 07 March 2011.

If you require further clarity please contact our Student Services Department on 0860 41 41 41.

Yours sincerely

High School Division