

QUEENSBURGH GIRLS' HIGH SCHOOL
MID-YEAR CONTROLLED TESTS: 2022
TIME TABLE

DATE	GRADE 12			GRADE 11			GRADE 10		
20 May	<i>Cons St Pracs - day</i>			Math Assignment – 1hr			Math Assignment – 1hr		
23 May	<i>Drama Pracs - day</i>			<i>IT Pracs – 2 hrs – 8:30 – 10:30</i>					
24 May	<i>IT Pracs – 3 hrs – 8:30 – 11:30</i>			<i>Drama Pracs - day</i>			<i>Cons St Pracs - day</i>		
Wed 25 May	Afrikaans P2 Isizulu P2 Life Orientation	2h 2h 2h	Form Rooms Form Rooms Form Rooms	English P2 EGD	2h 2h	Form Rooms 11.6: UH1; 11.7: UH2	English P2	2h	Form Rooms
Fri 27 May	Life Sciences	2.5h	12B:85; 12.6 SDB: UH1 12.7 SDB: Lab 29; 12.7 MG: Lab 39	Dramatic Arts	3h	11L: SG4; 11.7: Rm 47	History – 10S	2h	10S: 133; 10.4: Lab 32
Mon 30 May	Mathematics P1 Math. Literacy P1	2h 2h	Form Rooms Form Rooms	Physical Science P1 Tourism	2h 2h	11O: 161; 11K: 149 11Y: 47	Mathematics Math. Literacy Life Orientation	1.5h 2h 2h	Form Rooms Form Rooms Form Rooms
Tues 31 May	English P2 Life Sciences (assign)	2h 1h	Form Rooms same as 27/05	Afrikaans P2 Isizulu P2 Geography Consumer Studies	1.5h 1.5h 1.5h 2.5h	Form Rooms Form Rooms Rm 2 Rm 4	Afrikaans P2 Isizulu P2	1.5h 1.5h	Form Rooms Form Rooms
Wed 1 June	Business Studies	2h	12V: Lab 29 12K+8 th : Lab 39	Life Sciences	2h	11T: Rm 87; 11K: 149 11.6 SDB: Lab 29 11.7 SDB: Lab 39	Physical Science Tourism	2h 1.5h	10C: 44; 10D:118 10B: Art Rm
Thurs 2 June	History	2h	12.6: Rm 2; 12.7 Rm 85	Business Studies	1.5h	11S: 159; 11G: 160	Dramatic Arts	2h	Rm 133
Fri 3 June	Physical Science P1 Tourism	2h 3h	12G:132; 12N:117 12L: L2	Accounting Visual Arts IT	2h 1.5 2h	VGo: 160; TVM: 149 Rm 87 Rm 159	Accounting Visual Arts IT	2h 1.5 2h	Lab 32 Rm 133 Lab 39
Mon 6 June	Mathematics P2 Math. Literacy P2 Geography Consumer Studies	2h 2h 3h 2.5h	Form Rooms Form Rooms Rm 2 Rm 4	Mathematics Math. Literacy	2h 2h	Form Rooms Form Rooms	Life Sciences Life Sciences (assign)	2h 1h	10N: Lab 32; 10.4 MG: Lab 39; 10.4 AN: Lab 29; 10.6 MG: Rm 2 Same as above
Tues 7 June	Accounting Visual Arts IT	2h 2h 3h	VGo: 132; TVM: 85 L2 Rm 117	Life Orientation	2h	Form Rooms	EGD	2h	UH 1
Wed 8 June	Dramatic Arts	3h	12S: 166; 12.7: L2	Physical Science P2	2h	11O: 161; 11K: 149	Business Studies	1.5h	10P: Rm 4 10.6: Lab 32
Thurs 9 June	EGD	2h	12.6: UH1; 12.7: Rm 85	History	2h	11.6: 159; 11.7: 87	Geography Consumer Studies	1.5h 2h	Rm 4 Rm 2
Fri 10 June	Physical Science	2h	12G:132; 12N:117	<i>Consumer Studies (Pracs) - day</i>			<i>Dramatic Arts Pracs</i>	3h	<i>Drama Room</i>

NOTE:

Normal days on 20 May/23 May/24 May 2022. Learners involved in practical tests will report to their respective venues at 8:00.

Mathematics assignment will be written in the morning followed by 6 periods as normal.

BELL TIMES – Grades 10/ 11/ 12

SESSION ONE			
	START	FINISH	DURATION
1.5 hr test			
Registration	7:45	8:00	15 mins
Study Period	8:00	8:45	45 mins
Hand out scripts	8:45	8:50	5 mins
Reading time	8:50	9:00	10 mins
Controlled Test	9:00	10:30	90 mins
Collect scripts	10:30	10:35	5 mins
Dismissal	10:35		
2 hr test			
Registration	7:45	8:00	15 mins
Study Period	8:00	8:15	15 mins
Hand out scripts	8:15	8:20	5 mins
Reading time	8:20	8:30	10 mins
Controlled Test	8:30	10:30	120 mins
Collect scripts	10:30	10:35	5 mins
Dismissal	10:35		
2.5hr test			
Registration	7:45	8:00	15 mins
Study Period	8:00	8:15	15 mins
Hand out scripts	8:15	8:20	5 mins
Reading time	8:20	8:30	10 mins
Controlled Test	8:30	11:00	180 mins
Collect scripts	11:00	11:05	5 mins
Dismissal	11:05		
3hr test			
Registration	7:45	8:00	15 mins
Study Period	8:00	8:15	15 mins
Hand out scripts	8:15	8:20	5 mins
Reading time	8:20	8:30	10 mins
Controlled Test	8:30	11:30	180 mins
Collect scripts	11:30	11:35	5 mins
Dismissal	11:35		
SESSION 2			
1 hr test			
Report to venue	11:05		
Hand out scripts	11:15	11:20	5 mins
Reading time	11:20	11:30	10 mins
Controlled Test	11:30	12:30	60 mins
Collect scripts	12:30	12:35	5 mins
Dismissal	12:35		
1.5h test			
Report to venue	11:05		
Hand out scripts	11:45	11:50	5 mins

Reading time	11:50	12:00	10 mins
Controlled Test	12:00	13:30	90 mins
Collect scripts	13:30	13:35	5 mins
Dismissal	13:35		
2 hr test			
Report to venue	11:05		
Hand out scripts	11:15	11:20	5 mins
Reading time	11:20	11:30	10 mins
Controlled Test	11:30	13:30	120 mins
Collect scripts	13:30	13:35	5 mins
Dismissal	13:35		
2.5hr test			
Report to venue	11:05		
Hand out scripts	11:15	11:20	5 mins
Reading time	11:20	11:30	10 mins
Controlled Test	11:30	14:00	150 mins
Collect scripts	14:00	14:05	5 mins
Dismissal	14:05		
3 hr test			
Report to venue	11:05		
Hand out scripts	11:15	11:20	5 mins
Reading time	11:20	11:30	10 mins
Controlled Test	11:30	14:30	180 mins
Collect scripts	14:30	14:35	5 mins
Dismissal	14:35		

Study tips:

1. Don't attempt to cram all your studying into one session.
2. Plan when you're going to study
3. Study at the same time each day and establish a routine.
4. Each study time should have a specific goal.
5. Never procrastinate your planned study session.
6. Start with the most difficult subject first.
7. Revise your notes; test yourself and always WRITE answers –it's of no value that you merely SAY it to yourself!.
8. Make sure you're not distracted while you're studying.
9. Review all your work once you have completed sections.
10. Try different study methods for different subjects and new ways of memorising facts. Remember, practice makes perfect.



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CONTROLLED TEST REGULATIONS

1. The start of the test

- 1.1 Learners must report to school by 7:40 and proceed to form rooms for registration.
- 1.2 Learners must proceed to test venues where applicable. Invigilators will give instructions as to how to enter the examination room. Answer books and question papers will be issued. Ten minutes reading time is allocated.
- 1.3 A learner who arrives late for the test will NOT be given any extra time.
- 1.4 Please note: If a learner is too ill to write the test, the school must be contacted before 7:45 am on the day of the test. Upon her return, the learner must produce a doctor's certificate. This qualifies her to write another paper at a time stipulated by the school. If no attempt is made to contact the school and produce a doctor's certificate, the learner will get zero for the test.

2. Unauthorised material

- 2.1 No unauthorised material – notes, textbooks, paper, etc. may be brought into the exam room.
- 2.2 If a learner needs books to learn from, she must place them under her chair during the exam, or in a place designated by invigilator.
- 2.3 Only regulation school bags or PE bags should be brought to school during the test period.
- 2.4 Pens, pencils and any other equipment must be placed in a clear plastic bag or clear pencil case. Borrowing of equipment – calculators, stationery, etc. - is not permitted.
- 2.5 According to school policy, a learner is not allowed to carry a cell phone. Should she be found with one in the venue or if her cell phone rings, it will be confiscated and it will be regarded as an irregularity. This also applies when the cell phone rings while it is in her bag.

3. Invigilators

- 3.1 All instructions given by the invigilator must be adhered to.
- 3.2 Invigilators can only assist learners with general information regarding the test; they will not assist with specific questions. Examiners of papers will be consulted if there are genuine queries.

4. Irregularities

- 4.1 If a learner is caught cheating in ANY WAY, eg. using notes, looking at another learner's work, the learner's answer book will be taken away from her. She will then be issued with another answer book to re-start the examination. No extra time will be given. The matter will be reported to the school irregularity committee. An irregularity report will be written; the learner's parent will be consulted and penalties will be administered to the offending learner.
- 4.2 During the exam, a learner may not gaze around, or make eye contact with anyone. Learners may not read other material, write any letters, or deface their exam papers.
- 4.3 Learners may not leave the venue early. They are required to remain in the venue for the duration of the test.
- 4.4 Learners are expected to visit the toilet before the test and after the test. (No toilet visits during sessions – emergencies only).

5. School rules

- 5.1 Normal school rules apply during the test. No chewing of gum. No nail polish. No fancy hairstyles. No jewellery etc. Learners must make sure they are correctly dressed before they enter the venue..
- 5.2 Name badges must be worn during all test sessions, as identification of learners is important.
- 5.3 No disorderly conduct is permitted during the test session.

6. At the end of the controlled test

- 6.1 Please leave QUIETLY after the test as there are tests being written at various times in various venues in the school.
- 6.2 If learners are waiting for lifts, they must wait QUIETLY in the car park.