



Queensburgh Girls' High School

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27 October 2021

Dear Parents/ Guardians

November Controlled Tests: Grades 10 and 11

The November controlled tests will commence on Friday 5 November 2021 and end on Thursday 25 November 2021. Attached to this letter is a copy of the controlled test timetable. Please use this to assist your daughter to structure her study time table. Note that within the test period, learners will only report to school on the days they are writing tests.

Please take note of the following procedures:

1. **Learners writing in the first session only or in both sessions:**
 - 1.1 Screening takes place from 7:15 onwards. Learners must be in form rooms or test venues by 7:30.
 - 1.2 Learners will report to form rooms in the mornings unless otherwise stated on the programme. Text books will be collected during this time.
 - 1.3 Learners will report directly to test venues in the second session.
 - 1.4 The exam sessions are dependent on the duration of the papers. Refer to the bell times for information.
 - 1.4 There will be a study period before the test. Learners are expected to quietly revise their work for the test.
 - 1.5 There will be a break for those writing in the second session.
2. **Learners writing ONLY in the second session:**
 - 2.1 Learners will report to school at 11:10.
 - 2.2 Learners will be screened between 11:10 and 11:25.
 - 2.3 Learners must report to test venues at 11:30. Refer to the bell times for other information.
 3. Learners who arrive late for the test will not be given extra time.
 4. Please allow approximately 10- to 15 minutes at the end of the test for the collection of scripts and dismissal of learners.
 5. It is very important that the school is contacted by 7:45 should your daughter / ward be too ill to write the test. Please note that if your daughter wishes to write a missed exam paper, a medical certificate has to be produced. She will be given a **new** paper to write on a stipulated date. This date is non-negotiable.
 6. Learners must carry school regulation bags, preferably PE bags.
 7. Stationery must be placed in a clear plastic bag or clear pencil case.
 8. Learners must be attired in full winter uniform and abide by the school's code of conduct.
 9. Cell phones are not allowed at school. If a cell phone is in your daughter's possession it will be confiscated in accordance with the protocols in the learners' code of conduct.
 10. In the interest of safety and good health, all Covid 19 protocols must be followed. Wearing of masks is compulsory. Learners must sanitise their hands regularly, and ensure social distancing. Outside of school, if learners are in uniform, they must comply with all school Covid protocols.

All learners must return to school on Friday 26 November 2021. They will be given the opportunity to check their test scripts. Every learner is responsible for checking her own scripts and she will be asked to sign for her marks on the school schedules.

After the controlled tests, attendance is mandatory until school closes for the year on 15 December 2021. Review and remediation of the test will take place and teachers will continue with work for term 3. Learners may only be absent for medical reasons and must provide a medical certificate on return. No leave will be granted to take an early vacation. Parents are expected to cooperate on the issue of learner attendance.

Yours faithfully,

Mrs S. Motheeram (Principal)

ACKNOWLEDGEMENT

Name of parent:

Signature: