



# Wynberg Boys' High School

Since 1841

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## **Circular 25**

20th May 2015

Dear Parents / Guardians

### **Grade 8 – 12 Mid-Year Examinations**

#### **Academic Declaration**

We are about to enter the mid-year examination period and we want to keep you informed of procedures so that together we can ensure your son has as good an academic environment as possible in which to write. On the front page of Moodle is an Academic Declaration that your son may well have already agreed to and submitted. Please feel free to look at this with him and discuss what it means.

#### **Arrangements**

For grades 8 to 11 the examination period runs from 3 June to 19 June and for grade 12s from 29 May to 19 June. There are certain exams being written outside of this period, namely:

Grade/s	Date	Paper	Time
10-12	Various as per diary	HL 3 and FAL 3	Normal lessons and scheduled test periods
11	2 June	IT 1	07:45 – 10:00
10	2 June	VART Prac	14:50 – 17:30
10	1 June	MUS 1 / MUS 2	08:30 – 14:30

For all grade 8 to 11 students the 1<sup>st</sup> and 2<sup>nd</sup> June are normal school days. Only grade 11 IT students will miss periods 3 and 4 and are expected to attend classes as normal from period 5 onwards on Tuesday. The two grade 10 music students will miss their normal classes on the 1<sup>st</sup>.

The invigilation timetable with the start and finish times of examinations, as well as the venue to which your son must report is on Moodle and has also been posted around the school.

The general schedule for each day is as follows:

- 08:00 – 12:00 Morning examination session
- 12:00 – 13:00 Assembly / Break
- 13:00 – 16:00 Afternoon examination session (Mon-Thu)
- 13:30 – 16:30 Afternoon examination session (Fri)
- 12:30 – 17:30 Full extra-mural programme continues

The slightly later start time of Friday afternoon examinations is to allow our Muslim students time to pray and to simplify the examination arrangements for all. Jumrah will still be offered at school during the examination period.

#### **Daily routine**

In the mornings boys are expected to arrive by 08h00, regardless of the starting time of their examination. An exception is being made for those who attained their MPL during the 1<sup>st</sup> term. These boys need only report to their venue at the end of the break that precedes their examination.

All boys must be at school on all days of the examination period for the full morning examination session, whether or not they are writing an examination, with the following exception. A reward to those who attained their MPL the first term is that they will be allowed to choose to study at home on days on which they are not writing a morning examination. Afternoon examination sessions are only for those who are writing.

For some parents and guardians the closing time of school during this period may be inconvenient for collecting your sons. To assist here the IT rooms (except when an IT exam is being written) and the library will be open daily until at least 14:40 to provide a space for pupils to study.

**Headmaster: K.C. Richardson, B.A., M.Ed**

The full extra-mural programme of the school continues throughout the examination period and pupils are expected to fulfil their sporting, cultural and service commitments. Practices, rehearsals and meetings will sometimes be at irregular times and pupils must ensure that they know when they are expected to be present. If your son is going to miss a practice or match due to illness it is essential for him or you to contact the relevant teacher or coach.

### **Absences**

Please note that should your son be absent from school on a day on which he should be present, a doctor's certificate must be presented to Mr Thompson immediately on his return to school. Without such a certificate a zero result has to be awarded for the examination that was missed. In the case of bereavement a letter from a parent or guardian is acceptable. In all cases of absence, please phone or e-mail (secretary@wbhs.org.za) the front office and let Mrs Lefson know that your son is at home.

We sometimes have requests for pupils to miss examinations for a variety of reasons such as extended holidays. Please note that this is not within our authority to grant these and a score of zero has to be recorded for all examinations missed - the only exceptions being bereavement, illness or official provincial or national representation. It is also not possible to allow examinations to be written outside of the scheduled times.

### **Electronic devices**

The school's usual cell phone policy applies during the course of examinations. Anyone found with a cell phone in his possession during an examination session (even if it is switched off) will have the phone confiscated and be assigned a zero result for the examination in question. This also applies to learners with smart watches. Grades 8 to 10 may have some examinations conducted through Moodle. Therefore every learner must have his device fully charged and in good working order with him every day. If a boy finds that his tablet is not in full working order he must get a signature from his house head in his diary before the start of the school day. If he arrives at the exam venue without a working tablet or signature he will be given zero for the Moodle component of the examination.

The calculator function of smart devices may not be used in place of a normal calculator in any exam.

### **Behaviour**

During the course of the examinations it is our job as teachers to ensure that a good academic atmosphere exists in the school for those who wish to do well. To achieve this environment it is necessary to be very firm in disciplining poor behaviour. Even small misdemeanours during the course of examinations will be heavily punished. For any infringement of rules (late-coming, talking in the building, misbehaviour in an examination venue, etc.) pupils will be expected to sit an immediate detention that afternoon from 12:00 to 13:00. No afternoon commitments will be considered as excuses. Any boy who fails to complete his detention on time will be removed from his examination venue the next morning and will only write his next examination after school. The privilege of leaving early will be withdrawn from those who do not wish to allow their peers the opportunity to do their best in the examinations.

We look forward to a good series of examinations from all pupils. We hope that their preparation for these papers has been of a fitting standard that allows them to prove their excellence.

Yours sincerely

**BEN THOMPSON**  
**DIRECTOR: ACADEMICS**