



INTERSEN TEST SERIES: TERM 2

Dear Parent/Guardian

Herewith we ask that you please familiarise yourself with our Assessment Irregularities Policy as well as the Learner Attendance Policy with regards to the upcoming tests which start on 30 May for Grade 7 and 2 June for Grade 4 - 6. We wish to avoid any confusion as to when learners are writing and request that you please ensure that your child has his/her test timetable and demarcation of work to be studied, which is also readily available on D6 and the school website.

TABLE OF IRREGULARITIES AND SANCTIONS INVOLVING LEARNERS

NO	IRREGULARITY	POSSIBLE SANCTION
1	A learner who refuses to abide by any or all of the minimum requirements for the compilation of a mark for internal assessment in a subject.	Learner receives incomplete results in the subject.
2	A learner who presents work that is not his or her own work. This may take various forms such as: (i) Copying verbatim from another source. (ii) Submitting an assignment or project that is not his or her own effort (it may have been completed by another learner, person or his or her parent, or even purchased). (iii) Reproducing an assignment or project from another learner and there is evidence of such copying. (iv) Presenting work that has been previously presented and for which marks were received, which could either be his or her own effort or that of another person. (v) Presenting work (as a whole or in part) that is not his or her own, but that of another learner from the same school or another school. (vi) Any dishonest act aimed at misleading the teacher in terms of the authenticity or originality of the learner's work presented.	Zero mark for the assessment task /examination paper.
3	A learner who, in respect of a component of a mark for an internal assessment that is completed under controlled conditions, does any of the following: (i) Creates a disturbance, intimidates others, or behaves in an improper or unseemly manner, despite a warning. (ii) Is drunk or under the influence of other hard drugs. (iii) Disregards the arrangements or reasonable instructions of the teacher, despite a warning. (iv) Continues to disregard assessment regulations, despite a warning	<ul style="list-style-type: none"> • The learner forfeits the opportunity to write or continue writing that specific assessment task /examination paper. • The learner retains marks awarded for other components in the subject.
4	A learner who stole an examination paper or any other formal assessment task.	<ul style="list-style-type: none"> • This must be regarded as a criminal case and be referred to the South African Police Service. • The guilty learner must receive a zero mark for the assessment task/ examination paper
5	A learner found in possession of unauthorised	Zero mark for the assessment

	material during an assessment task /examination.	task/examination paper
6	A learner in possession of a cellphone or electronic device during an assessment task /examination paper.	Zero mark for the assessment task /examination paper
7	A learner caught copying or obtaining help from a fellow learner.	<ul style="list-style-type: none"> • Zero mark for the assessment task / examination paper. • If there is evidence of collusion, the learner offering the assistance must also get a zero mark for the assessment task/ examination paper.
8	Late arrival for the assessment task /examination.	The learner must be allowed to write the assessment task /examination but may not be given additional time unless valid reasons are given for their late arrival.
9	An examination script removed from the examination room and submitted at a later stage.	<ul style="list-style-type: none"> • The examination script must be marked pending the outcome of an investigation. • In the event that the learner is found guilty, a zero mark must be given for that examination paper.

Assessment policy - extract

33. If a learner is absent with a valid reason, a written apology must be submitted.

- a doctor's certificate must be provided if the learner is ill.
- human reasons- death or family matters- with certified evidence or letter
- court cases with certified forms / letters

Please inform the class educator as well as the assessment coordinator (Ldelange@dkps.org.za) via email on the day your child is absent. This serves as notification which is necessary during assessments. A doctor's certificate must also be provided within 48 hours.

A learner who is absent with a valid reason, will not be afforded the opportunity to write the test and will therefor receive an "absent with valid reason" code on their report. With this code, learners will not be penalized.

A learner who is absent without a valid reason, will not be afforded the opportunity to write the test and will therefor receive an "absent without valid reason" code on their report, which is equal to a zero mark.

To avoid any uncertainty and to ensure that no learner is penalized due to absenteeism or assessment irregularities, we ask your assistance in this regard.

Thank you for your co-operation.


Mr N. Oosthuizen
(Principal)


Mrs L. de Lange
(Assessment Coordinator)