

EMMANUEL CHRISTIAN ACADEMY

EXAMINATION RULES AND PROCEDURE NOVEMBER 2025

1. The following stationary must be brought to school for the relevant examinations:
 - 1.1 at least two good blue or black pens
 - 1.2 stapler, ruler, pencil and eraser
 - 1.3 Mathematics set where necessary
 - 1.4 Own calculator
2. Tippex may not be used. A neat line must be drawn through mistakes.
3. Pocket calculators may be used.
4. No person may leave the examination room during the exam.
5. Before the examinations commence ALL books, notes and other material must be placed in front of the exam room.
6. There must be absolute silence during the exam and NO COMMUNICATION may take place.
7. If learners need extra paper the invigilator must be asked.
8. The invigilator may not be asked any questions to explain the exam paper.
9. No borrowing may take place during the exam.
10. No hot water bottles, good luck charms, pencil cases or toys will be allowed on the desks. These items will be confiscated.
11. NO CELLPHONES OR SMART WATCHES WILL BE ALLOWED under any circumstances. If found in possession of any of these items, zero will be given for such an exam.
12. Learners who arrive late for the exam will not be allowed to write.
13. The examination will be until 13:00 every day NO LEARNER MAY LEAVE BEFORE THIS TIME.
14. The exam will start at 08:00 every day. All learners to be in the exam room at 08:00, whether your specific paper starts or not.
15. Learners must make sure that they write their names on the answer sheets and number the questions correctly.
16. Learners who are absent MUST bring a doctor's certificate or they will not be assessed for the specific paper.



N. YOUNG
PRINCIPAL
27 October 2025