



**PRINCESS PRIMARY SCHOOL  
EXAMS CONDITIONS AND MANAGEMENT PLAN**

- The exam will be written in the morning session.
- Morning session will commence at 8H30 and afternoon session at 11:30
  - Teachers will invigilate their own classes throughout the writing of the exams.
  - Papers must be copied and kept safely by the teacher teaching that subject to be handed out on the morning to the relevant invigilators.
  - The invigilators are to personally hand the question papers and answer sheets back to the subject teacher at the end of each session
  - Learners are to be given the papers 10 minutes before the writing of each paper.
  - Invigilators are to keep register of learners.
  - Learners will not change periods during the morning session and afternoon session. (however after writing the periods will change as normal)
  - Learners are to remain in the classes until the end of session.
  - The desks have to be arranged in rows.
  - Learner's books are to be placed in front of the class during writing of the exam
  - Teachers should make sure that the boards are clean showing only time at 15 minute intervals.
  - All charts and posters in the classes that may assist learners with the exams, should be removed or covered.
  - Invigilators are to move around the class and not sit in one place.

**EXAMINATION PAPERS FOR INTERSEN ARE TO BE SET INTERNALLY.**

Please note Ms Mhlongo, Ms Baloyi, Mr Mothathinyane and Ms Nothing will substitute for teachers that are absent.

Mr Nkau, Ms Ntshikilana and Mr Sithi will serve as Chief invigilators

**NB: Entering of marks to the computer will commence immediately after each subject has been moderated by HOD and last date of entering marks will be 07/06/2019. (Inter-Sen Phase)**  
**The reports will be sent for signing from the 10/06/2019. (Inter-Sen Phase)**  
**Reports will then be handed to parents on the (date to be confirmed after consultation with SGB).**

**All teachers are to please adhere to the deadlines indicated.**

**TERM TWO 2019 MANAGEMENT PLAN**

DATE	ACTIVITY	RESPONSIBILITY	VENUE
12/04/2019	Moderation of term 2 assessment task including Examination paper for Grade 4,5,6 and 7	Teachers, Hod's and Deputies	
11/04/2019	Issuing of term two assessment programmes to learners.	Teachers in each grade.	
17/04/2019	SAT	Staff members	School Hall
08/05/2019	SAT meeting	SAT members	Staff Room
1705/2019	Coping of examination papers	Subject teachers and Iren	Romeo Room
24/05 – 07/06/2019	Administration of internal examinations	Teachers and learners	Classes
20-31/05/2019	Marking/internal moderation of papers	Teachers, Hod's and Deputies.	
14/06/2019	Submission of term learner performance stats	Subject Teachers	SAT Co-ordinator's office
13/06/2019	Issuing of learner's report cards	Class teachers	





EXAMINATION TIMETABLE SENIOR PHASE

DATE	Exam	Session 1	Exam	Session 2
24/05/2019	English (Paper 3) & Afrikaans (Paper 3)	During teacher's subject periods		
27/05/2019	English (Paper 2)	09H00-11H00		
28/05/2019	Afrikaans (Paper 2)	09H00-11H00	History	11:30 – 12:30
29/05/2019	Mathematics	09H00-11H00		
30/05/2019	Technology	09H00-11H00	Natural Sciences	11:30 – 12:30
03/06/2019	EMS	09H00-11H00	Creative Arts (visual Arts)	11:30 – 12:30
04/06/2019	Geography	09H00-11H00	Creative Arts (Music)	11:30 – 12:30
07/06/2019	Life Orientation	09H00-11H00		

MANAGEMENT PLAN FOR MODERATION OF TERM 2 ASSESSMENT TASKS  
SENIOR PHASE

On these days the Hod's will moderate the examination papers and term 2 assessment tasks

DATE FOR MODERATION	SUBJECT
29/05/2019	English (Paper 2)
30/05/2019	Afrikaans (Paper 2) & History
31/05/2019	Mathematics
03/06/2019	Technology & Natural Sciences
05/06/2019	EMS & Visual arts
06/06/2019	Geography & Music
09/06/2019	Life Orientation



EXAMINATION TIMETABLE INTERMEDIATE PHASE  
(Grade 4,5 and 6)

DATE	Exam	Session 1
24/05/2019	English (Paper 3) & Afrikaans (Paper 3)	09H00- 11H00
27/05/2019	English (Paper 2)	09H00- 11H00
28/05/2019	Afrikaans (Paper 2)	09H00-11H00
29/05/2019	Social Sciences (Geo)	09H00-11H00
30/05/2019	Social Sciences (Hist)	09H00-11H00
31/05/2019	English	09H00-11H00
03/06/2019	Life Skills	09H00-11H00
04/06/2019	Mathematics	09H00-11H00
07/06/2019	Natural Sciences and Technology	09H00-11H00

MANAGEMENT PLAN FOR MODERATION OF EXAMINATION PAPERS AND  
TERM 2 ASSESSMENT TASKS  
INTERMEDIATE PHASE

On these days the Hod's will moderate the examination papers and term 2 assessment tasks.

DATE	Subject
29/05/2019	English (Paper 2)
30/05/2019	Afrikaans (Paper 2)
31/05/2019	Social Sciences (Geo)
03/06/2019	Social Sciences (Hist)
03/06/2019	English Paper 1
05/06/2019	Life Skills
06/06/2019	Mathematics
10/06/2019	Natural Sciences and Technology

  
SAT CO-ORDINATOR  
MS BALOYI/MRS MAKOLOI

  
PRINCIPAL  
J. S. M. HI

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