Dear Learner

INVITATION TO MAY/JUNE 2011 EXAM SESSION: GRADE 10 AND 11

IMPORTANT INFORMATION
The attached documents contain important information about the upcoming exam session including the most important dates, your Exam Entry Form and an order form for past exam papers. Please read all accompanying documents carefully to ensure that you do not miss anything.

IMPORTANT CHANGES
We have made some important changes to our registration and communication processes:

1. **Email communication.** We are using email as the only means of sending Exam Confirmation Letters to students. Please ensure that you have a valid and active email address. All currently registered students should use their intec.me email address.

2. **Payment of exam fees.** Your Exam Entry Form should accompany your proof of payment for the exam fees to ensure that you will be registered to write the exams. If you have a credit balance with the College, your fees may be offset against the credit balance. The cut-off date to register for the examinations is the 31st of March 2011.

3. **Exam Results.** Your exam results for the May/June 2011 session will be released on the 22nd of July 2011. These results will be e-mailed to students. Therefore, please ensure that the College has your latest e-mail address.

IMPORTANT INFORMATION ABOUT YOUR ‘CASS’ COMPONENT
Please note that you will be allowed to register to write an examination for a subject only if you have submitted at least 50% (half) of your continuous assessment (CASS) assignments for that subject before the registration end date of the examinations. This must include your mid-year controlled test/examination for all the subjects for which you want to write the final examinations.

All of your outstanding CASS assignments have to be submitted to the College by no later than 3 May 2011. For all CASS assignments and tasks that you have not submitted to us by 3 May 2011, you will receive 0%.

Keep in mind that your CASS component counts 25% towards your final mark, while your examination counts 75% towards your final mark. So please do your controlled tests and other CASS tasks so that you can write your exams in May/June 2011.

We wish you all the best with your studies and your exams in 2011. Please read the information contained in the accompanying documents carefully and send us your Exam Entry Form as soon as possible to secure your exam seat.

Yours sincerely

[Signature]

Theuns Laubscher - Chief Academic Officer
Before you register for the exams for the NATIONAL SENIOR CERTIFICATE GRADE 10 or 11, please read the following information.

**GENERAL**

- The May/June 2011 exam session will be the last examination session for all learners who have chosen not to update their study material. There will not be another opportunity to write final examinations on the ‘old’ study material. After this, final examinations will only be written during the October/November session, and these examinations will be based on updated study material.

- You will only be allowed to register for the examinations for those subjects for which you have submitted **50% of the assignments**, as indicated in the respective study guides. These assignments must be submitted to the College before the exam registration closing date.

- You **must** also have completed the **mid-year controlled tests** for those subjects for which you wish to register.

- If you submit an exam entry form for a subject and you have not yet handed in at least 50% of your assignments, your registration will go into pending. If you have not yet submitted the required number of assignments by the exam registration end date, you will not be registered for the exams.

- For all CASS assignments that you have not submitted to the College by **3 May 2011**, you will receive 0%.

- Please use the Exam Entry Form to indicate the subjects that you want to write.

- An exam fee of R430 per subject is payable on registration. Please submit proof of payment with your Exam Entry Form.

**PROVISIONAL EXAMINATION CENTRES**

You have to write at one of the Examination Centres provided by the College. These centres appear on the Exam Entry Form.

Please note that venues are subject to change or cancellation. The College reserves the right to re-route learners, should we encounter venue problems. The venue at which you will be writing will be confirmed in the confirmation letter that will be issued to you.

We will try to find a venue as close as possible to your home address. However, it is not always possible to accommodate all learners, so you may be required to travel to another town close to you.

**PRIVATE INVIGILATION**

Private Invigilation will only be considered under the following conditions:

- In order to qualify for private invigilation, you have to reside more than 150 km from the closest available venue or qualify for special consideration. Please contact the College to discuss your requirements for private invigilation.

- The College will not be held responsible if you do not write an examination or encounter difficulties when undertaking private invigilation.

- Your application must be accompanied by a letter from the school (signed by the principle) where the private invigilation will take place and an official affidavit, signed by you and a Commissioner of Oaths (such as a police officer), stating the reasons for the application.

- The private invigilator proposed may **not** be a relative, friend or immediate supervisor. Private invigilation must be held at a school where an Educator will be conducting the invigilation.

- The College has the right to accept or decline the proposed invigilator and/or examination centre, and may ask you to propose another person or venue.

- You will be responsible for all costs related to the invigilation, venue hire and courier of the script.
• Following approval, the College will courier the examination papers to the school's physical address, prior to the examination. This one-way courier fee of R250 (applicable to South Africa) will be payable upon registration. The fee for private invigilators for neighbouring countries is R700, and courier costs for overseas are available on request.

• If you have not received your Exam Confirmation letter giving written approval for private invigilation, you must phone the College at least two weeks before the examination session, to confirm that private invigilation has been approved.

• Examination papers will be sent directly to the school and will not be posted or faxed. The examination paper will be in a sealed envelope and it will be delivered to the school's address only.

• Invigilators may not open the sealed examination papers before the start of the examination, and are required to keep them locked away.

• You must write the examination on the date and at the time specified in the College Examination Timetable. You may not write examinations at any other time other than stipulated by the College.

• The invigilator must send, by courier, your answer books (together with completed Confirmation of Invigilation forms, which will accompany the examination papers) to the College.

• Examination scripts must reach our Head Office Examinations Department (130 Strand Street, Cape Town, 8001, South Africa) within seven days of the examination date to qualify for marking.

Should you wish to make use of Private Invigilation, please complete the Private Invigilation Request form obtainable from the College or visit our website on www.intec.edu.za

PROVISIONAL IMPORTANT DATES FOR 2011 – HIGH SCHOOL GRADE 10 AND 11 (Old)

<table>
<thead>
<tr>
<th>2011 EXAM SESSIONS</th>
<th>MAY/JUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>The 2011 exams sessions</td>
<td>9 May – 6 June 2011</td>
</tr>
<tr>
<td>Exam registration closing date</td>
<td>31 March 2011</td>
</tr>
<tr>
<td>Last date for payment of exam fees</td>
<td>31 March 2011</td>
</tr>
<tr>
<td>Closing date for amendments or cancellations</td>
<td>8 April 2011</td>
</tr>
<tr>
<td>You should confirm that you are registered by</td>
<td>29 April 2011</td>
</tr>
<tr>
<td>Exam confirmation letters will be sent to you by</td>
<td>15 April 2011</td>
</tr>
<tr>
<td>Results are released</td>
<td>22 July 2011</td>
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</tbody>
</table>

Please note:
1. Unless you have a credit balance with the college, you MUST provide proof of payment for your exams by the exam registration closing date, otherwise you will not be registered.
2. All outstanding control tests and assignments must be handed in to the College by no later than 3 May 2011. When the results are calculated and no marks have been received for assignments/control tests then a zero will be given for outstanding assignment/control test results.

NB! The May/June 2011 examinations are only for learners who have chosen to stay on the “old” study material. Learners who enrolled from January 2011 onwards and who have chosen to be updated to the “new” study material have to comply with the Colleges new procedures and regulations.

SPECIAL NOTICE: PREVIOUS EXAM PAPERS

You can buy previous exam papers from INTEC for a R85 administration fee. The set fee applies whether you order one or more than one paper. Previous exam papers are available for most subjects, and for up to 2 previous exam sessions. These papers should give you a good indication of the structure and type of questions you may expect in the exam. To order your previous exam papers, please use the attached Previous Exam Paper Order Form.
NATIONAL SENIOR CERTIFICATE: GRADE 10 AND 11

EXAM ENTRY FORM
MAY/JUNE 2011

FAX THIS FORM TO THE EXAMINATION OFFICE ON 086 510 7788

Please do not fax other correspondence to the above number.

STEP 1: FILL IN YOUR DETAILS

First Name: ___________________________________________________________________ Initials _____ Surname ___________________________________________________________________

Student No: ___________________________________________________________________ Mr [ ] Ms [ ] Mrs [ ] Miss [ ] Other: ___________________________________________________________________

Postal Address: ___________________________________________________________________

City/Town: ___________________________ Code: _____ Country: _________________________________

Office Hours Telephone No: (___) ___________ Fax No: (___) ______________

After Hours Telephone No: (___) ___________ Mobile phone no: _______________________________

Grade: ___________________________ ID Number: _______________________________

Email address: ___________________________ Confirm email address: ___________________________

PLEASE NOTE: Your Exam Confirmation Letter will be sent to you via email only. So please ensure that you give a valid email address above. Please take your Exam Confirmation Letter with you when to go to write exams.

STEP 2: CHOOSE YOUR EXAM VENUE

Please choose your exam venue by ticking the box next to the venue in which you want to write.

Please note that the following examination centres are provisional and are subject to change.

<table>
<thead>
<tr>
<th>Boksburg</th>
<th>Ladysmith</th>
<th>Pretoria</th>
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<tbody>
<tr>
<td>Bloemfontein</td>
<td>Mafikeng</td>
<td>Randburg</td>
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<tr>
<td>Cape Town</td>
<td>Middelburg/Witbank</td>
<td>Rustenburg</td>
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<tr>
<td>Durban City</td>
<td>Nelspruit</td>
<td>Secunda</td>
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<td>East London</td>
<td>Newcastle</td>
<td>Vanderbijlpark</td>
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<td>George</td>
<td>Pietermaritzburg</td>
<td>Vredenburg/Saldanha</td>
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<tr>
<td>Johannesburg Central</td>
<td>Polokwane</td>
<td>Welkom</td>
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<tr>
<td>Kimberley</td>
<td>Port Elizabeth</td>
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</tbody>
</table>
**STEP 3: CHOOSE YOUR SUBJECTS**

<table>
<thead>
<tr>
<th>Grade 10</th>
<th>Subject</th>
<th>Papers</th>
<th>Grade 10</th>
<th>Subject</th>
<th>Papers</th>
<th>Grade 10</th>
<th>Subject</th>
<th>Papers</th>
</tr>
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<tbody>
<tr>
<td>Subject</td>
<td>Papers</td>
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<td>Subject</td>
<td>Papers</td>
<td></td>
<td>Subject</td>
<td>Papers</td>
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</tr>
<tr>
<td>English Home Language 3</td>
<td>Physical Sciences 2</td>
<td>Geskiedenis 1</td>
<td>Afrikaans 1ste Addisionele Taal 3</td>
<td>Economics 1</td>
<td>Lewensoriëntering 2</td>
<td>Mathematics 2</td>
<td>Agricultural Sciences 2</td>
<td>Geografie 2</td>
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</table>

<table>
<thead>
<tr>
<th>Grade 11</th>
<th>Subject</th>
<th>Papers</th>
<th>Grade 11</th>
<th>Subject</th>
<th>Papers</th>
<th>Grade 11</th>
<th>Subject</th>
<th>Papers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Papers</td>
<td></td>
<td>Subject</td>
<td>Papers</td>
<td></td>
<td>Subject</td>
<td>Papers</td>
<td></td>
</tr>
<tr>
<td>English Home Language 3</td>
<td>Geography 2</td>
<td>Agricultural Sciences 2</td>
<td>Afrikaans 1ste Addisionele Taal 3</td>
<td>Accounting 1</td>
<td>Life Sciences 2</td>
<td>Mathematics 2</td>
<td>Business Studies 1</td>
<td>Economics 1</td>
</tr>
</tbody>
</table>

**STEP 4: PAY YOUR EXAM FEES**

After you have filled in the relevant sections above, please pay your exam fees and keep a copy of your proof of payment. Exam fees are R430 per subject. Please deposit your exam fees into the following account:

Bank: First National Bank
Branch: Cape Town
Branch Code: 204109
Account Number: 62097994018
Name of Account: ICG Exam Fees
Reference Number: Your student number (NB: It is essential that you use your student number as reference number, otherwise we won’t be able to link your payment to you).

**STEP 5: FAX YOUR DOCUMENTATION TO US**

Once you have paid your exam fees, please fax us this Exam Entry Form, plus your Proof of Payment. Remember to sign the declaration below before you fax us this form.

**DECLARATION BY LEARNER:** I agree to abide by the rules and procedures governing the College’s examinations. I understand that I must take my Examination Confirmation Letter with me to write my examination. I also declare that I have completed and submitted the compulsory assignments for the above subject(s), or that I will have submitted them by 3 May 2011.

Learner signature: ________________________  Parent/Guardian signature: ________________________
(if learner is under 18)

Date: ________________________________
HIGH SCHOOL 2011: PREVIOUS EXAM PAPER ORDER FORM

NAME: _________________________________________ STUDENT NO.: ________________________________

TEL: ____________________________________________ GRADE: ______________________________

E-MAIL: ____________________________________ ALTERNATE E-MAIL: ________________________________

Please fax this Order Form with proof of payment to 086 510 7788

PLEASE NOTE

• Not all exam papers had previous sessions and not all previous exam papers are available for purchase.
• All previous question papers will be emailed only. No papers will be faxed or sent in the post.
• Memoranda are not provided with question papers.
• The last date for requests for previous question papers is three weeks before the start of the official exam session.
• An administration fee of R85 is payable before the previous exam papers will be sent. The set fee applies whether you order one or more than one paper.

I wish to order the past exam papers for Grade ___________ listed below (please tick the appropriate boxes):

<table>
<thead>
<tr>
<th>Subject</th>
<th>May 10</th>
<th>Oct 10</th>
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</thead>
<tbody>
<tr>
<td>English Home Language</td>
<td>Afrikaans Huistaal</td>
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</tr>
<tr>
<td>Afrikaans 1ste Addisionele Taal</td>
<td>English 1st Additional Language</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Wiskunde Gr 10</td>
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<tr>
<td>Mathematical Literacy</td>
<td>Wiskundige Geletterdheid Gr 10</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>Geskiedenis Gr 10</td>
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</tr>
<tr>
<td>Life Orientation</td>
<td>Lewensoriëntering Gr 10</td>
<td></td>
</tr>
<tr>
<td>Geography</td>
<td>Geografie Gr 10</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>Rekeningkunde Gr 10</td>
<td></td>
</tr>
<tr>
<td>Business Studies</td>
<td>Besigheidstudies Gr 10</td>
<td></td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>Fisiese Wetenskappe / Natuur- en Skeikunde Gr 10</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>Ekonomie Gr 10</td>
<td></td>
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<tr>
<td>Agricultural Sciences</td>
<td>Landbouwetenskappe Gr 10</td>
<td></td>
</tr>
<tr>
<td>Life Sciences</td>
<td>Lewenswetenskape Gr 10</td>
<td></td>
</tr>
</tbody>
</table>

I confirm that I have ordered a total of _____ previous exam papers. I include proof of payment of R85 with this order.

EASY PAYMENT OPTIONS

1. Deposit your fees into the College bank account (at any FNB branch or via electronic transfer):
   - Bank: First National Bank
   - Branch: Cape Town
   - Branch Code: 204109
   - Account Number: 62097994018
   - Name of Account: ICG Exam Fees
   - Reference Number: Your student number (NB: It is essential that you use your student number as reference number or we will not be able to link your payment to you).

2. Pay in cash or credit card at any INTEC College branch. Please note that for credit card payments, we require the physical credit card, as well as the card holder, to be present.

Student signature: __________________________________________ Date: ________________________________