



7 June 2012

Dear Parents

I am being inundated with requests to miss examinations for a variety of reasons. We cannot allow examinations to be compromised and I would like to remind you that we published the dates of the examination period in January 2012.

We are dictated to by UMALUSI (the state quality assurer) and the Independent Examinations Board (IEB) on this matter and I would like to remind you of the legislation to which we have to adhere.

Oakhill College adheres to the IEB Exam policy as set out below:

“The following procedure is to be followed in the case of candidates from the Independent Boards who are unable to write their exam due to ill health or some other unforeseen circumstance:

Candidates who for reasons, approved by UMALUSI, are unable to write the examination, must either write the examination in the following year or the supplementary examination of the Provincial Education Department, and must conform to their rules of admission.”

Furthermore, the IEB must investigate each case thoroughly and make a recommendation to UMALUSI, on individual candidates who need to be considered for this concession. All medical certificates must be countersigned by the head of the institution concerned before submission to the IEB. Where the authenticity of the certificate is in doubt, the head is to advise the IEB in writing and then investigate the matter further.

In other instances of absence a written report is to be completed by the head in which the circumstances are set out. Where possible documentary evidence should be included. The IEB will then investigate each case thoroughly and make a recommendation to UMALUSI on each individual case.

This policy has been effective from the December 2003 examination.

Accordingly, Oakhill College has an Exam Policy which states:

- a) Scholars may not miss examinations for any reason whatsoever barring the following:
 - Contagious or debilitating illness; or
 - Bereavement due to deaths in the immediate family – parents, siblings and grandparents.
- b) In extreme circumstances family events may be considered, e.g. weddings of siblings. Application for exemption under these circumstances needs to be received long in advance – at least a month.

All applications and health certificates need to be lodged with the Headmaster.

Please could I ask for your cooperation in this matter.

Yours sincerely

Shane Kidwell
HEADMASTER