

2020 National High School Olympiad (Accounting/Business Studies/Economics Gr.10-12)

**compiled exam papers per subject per grade*

First Round: 13 May | Second Round: 29 July

Code of Conduct and Ethics for Teachers/Invigilators

1. Teachers/Invigilators to report to the examination venue at least 30 minutes before the commencement of the examination.
2. Candidates are to be admitted to the examination venue and to be seated at least 15 minutes before commencement of the examination.
3. Teachers/Invigilators to ensure that all candidates have received their examination question papers and answer booklets before the commencement of the examination at the time scheduled.
4. Teachers/Invigilators to ensure all scripts are collected once the examination has been written – no candidate is to be allowed to leave the venue with his/ her script.
5. No candidates are permitted to enter the examination venue, after 1 hour from the commencement of the examination.
6. No candidate may leave the examination venue during the last 15 minutes of the examination. Candidates who leave the venue and intend returning to continue writing, are to be accompanied by an invigilator whilst outside the examination venue.
7. When there are queries from the candidates, relating to the exam, Teachers/Invigilators are under no circumstances allowed to render any explanation pertaining to the answer to the candidates.
8. If a candidate requires assistance from the Teacher/Invigilator, he/ she is to raise their hand. If this is not observed, the candidate is to stand up.
9. Candidates are only to have possession of their stationery, calculators, the examination paper and answer sheet whilst in the examination venue. All bags, books & other articles are to be left outside of the examination venue.
10. The use of cellular telephones is strictly prohibited during the course of the examination.
11. The use of audio devices (such as MP3 players/ iPods) are strictly prohibited during the course of the examination.
12. Teachers/Invigilators are to check that all material relating to an examination are removed from the walls and chalkboard of the classroom prior to the exam.
13. Candidates are to be seated at least 1 metre apart.
14. Teachers/Invigilators are to ensure all examination paper deliveries are free from tampering in any way, and delivered sealed and clearly marked. Any evidence of prior tampering is to immediately be brought to the Institute's attention.
15. Teachers/Invigilators are to break the seal containing the examination papers in the presence of the candidates in the examination venue.
16. Candidates who have been found to be contravening the examination rules, must have their scripts immediately removed.
17. The Teacher/Invigilator is to note on the cover "Confiscated at _____ time", and to ask the candidate to immediately exit the venue.
18. On collection of scripts the Teacher/Invigilator is to check the candidate's name is clearly indicated on the cover of the script, before accepting.

I agree to abide by the code of conduct.

.....
Signature of Teacher/Invigilator

.....
Date

.....
Name of School

.....
Name of Teacher/Invigilator

Tel: 011 954 1222 WhatsApp: 082 853 5030 Email: olympiads@proverto.co.za

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