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1. EXAMINATION RULES

- Students must make sure they go through the rules and understand them even if they will be read to them by the invigilator every day.
- No cell phones are allowed in the exam room.
- There will be lectures accompanying you to the rest room during exams.
- All those found copying will face the consequences of irregularity in their results which results to suspension for 12 months.
- All students are expected to be seated by 8:30 am in the exam room with everything they need for exam.
- Students will only be allowed to go to the rest room or drink water an hour after the exam have started.
- If a student encounters a problem on their way to the college they must contact the reception to inform the college but it will depend on the time you call whether you were early or late.
- Students can only write with a blue or a black pen.

2. CALCULATION OF ICASS MARKS

- Test 1 consist of 30% to your ICASS marks
- Test 2 consist of 70% to your ICASS marks
- The ICASS that is sent to the department consist of 100% then the department converts them into 25%.
- The exam consists of 75% of the final mark.

3. MINIMUM REQUIREMENTS

- Student has to reach at least 16% out of 25% to qualify for an exam.
- None of the scripts are marked at the college the lecturer don't even see you're the scripts.

4. FILING

- All students must have submitted all the files by now.
- All extra work given by lectures also has to be filed.
- All files must have Test 1 and Test 2.

5. TIMETABLE COLLECTION

- All timetables will be collected at the head of Admin office to Miss T Khumalo with all your updated files and accounts statement.
- A student can only be permitted to write if they have R2500 or less in their account statement.

6. DOCUMENTS NEEDED FOR EXAM

- A student need to have an ID AND an original timetable to be able to sit down for an Exam

7. IRREGULARITY

- If a student is found copying, the invigilator will staple those notes found with their exam answer sheet.
- Make sure you check your ID number before signing because you might sign for the absent person.
- Irregularities are when students are found with the same and format will have irregularities and be burned for 12 months by the department.
- Make sure you don't rip any pages on the answer script.

8. REMARKING PROCESS

- All students are allowed to ask for a remark.
- The remark is not done at the college.
- R81 is a fee charged for remark by the department; you will be given the department account to deposit that fee.
- Remark does not guarantee you a pass if it was a fail, it can come out better it can come out worse.

9. PASS MARK

- All course students are expected to pass with at least 40%
- Sometime time the department system can condone the student with only one percent short to all courses.
- If student is writing an open book make sure you bring your text book.
- You are allowed to bring your dictionary but not previous question paper

10. ARRANGEMENTS

- All arrangements are done by the parents not a student unless paying for themselves.

DHET: 2019/FE07/011

QCTO accreditation Number: SDP1220/16/0017

MICT SETA accreditation Number: LPA/00/2015/0019

FASSET SETA accreditation Number: QAP/585/003

Institute of Certified Bookkeepers (ICB) accreditation Number: 300998