
Operational procedures of Auxilio

General

- Grade R - 3 is not developed by Auxilio currently, please contact us directly for a referral to another provider.
- Auxilio has qualified people in all subjects offered, to ensure a quality CAPS aligned product.
- Auxilio is affiliated with Assessment Centres across the country. They are responsible for the invigilation during the June and November exams. They are also able to assist parents with tutoring and assessment.
- General information regarding the 2019 SBA will be included in all SBAs, please familiarize yourself with our policies & procedures. PLEASE READ ALL COMMUNICATION THOROUGHLY.
- Auxilio despatches SBAs electronically. Contact Auxilio directly should you encounter any difficulties
- Use the CAPS curriculum as a guideline for teaching. Parents may make use of any aid during teaching, e.g. text books, internet, tutors.

Gr 4 – 9

- The parent takes full responsibility for his/her child's education.
- This is the compulsory school going stage as per the South African Schools Act.
- Up to Gr 9 parents must register their child annually at the Department of Education as a Home-Schooling learner. The relevant forms are available on their website. Always insist on proof from the Department that the registration form has been submitted.
- Learner should do the complete SBA per subject, this is the minimum requirement per subject per grade according to the CAPS document.
- Should you enroll your child at Auxilio, all tasks and tests (except for the November examination) may be done at home. The parent is also responsible for the marking of all the tasks and tests.
- The November exam must be written at a school, a centre or a commissioner of oath. The parent may not see or handle the November exam papers at any time. These exams must be submitted to Auxilio, together with the completed/marked SBAs at the end of the year. Auxilio will moderate the SBA, mark the November exam papers and then issue a full Progress Report to the learner.

➤ **The Auxilio product includes the following:**

- Grade 4 – 6
 - The learning material in the form of online text books.
 - All tasks, tests and exams developed as per the CAPS curriculum.
 - The moderation of the SBA at the end of the year.
 - The assessment of the November examination.
 - The progress report.
 - Support to the parent.
- Grade 7 – 9
 - Includes everything listed in Grade 4 – 6 except that the learner must purchase their own text books. A text book list that Auxilio recommends is available on the Auxilio website.
 - We strongly advise parents to buy text books before the end of the current year. There is a huge demand for text books at the beginning of each year, and this cause learner to start later in the academic year.

Grade 10 – 12

- Grade 10 – 12 FET phase is an out-of-school qualification and this is no longer Home schooling. The learner/parent registers for Distance Education with Auxilio.
- All tasks, tests and exams will be supplied, assessed, and moderated by Auxilio.
- Auxilio will register the learner with an assessment body (SACAI) for the 3-year SC qualification. There is no need to register at the Department of Education during the FET phase.
- All work per Term needs to be hand delivered/couriered to Auxilio Head Office on specific dates at the end of each term. These dates are available on the Auxilio website.
- See – Exam writing procedures policy – regarding procedures during examinations.
- Parents are responsible to buy their own text books; this fee is excluded from the Auxilio fee. We strongly advise parents to buy text books before the end of the current year. There is a huge demand for text books at the beginning of each year, and this causes learners to start later in the academic year.