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## Operational procedures of Auxilio

### General

- Auxilio employs qualified people in all subjects offered, to ensure a quality CAPS aligned product.
- General information regarding the 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 teaching aid, e.g. textbooks, internet, tutors.

### Gr 1 – 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-Education learner. Use the following link to register at the Department:

<https://www.education.gov.za/Parents/HomeEducation/tabid/406/Default.aspx>

### Gr 1 – 3

- Learner complete the SBA according to CAPS aligned textbooks prescribed by Auxilio, and parent marks all the work.
- Auxilio moderates the complete SBA for all the subjects for the year.
- A Zoom session with the learner, may be requested by one of our moderators.
- Auxilio will issue the learner with a letter to the HOD stating his/her progress and level of competence.

### Gr 4 – 9

- All tasks, tests and exams developed as per the CAPS curriculum, will be supplied by Auxilio.
- Learner should do the complete SBA per subject; this is the minimum requirement per subject per grade according to the CAPS curriculum.
- All tasks and tests (except for the November exam) may be done at home. The parent is responsible for the marking of all the tasks and tests, and to submit it on the Auxilio Platform for moderation in November.

- The November exam must be written at a school, an Invigilator, or a Commissioner of Oath. The parent may not see or handle the November exam papers at any time. These exams must be submitted on the Auxilio Online Platform by the Invigilator.
- Auxilio will moderate the marked SBA, mark the November exam papers, and then issue a full Progress Report to the learner.
- Parents are responsible to buy their own textbooks; this fee is not included in the Auxilio fee. We strongly advise parents to buy textbooks before the end of the current year. There is a huge demand for textbooks at the beginning of each year and may cause delays at the start of the academic year.

### **Grade 10 – 12**

- Grade 10 – 12 FET phase is an out-of-school qualification and this is no longer Home Education. The learner/parent registers for Distance Education with Auxilio.
- Auxilio will register the learner with an assessment body (SACAI) for the 3-year NSC qualification. There is no need to register at the Department of Education during the FET phase.
- All tasks, tests, and exams as per the CAPS curriculum, will be supplied, assessed, and moderated by Auxilio.
- All work per Term needs to be uploaded on the Online Platform, on specific dates at the end of each term. These dates are available on the Auxilio website.
- The June, Gr 10 & 11 November exam and the Gr 12 Prelim exam must be written at an Auxilio approved Invigilator. The Gr 12 NSC Exam must be written at a registered SACAI exam centre. Auxilio will supply a list of SACAI Exam centre to choose from as soon as it is made available.
- Parents are responsible to buy their own textbooks; this fee is not included in the Auxilio fee. We strongly advise parents to buy textbooks before the end of the current year. There is a huge demand for textbooks at the beginning of each year and may cause delays at the start of the academic year.