

2020 – Grades 1–9 Entry Rules and Procedures

PLEASE READ THROUGH ALL OF THE INFORMATION

1. Conquesta is also available in Afrikaans. Should your school like to take part in Afrikaans medium, kindly use the Afrikaans entry forms. It is vital that English entries are received by us on English entry forms and Afrikaans entries on Afrikaans entry forms. **The language medium of the entry form will determine the language medium in which correspondence / question papers are sent to the school.**
2. All the documents to enter our olympiads are downloadable from our website at www.conquestaolympiads.com
3. It is requested that the principal signs the Letter to Parents, the Organiser stamps it with the school stamp and copies be sent home with the students to their parents. They could be copied onto blank school letterheads.
4. Students wishing to participate are to return the tear-off slip at the bottom of the letter, together with the remuneration, in an envelope marked 'CONQUESTA ENTRY', to the Organiser responsible for dealing with Conquesta at the school.
5. **Schools are required to enter using our Excel Entry Form(s) – there is one for grades 1,2+3 (foundation phase), one for grades 4,5,6+7 (intermediate phase) and another for grades 8+9 (senior phase). Please ensure you save the entry form(s) with your school name and grades – and email it (them) back to us together with the proof of payment, before the closing date.**
6. The fees must be paid directly into our banking account. Bank details are on the first page of the entry form. Entries will not be processed unless payment has been received. A minimum total order value of R1 000,00 for South African schools and R1,500.00 for other countries is required.
7. **We prefer not to accept late entries and/or additional students after closing date, as it entails extra administration.** However, we will always try our best to accommodate, where we can. Please try to ensure you have everyone entered in on time.
8. When we receive the entries, we import them into our system, which then generates personalized questionnaires for grades 1-3 and personalized answer sheets with question papers for grade 4-9 students, whose names are on the entry forms. These get sent via courier to the schools (*at the end of July*) together with the question papers and detailed instructions, under a covering letter.
9. When the school receives these, organisers to immediately open the envelope(s), check that all the answer sheets and question papers are enclosed. This is a perfect time to check that students' names have been recorded correctly, as this is how their names will reflect on their certificates.
10. There are full and simple instructions enclosed which need to be followed. Students to write the Olympiads at the school, invigilated by school teachers, on the given dates.
11. Should any school not receive the question papers and answer sheets within a week prior to writing date, please contact with the Conquesta office and we will do our best to rectify the situation.
12. Once your students have written all the papers, the grade 1-3 questionnaires and grade 4-9 answer sheets are not to be stapled and are to be returned to us as soon as possible, in numerical order (*by student number*). We will immediately mark them and generate the certificates. **We strongly recommend you use a courier service to return them to us at 105 Krantzview Road, Kloof, 3610, South Africa. If using the the Post Office, please register your certificates and send to our box number (not our physical address) P O Box 99, Kloof, 3614. Please keep copies in case they go astray en route back to us.** We personally recommend using the courier service, as it is almost 100% guaranteed to reach us. The sooner you send them back to us, the sooner you will receive your certificates.
13. Certificates are couriered to the schools to reach them by the end of October.
14. **It is the responsibility of your school to inform Conquesta in the event of either question papers and/or certificates not reaching you in time. You must please diarise the dates to follow up in good time, that they have arrived.**