



2026

Manual Gr 12

“.... for me and my house, we shall serve the Lord.”

INDEX

- **E1 Mission Statement**
- **E2 General**
- **E3 Grade 12**
- **E4 Policy**
- **E5 Learners**
- **E6 Admission Requirements for Finals**
- **E7 Submitting Assignments**
- **E8 Portfolios, Practicals**
- **E9 Oral For Languages**
- **E10 June Examinations**
- **E11 Preliminary and Final Examinations**
- **E12 Recheck, Remark**
- **E13 Fee Structure**
- **E14 Effective Study Methods**
- **E15 Setting Goals**
- **E16 Time Management**
- **E17 How to Submit Effective Assignments**

MISSION STATEMENT: TO BE EDUCATED

If I learn my ABCs, can read 600 words per minute, and can write with perfect penmanship, but have not been shown how to communicate with the Designer of all language

I have not been educated

If I can deliver an eloquent speech and persuade you with my stunning logic, but have not been instructed in God's wisdom,

I have not been educated

If I have read Shakespeare and John Locke and can discuss their writings with keen insight, but have not read the greatest of all books – the Bible – and have no knowledge of its personal importance,

I have not been educated.

If I have memorized addition facts, multiplication tables, and chemical formulas, but have never been disciplined to hide God's Word in my heart.

I have not been educated

If I can explain the law of gravity and Einstein's theory of relativity, but have never been instructed in the unchangeable laws of the One Who orders our universe,

I have not been educated

If I can classify animals by their family, genus and species, and can write a lengthy scientific paper that wins an award, but have not been introduced to the Maker's purpose for all creation,

I have not been educated

If I can recite Gettysburg Address and the Preamble to the Constitution, but have not been informed of the hand of God in the history of our country,

I have not been educated

If I can play the piano, the violin, six other instruments, and can write music that moves men to tears, but have not been taught to listen to the Director of the universe and worship Him,

I have not been educated

If I can run cross-country races, star in basketball and do 100 push-ups without stopping, but have never been shown how to bend my spirit to do God's will,

I have not been educated

If I can identify a Picasso, describe the style of da Vinci, and even paint a portrait that earns an A+, but have not learned that all harmony and beauty comes from relationship with God,

I have not been educated

If I graduate with a perfect 4.0 and am accepted at the best university with a full scholarship, but have not been guided into a career of God's choosing for me,

I have not been educated

If I have become a good citizen, voting at each election and fighting for what is moral and right, but have not been told of the sinfulness of man and his hopelessness without Jesus Christ,

I have not been educated

However, if one day I see the world as God sees it, and come to know Him, Whom to know is life eternal, and glorify God by fulfilling His purpose for me,

Then, I have been educated!

E2

General

Welcome at Le-Amen Education Centre. We trust that it will once again be a wonderful year. Le-Amen wishes each family a prosperous and most joyous year ahead.

Le-Amen was born out of a passion for home schooling. All the memories, blessings and success keep us going. To home-school your child is indeed a privilege and can never be measured with money! It is always a pleasure working with home-school students.

We have seen many excellent students come and go throughout the years. Many of them are now married and even home-school their own children!

The Le-Amen Education Centre was established in 1995. The name “Le-Amen” means “to train, to prepare and to guide a person”

Enjoy your children. Before you know, they are grown!

Please feel free to phone, should there be any query

“Mama exhorted her children every opportunity to “jump at the sun”.
We might not land on the sun,
but at least we would get off the ground!”

E3

Grade 12

There are 2 options:

1. Once you have successfully passed grade 10, you can apply to complete your matric through Le-Amen. You will finish your grade 12 in two sitting. You will concentrate on 3 subjects, but will go through grade 11 and 12 work for the specific subject. You must stay 2 consecutive years to complete your matric. You will not be issued with a grade 11 certificate.
 2. Once you have successfully passed grade 11, you can apply to complete your matric through Le-Amen. You will finish your grade 12 in two sitting. You will concentrate on 3 subjects, but will only cover grade 12 work for the specific subject. You must stay 2 consecutive years to complete your matric
- **You will write your matric in two sitting.** Two separate Umalusi subject statement certificates are combined at the end of your final year, and you will receive an official matric certificate with exemption. Just ensure that your choice of subjects will allow you exemption. **Please consult a university** for the requirements to university exemption.
 - Le-Amen writes the I.E.B. National Senior Certificate Examination. It is internationally recognized.
 - Due to the large amount of portfolio work for each subject, **NO subject changes** will be allowed once students have officially registered for Grade 12
 - Matric registration at Le-Amen close at the end of February.

For application to university studies

- Use your grade 11 results. OR
- Use your 1st year matric results.

The Le-Amen Policy

It is important that you know who is responsible for the different aspects of this important phase and what the role and expectations of Le-Amen are:

- The final responsibility for the effective preparation for the final examinations lies with the matric learner
- Le-Amen deals directly with the learners and parents.
- Parents should provide the necessary support and encouragement
- Parents should always be up to date regarding the progress of their children and to what extent they are meeting the requirements
- Le-Amen registers the candidate at IEB, compiling the portfolio in each subject, marking assessment and portfolio pieces, offers June and Preliminary examinations and host the final IEB examinations.
- Le-Amen directs the process by the strict application of admission requirements like submitting good assignments, June exams and Prelims. This helps learners to work at the necessary pace so that they will be ready to write the exam in November.
- Le-Amen does not want to be involved in personal and family problems.
- Le-Amen will enquire about assignments that are late or not submitted at all and warnings will be given.
- The staff at Le-Amen will not assume the role of reprimanding learners when poor work is submitted.
- It is not Le-Amen policy to explain or give any feedback on assignments. You are however most welcome to come in to view any of your work.

E5 Learners

- Your matric year is very important, and you will have to work hard as it requires a high standard.
- All learners are important to Le-every and it is our mission to see each and every student pass matric successfully.
- We have to emphasize that we need your full co-operation and commitment to enable us to give you the best service.
- If we need a response from you, please do so immediately. Feel free to contact us, should you have any query or problem that we can sort out.
- You need to get your own tutor if needed, especially for Maths and Science
- There is currently a trend that candidates who struggle to function in a normal school set-up due to poor academic results or problems with discipline want to enroll. Distance education is viewed as an easy way out. However, we have found that such candidates are even less successful with our system, as the IEB has a very high standard. **Candidates who struggle academically or who lack the necessary self-discipline are therefore advised to rather follow another route.**
- We cannot accommodate any learners with remedial and/or other learning problems. **No special concession will be allowed.**

Contact numbers at Le-Amen:

General

011 958 0366 / 0532

Cell:

079 895 4403

info@le-amen.co.za

Results and receiving of assignments

- Le-Amen info@le-amen.co.za

Languages

- Lindy-Lou van Tonder lindy-lou@le-amen.co.za

(All queries in writing-always cc to info@le-amen.co.za)

E6

Admission Requirements for the Final Examinations

We will create a google drive for each learner. All the tests, etc. will be uploaded in your Google Drive. You then have to upload all your done assessment, research tasks, practicals etc.

ASSIGNMENTS:

- All assignments must be done
- For every assignment in all the subjects you **must achieve 40%**.
- If you cannot make 40% in each assignment, it means that you are not ready for the June Examination.

JUNE EXAMINATION:

You have to comply with all the June Examination requirements.

- Exams: Mid-year examinations will be written under exam conditions. **Must pass with 40%**. No excuse, as layout on what to learn is given 7 weeks before the examination.
- Practicals: practical assessment for Life Sciences.
- Orals: Orals in all languages as well as in certain subjects will be recorded.
- Portfolio work: Will be finalized.
- All components of the June exam must be written at Le-Amen

A 40% pass rate for each section of each subject must be reached at the June examination. If you fail a certain subject, you can apply for a rewrite.

PRELIM EXAMS:

- The prelim exam must be written at Le-Amen

E7

Submitting Assignments

- Each subject has a cover page where the due dates for the different assignments are given
- It is necessary to submit ALL the assignments
- Assignments should reach Le-Amen before the due date. Some extra time will only be allowed in special cases.
- If we have not received your assignment a week after the due date, we will e-mail a warning to the e-mail address as on the Z10 form.
- Do not wait for results to be sent back – start the next assignment as soon as you have submitted one.
- NB! Make **copies** of the answer papers before you submit it. Do not include the assignment (questions) itself.
- We need hard copies; therefore, do not e-mail the assignments.
- Results will be e-mailed to the e-mail address on your Z10 form as soon as we receive it from the markers.
- **All assignments must be received before the June examination. No assignments will be accepted after this date.**
- Teachers assisting Le-Amen with the marking of assignments may not be approached directly.
- Write your name and D number clearly on your work
- Courier:
 - Plot 12
 - Totius Road
 - Amorosa
 - Ruimsig
 - 1732

E8

Portfolios, Practicals

Portfolios

- Portfolios in all subjects are very important and make up 25% of the final result. **Work must be of a very high standard.**
- Work must be written neatly in your own hand writing.
- Ask somebody to check your work before you submit it. Check the construction of sentences, spelling, etc.
- The portfolio must be your own, original work.
- Do not submit inferior work done in a rush.

Practical – Life Science

- You have to be properly prepared before the June examination. You must know all theory to be able to do the practical tests.
- Practical evaluation will take place during the June examination
- Paper 3 Final Practical will be written by the middle of September at Le-Amen.

Life Orientation:

- CAT A part 2 will be done during June examination.
- CAT B will take place by the middle of September at Le-Amen.

Students and parents may have access to their portfolio during June. All queries must then be addressed and rectified. .

No Portfolio pieces will be accepted after July.

The portfolios remain the property of Le-Amen.

No copies of the marked portfolio pieces will be made.

E9

Orals for the Languages

- There is an oral component for each of the languages
- The oral evaluation takes place before/during the June examination and is compulsory.
- Again, the oral component counts 25% towards the final mark. It is therefore very important to achieve a good oral mark.
- Detailed information regarding the various components that should be prepared for oral evaluation will be included in the language package that the students receive at the beginning of the year. These components include a prepared speech, prepared and unprepared reading, listening comprehension, a CAT component, general conversation, topical issues and the prescribed fourth genre (section D – Literature)
- Should students have any queries regarding the oral component, they should contact Lindy-Lou van Tonder at Le-Amen.
- IEB Oral moderation will take place at Le-Amen the middle of September to the middle of October and is compulsory and must be recorded.
- Oral sessions for languages: please note that students should prepare ALL components of the oral evaluation before the June examination.

E10

June Examination

- The June examination will take place as per matric calendar. It can be that some of the practicals will be on the weekends.
- Demarcation and timetable will be given well in advance.
- The June examination forms part of the portfolio.
- You will have to write the June examinations at Le-Amen. This is non negotiable.
- Attendance is compulsory

E11

Preliminary Examination

- Prelims are written in each subject as per calendar.
- You will have to write the prelim exams at Le-Amen. This is non negotiable.
- There is no demarcation for the prelim; you have to know the entire syllabus.
- Time table will be given well in advance
- The prelim mark forms part of the portfolio
- Please make sure that you know exactly what paper 1 & 2 of each subject consists of.
- It is therefore essential that you give your very best throughout the year.

Final Examination

- The final exams are written in November.
- The final exam must be written at Le-Amen. Do not phone the Examining Body to make other arrangements. It will not be permitted.

E 12

Re-mark & Re-check of exam papers

Re-write of SBA pieces/orals.

Re-mark/Re-check:

- Application for the re-marking/re-checking of exam papers for **June and Prelim** will be considered from any candidate who wishes to apply therefore.
- The prescribed fee (R 300) must accompany the applications, which must reach Le-Amen on a date as advised on the result sheet. Late applications will not be permitted.
- If the candidate gains a higher mark in any subject or subjects, only the fees paid in respect of such subject/s will be refunded. No refunds will be made in cases where a candidate still fails a subject after a re-mark, even if the latter mark should be higher than the original mark.

Re-write of assignments/portfolio work/Oral.

- If you are not satisfied with the marks achieved, you are welcome to redo it at R300 per piece, depending on which task and whether you are allowed to redo according to the examination body. However, the marks received for these pieces must be a true reflection of your real ability. Marks achieved in SBA pieces must correlate with marks received in papers that were written under test conditions. If there is too big a difference between your SBA marks and marks for papers written at Le-Amen under test conditions, such a discrepancy will unfortunately mean that your SBA mark cannot be taken into account. In such cases we will be forced to use your first piece
- It is not Le-Amen policy to explain or give a report back on any assignments. Only certain draft pieces, for example the essays in languages will have feedback.

E13 Fee Structure

- R 500 administration fee per learner per year.
- R 4 500, 00 per subject entry
- R 2 220.00 per “sleep” subject.

Fee includes:

- All assignments/assessment and the marking thereof.
- Registration at examination body.
- Compiling, marking and submitting of portfolios.
- Final examination in November at Le-Amen.

Additional fees:

Redo of portfolio pieces –	R 300 per piece
Rewrite June exams –	R 300 per paper.
Life science practical's June & Final:	R 1000
June Mid-Year Examination-	R 300 p/paper
Preliminary Exams during September	R 300 p/paper.
Fine for late assignments after the third request.	R 300

Payments can be made via cash, eft.

LE-AMEN

FIRST NATIONAL BANK – FEATHERBROOKE

BRANCH: 250741 ACCOUNT: 50400063372

- E-mail the following:
1. Completed application form
 2. Completed Z10 form
 3. Deposit slip (proof of payment)
 4. Grade 11 certificate

- If you cancel, you will be held liable for the subject entry fees.
- No refunds
- Contact (info@le-amen.co.za) concerning any payment arrangements.

E14

Effective Study Methods

- It is easy to underestimate the effort involved in sitting at a desk, studying. You need both drive and energy.
- Studying effectively takes time and good time management.
- Establish a routine and keep to it – it reduces stress!
- Stay motivated by constantly remembering the rewards that will be the result of this effort
- Keep your body healthy and fit: eat a balanced diet, avoid stimulants such as coffee and stay awake tonics, get regular sleep, and exercise
- Select a nice place where you can study with an upright chair and a table which is large enough to accommodate all your books
- Keep the following close at hand: books, paper, pens, pencils, erasers, ruler, pocket calculator, etc
- Good lighting is essential but prevent a glare.
- The room should be well ventilated and at a comfortable temperature.

E15

Effective Study Methods

- It is easy to underestimate the effort involved in sitting at a desk, studying. You need both drive and energy.
- Studying effectively takes time and good time management.
- Establish a routine and keep to it – it reduces stress!
- Stay motivated by constantly remembering the rewards that will be the result of this effort
- Keep your body healthy and fit: eat a balanced diet, avoid stimulants such as coffee and stay awake tonics, get regular sleep, and exercise
- Select a nice place where you can study with an upright chair and a table which is large enough to accommodate all your books
- Keep the following close at hand: books, paper, pens, pencils, erasers, ruler, pocket calculator, etc.
- Good lighting is essential but prevent a glare.
- The room should be well ventilated and at a comfortable temperature.

E15

Setting Goals

- Short-term goals: It may be a good idea to use the deadlines of assignments as your short-term goals. You could also divide the work with daily goals that will ensure that you complete an assignment before its due date
- Long-term goals: Develop a vision of what you want to do. Keeping your long-term goals in mind at all times will help you achieve your short-term goals

E16

Effective Time Management

- It is a general rule that evenly spaced, regular study is better than inconsistent, spasmodic bursts of effort. You will achieve much more in 5 hours at one hour per day than in studying for 5 hours at one time.
- It will help you to draw up an activity timetable to plan your day.
- Try and work at times which will be most effective for you: some people work best early in the morning and others later in the evening
- Our attention span is approximately 45 minutes. After that, our brain needs time to consolidate the material. Any study longer than one hour should include a short break.
- Plan activities completely free of study
- Get a year planner (most news agencies keep them) and plan your year ahead. Indicate deadlines and exam dates so that you can see that you are on course.

E17

How to submit effective assignments

- Make your own notes as you study. Note taking is an excellent way to ensure that you are actively busy with the material. Taking notes serves the following purpose:
- They are an aid to concentration
- They are an aid to retention of facts
- They are an aid to revision, especially in the time before the exam when you have to study hard
- Be systematic and organized and arrange your notes in a logical order
- Pay attention while you work so that the information can be retained better. Work that you have revised a number of times will also be remembered better.
- Your short-term memory quickly forgets information and only those items that were successfully encoded will be transferred to your long-term memory
- For information to be coded successfully for long-term storage, the following is necessary:
- It must enter the short-term memory often and be kept there long enough
- Do not try to memorize work that you do not understand
- You can better understand work by thinking about it, talking about it, asking questions, using it to answer questions, etc
- Construct well-organized notes
- Use mind maps
- Presentation is very important when you submit work. Even if the content is good, the initial impression is poor if the work is a mess.
Present your work in an appealing, easy-to-read manner.