

PLEASE READ THROUGH ALL OF THESE

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 our documents to enter the 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. **Fully automated entry forms are available for downloading from our website, and these automatically add horizontally and vertically, as well as automatically fill in a remittance advice, all in a single colour-coded Excel Spreadsheet, which can then be e-mailed back to us, together with proof of payment.** Alternatively, photocopy enough entry forms and then complete:-
 - one or more **for each grade**, ie., no more than one grade to appear on any one entry form.
 - Print names in lower case, exactly as they are to appear on the certificates.
 - Class lists can be used in place of entry forms ONLY if ALL STUDENTS are writing the SAME subjects.
 - **We will not accept late entries and/or additional students after closing date (27 April 2012)**, so please ensure you have everyone entered in on time.
 - Schools **MUST COMPLETE A COPY OF THE REMITTANCE ADVICE** and attach it in front of the entry forms.
6. The school to either draw up a cheque for the full amount, in the name of CONQUESTA, (*one word only*) and post this, together with the Remittance Advice and entry forms to our postal address:-

P O Box 99, Kloof, 3640, South Africa, or (*see 7, below*).
7. Alternatively, the money can be paid directly into our banking account, but you **MUST SEND US THE PROOF OF PAYMENT with the remittance advice & entry forms.** Bank details are on the Remittance Advice. Entries will not be processed unless payment has been received. A minimum total order value of R200,00 per school is required.
8. **FAXED ENTRIES ARE NOT ACCEPTED – only accepted by post or on our downloadable spreadsheet by e-mail. We would suggest you keep copies if you post them, in case they go astray in the mail.**
9. When we receive the entries, we check them for accuracy. From these, we generate a personalised answer sheet for each and every student whose name is on the entry forms. These get posted by registered mail to the schools (*at the end of July*) together with the question papers and detailed instructions, under a covering letter.
10. 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.
11. Should there be any variation, USING A PEN AND NOT A PENCIL, please cross out the name and very neatly write the correctly spelt name next to the crossed out name. DO NOT CHANGE THE STUDENT'S NUMBER.
12. Should any school not receive the question papers and answer sheets within a week prior to writing date, it is the school's responsibility to make contact with the Conquesta office and we will do our best to rectify the situation.
13. Students to write the Olympiads at the school, invigilated by school teachers, on the given dates. **Full instructions for Teachers will accompany the papers.**
14. Once your students have written all the papers, the question papers are **NOT TO BE STAPLED**, and are to be posted back to us as soon as possible, **IN NUMERICAL ORDER** (*by student number*), and we will immediately mark them and generate the certificates. We strongly recommend you either register them or keep copies in case they go astray in the mail. The sooner you send them back to us, the sooner you will receive your certificates.
15. Certificates are posted to the schools to reach them by the end of October.
16. **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 diarise the dates to follow up in good time that they have arrived, and if not, phone us for the tracking number. All our post is registered and we keep a record of tracking numbers, which enables any undelivered mail to be easily traced by the post office.**

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Please note that all our forms can be downloaded from the website in two separate downloads for each of the grade sets (1-3 and 4-7):-

1. Our automated colour-coded entry form is a separate Excel spreadsheet; and
2. A document containing all the other forms, including an entry form for hand written entries.