



ADP2024/0021

26 January 2024

Admiralty Primary School Assessment 2024

Our school-based assessment practices have been adjusted over the last few years to free up time and space for our colleagues to better pace teaching and learning, and adopt effective pedagogies to deepen our Admirals' learning, encourage self-directed learning, and strengthen holistic development.

At Admiralty Primary School, the reduction of assessment load and stakes is done without compromising the rigour of learning for our Admirals. The holistic approach to assessment of our Admirals will give the school a greater focus on their well-being and development while inculcating more joy in learning. While our school's assessment system comprises of Weighted Assessments (WAs) and Examinations where scores contribute to the computation of our Admirals' overall academic performance for the year, the school believes that ongoing formative assessment for learning is equally important. These complementary assessment approaches provide a learner-centered and balanced assessment for our Admirals.

Ongoing Formative Assessment for Learning

Beyond our milestone checks via WAs and examinations, our school has regular non-weighted formative assessment practices that focus on our Admirals' learning progress and development of requisite learning dispositions.

Our Admirals should be familiar with the varied formative assessment activities such as demonstration of skills acquired in classroom or outdoor settings, questions posed in class by teachers to check on their understanding and targeted mini quizzes to consolidate concepts learned. These are conducted in a timely and consistent manner that allow our colleagues to close learning gaps and provide our Admirals with prompt feedback on their learning.

Parents are not expected to prepare our Admirals for such formative assessment tasks as they are integrated into the daily learning in school. These day-to-day uses of assessment formatively seek to engage and encourage our Admirals to be more intrinsically motivated and confident in their learning.

**Weighted Assessments (WAs) and End-of-Year Examination**

WAs are snapshots of how our Admirals are mastering selected topics and components during the school-terms. Other than the usual pen and paper assessment, performance tasks and journals will also be adopted as part of our alternative assessment modes to assess our Admirals on different skillsets. In the case of examination, it serves as standardised summative assessment that allows our Admirals to apply their learning across a span of topics and for our colleagues to know how well our Admirals have learned. The following table shows an overview of the WAs and Examinations for our Admirals by the levels.

Table 1: Overview of Assessment Structure 2024

LEVEL	TERM 1	TERM 2	TERM 3	TERM 4
P1	x	x	x	x
P2	x	x	x	x
P3	WA (15%)	WA (15%)	WA (15%)	End-of-Year Examination (55%)
P4	WA (15%)	WA (15%)	WA (15%)	End-of-Year Examination (55%)
P5	WA (15%)	WA (15%)	WA (15%)	End-of-Year Examination (55%)
P6	WA (15%)	WA (15%)	Preliminary Examination (70%)	Primary School Leaving Examination (PSLE)

Details pertaining to the assessment modes and topics will be published on the school website by Week 5 of each term.

Primary 1 and 2

There is no WA or examination for Primary 1 and 2. Subject-specific learning outcomes and qualitative descriptors will be used to report our young Admirals' learning progress for all subjects at the end of each semester.

Primary 3 to 6

Generally, Primary 3 to Primary 6 Admirals will have one WA per subject per term. The Primary 3 to 4 Admirals will sit for their End-of-Year Examinations in Term 4. The Primary 6 Admirals will be sitting for their school preliminary examinations in Term 3 and PSLE in Term 4.



Keeping updated on your child's progress

Besides results from WAs and examinations, parents can communicate with the teachers to keep abreast of our Admirals' learning and progress. There are different communication platforms that parents can leverage such as emails, phone calls, and Meet-the-Parent sessions to gather qualitative feedback on their children's progress.

Other Key Assessment Information

Weighted Assessment Make-Up Session:

1. Any absence from the WAs or examinations must be covered by any of the following **valid reasons**:
 - **Medical Certificate** from a private or government clinic/hospital. Our Admirals are required to submit their medical certificate to their Form Teachers on the day they return to school. Parents are also required to inform the Form Teachers should our Admirals be absent on the day of the assessment.
 - **Compassionate leave of absence** to be substantiated by relevant documentations.
 - **Participation in National Games or performances** (e.g., NSG, SYF, etc.).
 - **Legal matters**, for instance, a court hearing in which our Admiral's presence is required.

(For other reasons that might not be covered by the above, parents are to contact the FTs as soon as possible so that the school can advise you accordingly.)
2. Admirals who are absent without a valid reason or a medical certificate will not be awarded any marks for the assessment(s) they have missed.
3. Admirals who are absent with a valid reason may attend a **WA make-up session on the next school day**. The WA make-up session will take place after curriculum time. For Admirals who are absent from the WA (Oral), the teachers will use the designated reserve date(s) to conduct the make-up oral assessment. Parents will be informed of the details of the WA make-up session by the Form/Subject Teacher.
4. Admirals who have **extended absence** from the WA and are hence unable to attend the WA make-up session on the next school day, will be given Valid Reason (VR) for the subject. Their result(s) for the affected subject(s) will be pro-rated and adjusted accordingly so that they will not be unfairly disadvantaged for being absent with a valid reason.



5. There is no change to our existing school policy for **P3 to P6 Preliminary/End-of-Year Examinations** – there will not be any make-up assessment for the written examinations except for the existing arrangement that applies for oral components.

For All Weighted Assessments and End-of-Year (EOY) Examinations

6. Admirals are required to be punctual for all WAs and examinations. Admirals who are late with no valid reason would be allowed to sit for the remaining duration of the papers with no additional time provided.
7. In the event of a massive transportation break down or adverse weather conditions that affect the punctual arrival of students, students who arrive late for the WA and EOY examinations will sit for the paper in a separate room and be given the full duration of the paper.
8. Admirals are required to bring all the necessary materials e.g., approved dictionaries, calculators, geometry sets for the WAs and examinations. During the conduct of the WAs and examinations, they are not allowed to borrow stationery from others.
9. Only **2B pencils** can be used for the **shading of OAS** and a **soft eraser** to be used for the erasing of wrong answers on the OAS.
10. Only **dark blue and black ballpoint pens** can be used for the writing and answering of questions on the question booklets. Erasable ink pens are **not** allowed to be used. Admirals are strongly advised to write legibly in the space provided for each question.
11. **No correction tape/fluid, and/or highlighters** are to be used in all the WA and examinations.
12. The duration for each paper includes the time spent for reading the questions. No extra time will be provided for the shading of the OAS.

Code of Conduct/Behaviour

13. Admirals must not have in their possession any unauthorized electronic, communication, entertainment or gaming devices capable of capturing, storing, displaying and/or transmitting visual, audio or verbal information within the WA and examination venues.
14. Admirals are advised not to bring unauthorized materials/notes, even if they do not intend to use them, e.g., conversion table/mathematical formula sheet printed on the math instrument box, calculator or dictionary that is not listed in the list of approved calculators



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/ dictionaries, within the WA and examination venues.

15. Admirals who are found in possession of any unauthorized devices/materials are liable to the same penalty as those who are caught cheating.
16. Admirals should not communicate or attempt to communicate (verbal or non-verbal) with their classmates/schoolmates during the conduct of the WAs and examinations and the collection of the answer scripts.
17. Admirals are not to remove any used/unused papers and/or answer scripts from the WA and examination venues.
18. Disciplinary actions will be taken on Admirals who cheat, attempt to cheat or misbehave during the examinations and this includes the issuance of a warning letter and/or forfeiture of the WA/examination results.
19. Admirals who are found to have changed or attempted to change their answers on their WA/examination scripts will face disciplinary consequences which may include having their results forfeited.