



## Some Key Assessment Information 2023

### I For Weighted Assessments Only

#### **WA Make-Up Session:**

1. Any absence from the weighted assessments or examinations must be covered by any of the following **valid reasons**:
  - **Medical certificate** from a private or government clinic/hospital. Students are required to submit their medical certificate(s) to their Form Teachers on the day they return to school. Parents are also required to inform the class Form Teachers should their child be absent on the day of the assessment.
  - **Compassionate** reason in which documentations are required for submission.
  - **Participation in national games or performances** (e.g., NSG, SYF etc.)
  - **Legal matters**, for instance, a court hearing in which the child's presence is required.

*(For other reasons that might not be covered by the above, parents are to contact your child's FTs as soon as possible so that the school can advise you accordingly.)*
2. Students 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. Students who are absent with a valid reason can attend a **WA make-up session on the next school day** when they return to the school. The WA make-up session will take place after curriculum time. For students who are absent from the oral component, teachers will use the reserve date(s) to conduct the make-up oral examinations. Parents will be informed of the details of the WA make-up session by the class Form/Subject Teacher.
4. Students 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 (V.R.) for the subject. Their results for the affected subject will be pro-rated and adjusted accordingly so that they are not unfairly disadvantaged for being absent with a valid reason.
5. There is no change to our existing school policy **for P3 to P6 End-of-Year Examinations** – there will not be any make-up for these written examinations except for the existing arrangement that applies for oral components.



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

6. Students are required to be punctual for all weighted assessments and examinations. Students 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. Students are required to bring all necessary materials e.g., approved dictionaries, calculators, geometry sets for their WAs and examinations. During the conduct of the WAs and examinations, students are not allowed to borrow stationery from other students.
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. Students 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 EOY 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.



### III Code of Conduct/Behaviour

Students must not have in their possession:

13. Any unauthorised electronic, communication, entertainment or gaming devices capable of capturing, storing, displaying and/or transmitting visual, audio or verbal information within the weighted assessment and examination venues.
14. Any unauthorised materials/notes even if they do not intend to use them within the weighted assessment and examination venues, e.g., conversion table/mathematical formula sheet printed on the math instrument box, any calculator or dictionary that is not listed in the list of approved calculators/dictionaries.
15. Students who are found in possession of any unauthorised devices/materials are liable to the same penalty as those who are caught cheating.
16. Students should not communicate or attempt to communicate (verbal or non-verbal) with other students during the conduct of the WAs and examinations and the collection of the answer scripts.
17. Students are not to remove any used/unused papers and/or answer scripts from the weighted assessment and examination venues.
18. Disciplinary actions will be taken on students 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. Students who are found to have changed or attempted to change their answers on their WA/examination scripts while teachers go through the papers, will face disciplinary consequences which may include having their results forfeited.