

Internal Examination - Rules and Regulations

Code of Conduct:

- Students must observe absolute silence at all times during examinations.
- Students sitting for examinations must adhere to the school rules and regulations with regards to attire, hairstyle, accessories etc.
- Students must be in their school shirt and shorts / pants for their examination.
- The Teacher-Invigilator reserves the right to expel any student who is guilty of improper conduct from the classroom or any other examination venue and he may be refused entry for subsequent papers.
- Students who are caught cheating or deemed to have committed a dishonest act will be dealt with severely.
- All written assessments will be conducted as **class tests**. Students are reminded to maintain integrity by not sharing the content of assessment so as to maintain fairness to all students.
 - There will be no make-up assessment for students who are not present for any class test. The subject teacher will pass a copy of the test paper to the student at a later date for self-practice. The test should be handed in to subject teacher for marking to facilitate feedback to the student.
 - Students who miss their class test due to **illness** must produce a valid medical certificate (MC) from an authorized medical doctor to cover the period of absence upon their return to school. Otherwise, he will be given zero marks for the paper(s) that he has missed. A letter of excuse from parents/guardians or from a Chinese Physician (Traditional Chinese Medicine) is **NOT** acceptable.
 - Students who are involved in official school events e.g. **NSG or SYF** during the conduct of the test will be given a Valid Reason (VR).
 - Students who are **late** for the class test will be allowed to sit for the test as per the scheduled duration - i.e. If a student arrives at 8.15am for a test scheduled from 8.00am to 8.45am, he can sit for the test using the remaining time. No extra time will be given. Students who miss the entire duration of the test will be given 0 mark and parent will be informed.
- A student who is absent for **examinations** must produce a valid medical certificate from an authorized medical doctor to cover the period of absence. Otherwise, he will be given zero marks for the paper(s) that he has missed. A letter of excuse from parents/guardians or from a Chinese Physician (Traditional Chinese Medicine) is NOT acceptable.
- A student is considered absent from an examination (or a class test) on valid reason if the student is away on:
 - suspension (must be verified by the Head, School Discipline Committee).
 - police case (must be verified by Head, School Discipline Committee).
 - bereavement matters (verified by Form Teacher and must be supported by documentary evidence).

Before the commencement of the examination

- Students who report more than 30 minutes after the examination has commenced may not be allowed to sit for the examination.
- Students who are late will not be given extra time.
- All students must be in their seats 10 minutes before the commencement of the examination.
- Students' desks must be cleared of all books and notes.
- Students are to bring their own writing and mathematical instruments such as calculators, set-squares, compasses, protractors, and rulers for the examination.
- Electronic gadgets and communication devices capable of displaying, storing, capturing and/or transmitting visual, audio or verbal information, such as mobile phones, cameras, tablets, smart watches/glasses are not allowed.
- Students, whose papers begin in the later part of the morning or in the afternoon, are required to report to school at least half an hour before the paper commences.
- Students must switch off their mobile phones and keep them in their bags, which are to be placed at the back of the school hall or in front of the classroom, before the start of the examination.
 - Students must inform the invigilator immediately if:
 - they are issued the wrong question paper, OR
 - they are issued a question paper that does not contain the number of pages or question specified in the cover page, OR
 - they are issued a question paper not scheduled to take place at that time or day, OR
 - they are not issued supplementary materials (such as graph paper, map or drawing paper) as required in the question paper.
 - Students are not allowed to remove any writing paper, used or unused, from the examination venue.

During the examination

- Students caught in possession of unauthorized materials (such as notes, files etc.), other than those used for the examination, are deemed to have committed a dishonest act.
- Students found in possession of any electronic or communication devices such as mobile phones, smart watches/glasses, tablets, etc will be deemed to have committed a dishonest act.
- Students who communicate with each other, verbal or non-verbal, are deemed to have committed a dishonest act.
- Students are only allowed to use scientific calculators approved by Singapore Examinations and Assessment Board (SEAB) with approval stickers issued by school during the examination. The updated list of approved calculators can be found on the following SEAB website.
(<http://www.seab.gov.sg/docs/default-source/documents/guidelinescalculators.pdf>)
- Students are only allowed to use dictionaries approved by SEAB with approval stickers issued by school during the examination when sitting for the Mother Tongue Language Paper 1 examination (composition and/or email-writing). The updated list of approved dictionaries can be found on the following SEAB website.
(<http://www.seab.gov.sg/docs/default-source/documents/2018gcenoadictlist.pdf>)

- Students are to raise their hands and clarify with the invigilator if there are any queries.
- Students are not allowed to borrow stationery items from each other.
- Students are not allowed to go to the toilet, unless absolutely necessary.
- Students are to use dark blue or black ink when writing their answers. Pens/pencils of other colours may be used for maps and diagrams only.
- Pen with erasable ink, correction tape and correction fluid are not to be used.
- Students are not to leave any sheet of the answers or diagrams in such a position that another student can read them.
- Students must stop writing immediately when told to do so by the invigilator at the end of the paper.
- Students are required to write their names and register numbers and class on every page of their answer scripts.
- Students are to label all question numbers correctly beside each question they attempted.

After the Examination

- At the end of each paper, students are to remain quiet and ensure that all scripts are handed in as instructed by the invigilator.
- No student is allowed to take any writing paper, used or unused, out of the examination venue.
- Students are reminded to leave quietly and do not disturb the other students who might still be sitting for their papers, in other classrooms.
- Students are not allowed to leave the examination venue until all scripts are collected and accounted for, at the end of the examination.
- After the last paper of each day, students are to leave the school immediately and not loiter in the vicinity of the school or neighbourhood.

Examination Grading System

Sec 1 to 4 Express and Sec 5 Normal (Academic)

Grade	A1	A2	B3	B4	C5	C6	D7	E8	F9
Marks	75 - 100	70 - 74	65 - 69	60 - 64	55 - 59	50 - 54	45 - 49	40 - 44	0 - 39

Sec 1 to 4 Normal (Academic)

Grade	1	2	3	4	5	U
Marks	75 - 100	70 - 74	65 - 69	60 - 64	50 - 59	0 - 49

Sec 1 to 4 Normal (Technical)

Grade	A	B	C	D	U
Marks	75 - 100	70 - 74	60 - 69	50 - 59	0 - 49