

CHIJ (KATONG) PRIMARY

EXAMINATION MATTERS

GUIDELINES AND POLICIES

Holistic Assessment Plan from Primary 1 to 6

Assessment is an integral part of teaching and learning. It provides information that can be used to improve students' learning and teachers' instruction.

In line with the key plans developed by the Assessment Policy and Practice Section (APPS) within the Curriculum Policy Office, Holistic Assessment aims to enhance student learning and development. Our school has implemented Holistic Assessment since 2012 and some of the guidelines include:

- No examinations for Primary 1
- No weighted assessments in Term 1 for Primary 1
- Bite-sized weighted assessments spread out across the year for Primary 1 and Primary 2
- End Of Year examinations in Term 4 for Primary 2
- Holistic reporting of students' progress and learning through termly holistic report cards
- Use of rubrics to provide richer and more holistic feedback on students' development

10% of the assessment weightage will contribute to Formative Assessment from P3 to P5 levels as part of Holistic Assessment Plan. Weighted Formative Assessment can be in the form of spelling, oral presentations, performance tasks, practical tests or Class Reviews. We have listed the different weighted Formative Assessment for the different subjects in Table 3 for your reference. More details will be provided in Term 3 by your child's subject teachers.

Primary 1 and 2

Weighted Learning Activities (LAs) for Primary 1 and 2 students will be spread across the year. Table 1 and Table 2 show the weightings for the various subjects in the year.

Table 1: Primary One Assessment Weightings

Subject	Term 1	Term 2	Term 3	Term 4
English	NIL	20%	40%	40%
Mathematics	NIL	25%	35%	40%
Mother Tongue	NIL	20%	30%	50%

Table 2: Primary Two Assessment Weightings

Subject	Term 1	Term 2	Term 3	Term 4 (EOY Examinations)
English	10%	20%	20%	50%
Mathematics	10%	20%	20%	50%
Mother Tongue	5%	25%	20%	50%

Feedback on your child's progress in P1 and P 2 will be given to you in the Term 1, 2 and Term 3 Holistic Assessment Report Card which will be filed together with the weighted Learning Activities in her Learning Folio. Your child will receive the School Report Book in Term 4 showing her summative progress for the year.

Primary 3, 4 and 5

Non-weighted Class Reviews (CRs)/ Common Tests (CTs) will be conducted for Primary 3 and 4 students for English, Mathematics, Science and Mother Tongue in Term 1 and 3. Students will continue to sit for their Semestral Assessments (SAs) for all subjects in Term 2 and Term 4.

Table 3 shows the assessments conducted for the various levels in the year and Table 4 shows the weightings for the various subjects in the year.

Table 3: Primary Three, Four and Five Assessment Plan

Level	Term 1 (Non-weighted)	Term 2 (Weighted)	Term 3		Term 4 (Weighted)
			(Weighted) Formative Assessment	(Non-weighted)	
Primary 3	Class Reviews	Semestral Assessment 1	English: Spelling Mathematics: Performance Task Science: Science Practical Test MTL: Oral Presentation	Class Reviews	Semestral Assessment 2
Primary 4	Class Reviews		English: Spelling Mathematics: Performance Task Science: Science Practical Test MTL: Note-taking	Class Reviews	
Primary 5	Common Tests		English: Spelling Mathematics: Performance Task Science: Science Practical Test MTL: e-Oral Skills	Class Reviews	

Table 4: Primary Three, Four and Five Assessment Weightings

Subject	Term 1	Term 2 (SA1)	Term 3 Formative Assessment	Term 4 (SA2)	Total
English	NIL	30%	10%	60%	100%
Mathematics	NIL	30%	10%	60%	100%
Mother Tongue	NIL	30%	10%	60%	100%
Science	NIL	30%	10%	60%	100%

Feedback on your child's progress for students in P3 to P5 will be given to you in the Term 1 and Term 3 Holistic Assessment Report Card which will be filed together with the non-weighted Class Reviews/ Common Tests in her Learning Folio. **All weighted assessments will be reported in the School Report Book in Term 2 and Term 4.**

Primary 6

Common Tests (CTs), Semestral Assessment 1 (SA1) and Preliminary Examination for Primary 6 will be conducted in Term 1, Term 2 and Term 3 respectively.

Feedback on your child's progress for students in P6 will be given to you in the Term 1 Holistic Assessment Report Card. SA1 and Preliminary Examination will be reported in the School Report Book and you will receive them in Term 2 and in early Term 4 after the Preliminary Examinations.

For all levels

Apart from the Learning Activities, Class Reviews and Common Tests, formative assessments will be carried out with rubrics for the other subjects such as PE, Music and Art for all levels.

2 EXAMINATION REGULATIONS

What a candidate should do :

Before the start of the examination

- 2.1 Be on time for all examination papers. Candidate will not be given extra time to complete the examination paper if she is late.
- 2.2 Bring all necessary materials needed for the examination. They include pens, 2B pencils, erasers, rulers, sharpeners and mathematical instruments that a candidate needs for the examination. No borrowing is allowed.
- 2.3 Do not bring the bags, books, papers, notes, mobile phones, computerized wrist watches or other unauthorized personal belongings (such as MP3 player, digital camera, etc) into the examination room/hall. Place them outside the examination room/hall or a place identified by the examiner or invigilator. Any candidate found to be in possession of any unauthorized material is liable to the same penalty as those who are caught cheating during the examination.
- 2.4 Be seated at the assigned desk **at least 15 minutes** before the start of each paper.
- 2.5 Read carefully the instructions on the question booklets or answer booklets and/or personalized Optical Answer Sheet (OAS).
- 2.6 No form communication and conversation are allowed with other candidates.
- 2.7 A candidate is to raise her hand if there are any question(s) to ask the invigilator.

During the examination

- 2.8 The duration of each examination paper includes the time for reading the questions, writing and/or shading your answers on the OAS, etc. No EXTRA TIME will be given.
- 2.9 Write the answers legibly in blue/black ink. If a candidate needs to change her answers, cross them out and re-write the answers.
- 2.10 Use a soft-lead pencil (i.e. 2B) to shade the answers for the multiple choice questions (MCQs) on the OAS provided. Answers written on the answer booklets will not be marked.
- 2.11 Do not fold the OAS or make any other marks on it.
- 2.12 If a candidate wishes to change the answers on the OAS, she needs to use a soft eraser to erase the shaded oval completely before shading the new oval.
- 2.13 Read all questions carefully. No marks will be awarded for information that is not asked for in the questions.
- 2.14 Good time management is important. Do not spend too much time on a few questions, leaving no time for the other questions.
- 2.15 If a candidate is feeling unwell or if she needs to go to the washroom urgently, she is to remain seated, raise her hand. She is to inform the invigilator of her condition or seek permission from the invigilator to go to the washroom.
- 2.16 Do not cheat or assist in cheating.
- 2.17 If a candidate cheats, attempts to cheat or assist in cheating during the examination, she may be expelled from the examination room/hall and not allowed to sit for subsequent papers. Her results

from the examination she was found to be cheating will be forfeited.

- 2.18 Do not talk or communicate (verbally and non-verbally) with other candidates during the examination.
- 2.19 If a candidate misbehaves or does not comply with the expected examination conduct, she may also be expelled from the examination room/hall and not allowed to sit for subsequent papers. Her examination results may be forfeited.
- 2.20 Candidates are not to leave the examination room/hall even if she has finished the examination paper before the stipulated time of the examination.
- 2.21 Do not remove any used or unused writing paper, question booklet(s), answer booklet(s) or OAS from the examination room/hall.
- 2.22 No eating and drinking in the examination room/hall. If a candidate requires to drink water during the examination due to medical reasons, a letter is to be furnished to the Form Teacher. FTs are to alert the CI and the invigilators for that exam.

At the end of the Examination

- 2.23 Stop writing immediately when told to do so by the invigilator.
- 2.24 Remain seated until the question booklet(s)/answer booklet(s) and OAS have been collected.
- 2.25 A candidate can only leave the examination room/hall when informed by the invigilator.

3 EXAMINATION FORMAT

Oral Examination

- 3.1 The English Language/Foundation English Language and Mother Tongue/Foundation Mother Tongue Language Oral Examination will be conducted during the school curriculum hours according to specified released dates and times.

3.2 Listening Comprehension Examination

- 3.3 The English Language/Foundation English Language and Mother Tongue/Foundation Mother Tongue Language Listening Comprehension Examination will be held during the school curriculum hours according to specified released dates and times.
- 3.4 The Listening Comprehension Examination will be conducted using Compact Discs (CDs) for Primary 5 and 6 candidates. Appointed invigilators will read the scripted texts and questions to the Primary 1, 2, 3 and 4 candidates.
- 3.5 A candidate should raise her hand immediately to inform the invigilator if the volume is too soft or too loud during the sound check of the Listening Comprehension examination.
- 3.6 A candidate should choose the correct answer for each question and then shade the appropriate oval on the OAS (for Pr 5 & 6) / write the answer on the answer sheet (for Pr 1 to 4). She must complete the shading/answering of the answers within the duration of the Listening Comprehension Examination.
- 3.7 During Listening Comprehension examinations, CDs and Listening Comprehension scripts **WILL NOT** be replayed or re-read for candidates who arrive late or for candidates who leave the exam rooms to visit the washrooms.

Written Examination

Composition Examination / Paper 1 (P5 & P6) Examination

- 3.8 The Composition Papers (English Language/Foundation English Language and Mother Tongue Paper 1), will be held during the school curriculum hours according to specified released dates and times.
- 3.9 A candidate will be given a Composition Answer Papers. She will need to write her composition on the lined or boxed pages only. Blank pages may be used for the planning of her composition.

Main Written Papers

- 3.10 The Written Examination papers will be held over a period of five days. Day 1 – English Language, Day 2 – Mathematics, Day 3 – Mother Tongue, Day 4 – Science & Day 5 – Higher Mother Tongue. The Higher Mother Tongue papers may be on the first day due to certain circumstances.

4 USE OF DICTIONARIES IN THE EXAMINATION

- 4.1 **Only Primary 5 and Primary 6 candidates** are allowed to use dictionaries for the Paper 1 Mother Tongue, Higher Mother Tongue and Non-Tamil Indian Languages (NTIL).
- 4.2 Candidates are allowed to use handheld electronic Chinese Language & Malay Language dictionaries for the Paper 1 Chinese/Malay and Paper 1 Higher Chinese/Malay.
- 4.3 Dictionaries and electronic dictionaries must meet the following requirements:-
- (i) All dictionaries in printed form must bear the school stamp, date and teachers' signature.
 - (ii) Only monolingual dictionaries are allowed.
 - (iii) Dictionaries used must not have any annotations on any of the pages. Annotations include tagging pages with stickers, highlighted text and/or written text;
- 4.4 Electronic dictionaries must be battery operated and silent at all times. Ear-pieces are not permitted in the examination room/hall.
- 4.5 For candidates offering Non-Tamil Indian Languages (NTIL), there is no approved list of dictionaries. They can bring in any dictionary as long as it is monolingual with no annotations on any of the pages.
- 4.6 Candidates **are not allowed** to borrow any dictionary from other candidates or school staff members during the examination.
- 4.7 Candidates are to bring along spare batteries for their electronic dictionaries as no extra time or allowance will be given if the dictionaries fail to function during the examination.
- 4.8 Candidates must inform the invigilator before the start of the examination if they are in possession of dictionaries that have not been stamped and endorsed by the school.
- 4.9 Any unauthorized material or unauthorized dictionary found in candidate's possession during the examination will be confiscated.

5 USE OF SCIENTIFIC CALCULATORS IN THE EXAMINATION

- 5.1 **Only Primary 5 and Primary 6 candidates** are allowed to use scientific calculators for Mathematics/Foundation Mathematics **Paper 2**.
- 5.2 The following guidelines are to be adhered for the use of scientific calculators:-
- (i) The calculator must be silent, with a visual display only.
 - (ii) The working condition of the calculator is the responsibility of the pupil and a fault in a calculator cannot be used as a reason for seeking special consideration for the candidate.

Calculators must not be borrowed from other candidates during the examination for any reason.
 - (iii) External storage media, e.g. card, tape, and plug-in modules, must not be in the possession of pupils during the examination. No unauthorized materials, e.g. instructions leaflets, formulae printed on the lid or cover of a calculator or similar materials, must be in the possession of pupils during the examination (where the instructions cannot be removed they should be securely covered).
 - (iv) No programmable calculators are allowed.
 - (v) No calculators with permanent features of a programmed kind are allowed, e.g. calculators, capable of numerical integration, numerical differentiation, and/or expressing in irrational number form.
 - (vi) No calculators with special communication features are allowed, e.g. calculators with the capability of remote communication via infra-red or blue tooth with other machines.
 - (vii) No calculators with capabilities for storing and displaying visual and verbal information are permitted.
- 5.3 The candidates' subject teachers will continually update candidates of the latest approved scientific calculators for use during examinations.
- 5.4 The use of any calculator with unacceptable features or for retrieval of information & programmes is an infringement during the examinations.
- 5.5 During their Mathematics examination, P4, P5 & P6 candidates are allowed to use their geometrical sets.

6 GENERAL INFORMATION

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY

- 6.1 **If a candidate is suffering from an infectious disease**, e.g. chicken pox or hand, foot and mouth disease (HFMD), etc she is to inform the Form Teachers who will inform the CI. She is **NOT ALLOWED** to take the examinations. She is **to stay away from school** until she is certified fit to return to school by a doctor.
- 6.2 A candidate who is unwell should not be sent to school to sit for the examination. There will be **special consideration** made for her if she attends.
- 6.3 A candidate who is unwell before the commencement of any exam papers will be advised to call her parents to fetch her home. However if her parent insists that she sits for the exams, her parent will need to turn up in school to sign a disclaimer form acknowledging that **no special**

consideration will be given for his / her child's medical condition.

- 6.4 Candidates who are sick on the day of the examination and are fit enough to sit for the examination can request to come in at the **scheduled time** of the examination and sit for it with the rest of the pupils in the classroom. They can leave when they have completed their examination, accompanied by parents/guardians. **This must be accompanied with a medical certificate and a parent's letter to state that they feel she is well enough to take the exam.** There will be **no allowance or special consideration** made for her. her parent will need to turn up in school to sign a disclaimer form acknowledging that **no allowance or special consideration** will be given for the illness conditions her/his child is in.
- 6.5 Candidates who are unwell and/or unable to turn up for the examination will forgo the examination subject they are absent for. Sitting for the examination subject on another day, earlier or later than the actual day is **NOT PERMITTED**.
- 6.6 A candidate who misses any of the following components of the **English and/or Mother Tongue Language examination** will have her marks **PRO-RATED** provided she is absent for a valid reason and it is certified by an official document e.g. medical certificate or on compassionate grounds. The components are **ONLY** for Oral, Listening Comprehension & Composition (Paper 1).

A statement indicating that the marks have been pro-rated will be reflected in the report book.

➤ Form teachers will have to indicate under the Remarks section in the report book :

_____(Name of pupil)_____ 's _____(EL or CL/ML/TL)_____ mark has been pro-rated due to her absence _____+(with valid reason)_____ during the * _____ examination.

Legend:-

*(Component – please state whether it is Oral, Listening Comprehension or Composition)

+Valid reason would be: (1) medical grounds supported by a medical certificate

(2) school competition

(3) compassionate grounds

Example :-

Ow Liying's Chinese mark has been pro-rated due to her absence on medical grounds supported by a medical certificate during the SA2 Listening Comprehension examination.

- 6.7 A candidate who misses **more than one** of the components of the **English and/or Mother Tongue Language examination**, amounting to 50% or more of the grand total, **will not** have her marks **PRO-RATED** even if her absence is supported with a valid e.g. medical certificate or on compassionate grounds.

For e.g. A Primary 5 candidate who did not sit for her MTL Oral, Listening and Composition papers, totaling 110 marks out of 200 marks, but sat only for the paper 2 which totaled 90 marks. Her MTL result in the report book will thus be reflected as VR (absent with valid reason).

- 6.8 A candidate who sat for Oral, Listening and Composition papers but misses the (P3-P4) Main Paper / Paper 2 (P5 & P6) for **English and/or Mother Tongue Language examination** will not have her marks **PRO-RATED**. Her MTL result in the report book will be reflected as VR (absent with valid reason).
- 6.9 For the P2 level, the overall marks for the EOY EL & MT exams will be pro-rated if a student is absent for the main paper. This is because the marks for EL/MT Paper 2 constitute a small proportion of the total which also includes the marks for the Learning Activities done throughout the year. However, if students are absent for the EOY Maths paper which constitutes 50% of the final mark, it will be recorded as “VR”.
- 6.10 **No extra time** will be given to latecomers.
- 6.11 Candidates who arrive half an hour or more after the commencement of the examination paper **WILL NOT BE ALLOWED** to sit for the examination.
- 6.12 Candidates who represent the school during official events **sanctioned by MOE**, e.g. National and/or Zonal competitions, SYF Central Judging, etc. will be allowed to sit for the examination papers before or after the event if the date of the event(s) coincides with the examination dates. Provisions on a case to case basis will be made accordingly.
- 6.13 A written request must be made by parents if they wish their child to sit for a MTL paper which is not officially assigned to the child for e.g. a candidate whose MTL is Hindi but wishes to sit for the Chinese Language papers. In such request, the examination can be administered for her after the exam day so as not to interfere with school’s examination processes. Provisions on a case to case basis will be made accordingly.
- 6.14 A candidate with physical or learning disabilities which may adversely affect his/her performance in the examination may request for special consideration/arrangements during the examination. **The request must be accompanied by a certified psychologist report with all relevant documents and reports from received agencies e.g. Dyslexia Association of Singapore, Child Guidance Clinic, Government Hospitals and Private clinics. The documents must be dated 3 years prior to the date of the examination.**
- 6.15 Application for special consideration/arrangements must be done through the school’s Learning Support Coordinator (LSC). Once granted, the candidate’s status **is only applicable during our school’s examinations.** It is **not extended** to examinations conducted at national level, e.g. Primary School Leaving Examination (PSLE). **A fresh application for special considerations/arrangements for national examinations must be submitted to Singapore Examinations and Assessment Board (SEAB) for their approval.**

The approval for special accommodation is at the discretion of SEAB. There will be an annotation on the candidate's result slip at PSLE to indicate that the candidate was given special consideration at PSLE.

- 6.16 P2- P4 candidates who are granted extra time to complete an exam paper will be granted 15 minutes extension time for every hour stipulated in the time frame of each examination paper.
- 6.17 With effect 2017, P5 & P6 candidates will have extra time as follow:-

EL P1	EL P2	Maths P1	Maths P2	MT P1	MT P2	FMT	Sc	FMath P1	FMath P2	FSC
15 min	25 min	10 min	25 min	10 min	25 min	10 min	25 min	15 min	15 min	15 min

- 6.18 For candidates who have been granted special arrangements No Annotation will be made on their result slips.
- 6.19 If a candidate cheats, attempts to cheat or assist in cheating during the examination, marks will not be awarded for the entire examination.
- 6.20 **NO MOBILE PHONES AND OTHER TRANSMITTING ELECTRONIC DEVICES ARE ALLOWED INTO THE EXAM ROOMS.** Disciplinary action will be taken if candidates failed to adhere to this.

EXAMINATION COMMITTEE