



# Convent of the Holy Infant Jesus (Katong) Primary

*Our Vision - From girls to women of grace and substance*

*Our Motto - Simple in Virtue, Steadfast in Duty*

17 Martia Road, Singapore 424821 Tel: 63443072 Fax: 63459007 Website: [chijkcp.moe.edu.sg](http://chijkcp.moe.edu.sg)

Ref No: P1-6/CA/101/17

27 February 2017

Dear Parents/Guardians,

## 2017 PSLE Examination Timetable and Online Travel Declaration through McOnline Learning Management System

### 2017 PSLE Examination Timetable

The 2017 PSLE Examination Timetable has been published on SEAB's website: [http://www.seab.gov.sg/pages/nationalExaminations/PSLE/general\\_information.asp](http://www.seab.gov.sg/pages/nationalExaminations/PSLE/general_information.asp)

We have extracted the information for your reference. Please note the dates and we would like to remind parents again of the following:

Oral Exam: 17-18 Aug (***Only P6 students report to school. P1 to P5 students do not report to school***)

Listening Comprehension: 15 Sept (***Only P6 students report to school. P1 to P5 students do not report to school***)

Written Examination: 28 Sept – 4 Oct (***All students report to school***)

The PSLE Marking Exercise has been scheduled from 19 Oct to 24 Oct. Please note that **all students do not report to school during the PSLE Marking exercise.**

### 2017 PSLE EXAMINATION TIMETABLE

#### A. Oral Examination

Date	Paper	Time
Thursday, 17 August & Friday, 18 August	English Language / Foundation English Chinese / Malay / Tamil Foundation Chinese / Foundation Malay / Foundation Tamil	0800 – 1300 h
Friday, 18 August	Bengali / Gujarati / Hindi / Panjabi / Urdu Foundation Bengali / Foundation Gujarati / Foundation Hindi / Foundation Panjabi / Foundation Urdu	0800 – 1300 h

#### B. Listening Comprehension Examination

Date	Paper	Time
Friday, 15 September	Chinese / Malay / Tamil	0900 – 0935 h *
	Foundation Chinese / Foundation Malay / Foundation Tamil	0900 – 0940 h *
	Bengali / Gujarati / Hindi / Panjabi / Urdu Foundation Bengali / Foundation Gujarati / Foundation Hindi / Foundation Panjabi / Foundation Urdu	0900 – 0930 h *
	English Language / Foundation English	1115 – 1150 h *

\* Actual duration may differ slightly



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## C. Written Examination

Date	Paper	Time	Duration
Thursday, 28 September	English Language Paper 1 English Language Paper 2	0815 – 0925 h 1030 – 1220 h	1 h 10 min 1 h 50 min
	Foundation English Paper 1 Foundation English Paper 2	0815 – 0925 h 1030 – 1150 h	1 h 10 min 1 h 20 min
Friday, 29 September	Mathematics Paper 1 Mathematics Paper 2	0815 – 0905 h 1015 – 1155 h	50 min 1 h 40 min
	Foundation Mathematics Paper 1 Foundation Mathematics Paper 2	0815 – 0915 h 1015 – 1130 h	1 h 1 h 15 min
Monday, 02 October	Chinese / Malay / Tamil Bengali / Gujarati / Hindi / Panjabi / Urdu Paper 1	0815 – 0905 h	50 min
	Chinese / Malay / Tamil Bengali / Gujarati / Hindi / Panjabi / Urdu Paper 2	1015 – 1155 h	1 h 40 min
	Foundation Chinese/ Foundation Malay/ Foundation Tamil Paper 1	0815 – 0855 h	40 min
Tuesday, 03 October	Science	0815 – 1000 h	1 h 45 min
	Foundation Science	0815 – 0930 h	1 h 15 min
Wednesday, 04 October	Higher Chinese / Higher Malay / Higher Tamil Paper 1	0815 – 0905 h	50 min
	Higher Chinese / Higher Malay / Higher Tamil Paper 2	1015 – 1135 h	1 h 20 min

### **Online Travel Declaration through MCOonline Learning Management System**

We have been using our school's MCOonline Learning Management System in for the submission of travel declarations since 2014. We continue to seek your cooperation in submitting your daughter's travel declaration online through her MCOonline account for the school holidays this year. Please submit your travel plans by the following dates:

Term 1: Tuesday, 7 March 2017

Term 2: Friday, 26 May 2017

Term 3: Wednesday, 30 August 2017

Term 4: Friday, 17 November 2017

Please note that **all Primary 1 students** are required to declare their travel plans **whether they are travelling or not.** This is to facilitate the necessary activation in the system in the first year.

For Primary 2 to Primary 6 students, only students who intend to travel are required to declare their travel plans. Students in these levels who do not have any travel plans during the school holidays are not required to declare in the online system.

The following are screenshots and steps for you to follow. A PDF version, entitled "Travel Plan (Students)" can be found and downloaded from the website under *User Manual* found at the top right corner after you login with your daughter's login ID and password.



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## How to Log into your daughter's MCOOnline account:

Type in the web address: <http://www.mconline.sg>



E.g. kcp12345a

Type the first few characters of school name and select from drop down box

Please check with your daughter or MCOonline helpdesk for your child's password.

Note: First time entry for P1 students, the Default password is Chij1234

**Login ID:** kcp12345a (in lowercase)

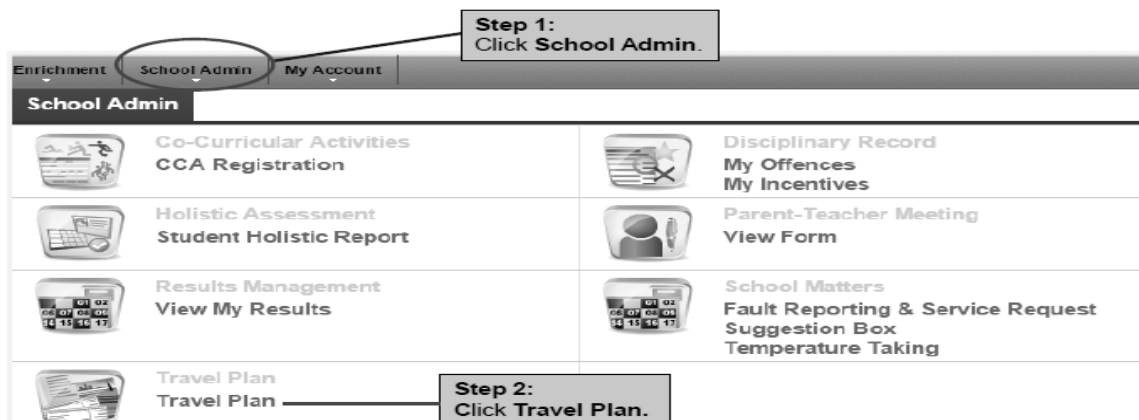
(The new Login ID is our School ID 'kcp' followed by the last 5 digits and the last alphabet of your daughter's BC number).

**School:** CHIJKCP (Type the first few characters and select school from the drop down list)

**Password:** Chij1234 (default password for all students unless it has been changed earlier by your daughter)

## Declaring Travel Plans

Click '**School Admin**'. Then click '**Declare Travel Plan**'.



Click '**Declare**'

**School Admin > Travel Plan**



No travel plan found



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At the site: **Follow Steps 1 to 9.**

Please Select:

I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec

I will be travelling to another country during the school vacation. Below is my travel plan:

From: 03/06/2013

To: 10/06/2013

Country: Bahamas

State: Bahamas

**Step 1:** Select Option 2 if you are travelling to another country.

**Step 2:** Click on the start & end dates and select from the pop-up calendar.

**Step 3:** Select the destination country from the drop-down list and enter the specific state.

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
6	8	7	9	10	11	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Purpose of Travel: Vacation

Mode of Travel: Air

If by Air, state Flight No.: SQ911

Emergency Contact: 912345678

**Step 4:** Select Purpose of Travel from the drop-down list, and specify the purpose if "Others" is selected.

**Step 5:** Select Mode of Travel from the drop-down list, and specify the Flight Number if travelling by air.

**Step 6:** Enter an emergency contact number

For Parents/Guardian Only

Parent/Guardian Name: Liu Jun Rong

Parent/Guardian Contact: 912345678

declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

Buttons: Cancel, Save, Save & Add /another

**Step 7:** Enter Parent/Guardian Name and Contact details

**Step 8:** Check to confirm the accuracy of the declaration

**Step 9:** Click Save to save this record or click Save & Add Another if you are travelling to multiple destinations

## Editing Existing Travel Plans

Should you make any changes to your travel plans, please log onto the system and make the necessary changes with Steps 1 to 4 in the system shown in the following screenshots.



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Login and click 'School Admin'. Then click 'Declare Travel Plan'.

Declare **Edit** Delete **Step 2: Click Edit.**

<input type="checkbox"/>	Purpose	Start Date	End Date	Submitted
<input type="checkbox"/>	[Not Travelling]	-	-	30 May
<input checked="" type="checkbox"/>	Vacation	3 Jun	10 Jun	30 May

**Step 1:** Select the travel plan which you would like to edit.

Please Select:

I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec  Others

I will be travelling to another country during the school vacation. Below is my travel plan:

From: 03/06/2016  
To: 10/06/2016  
Country: Bahamas  
State: Bahamas  
Purpose of Travel: Vacation  
Mode of Travel: Air If by Air, state Flight No. SQ911  
Emergency Contact: 912345678

**For Parents/Guardian Only**

Parent/Guardian Name: Liu Jan Rong  
Parent/Guardian Contact: 912345678

I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

Cancel Save Save & Add Another

**Step 3:** Proceed to make any required changes in the respective fields.

**Step 4:** Click Save.

## Primary 1 Students Who Are Not Travelling

Parents of Primary 1 students will still have to declare that they will not be travelling if they do not have any travel plans on the online system. The following screenshots are for your reference.

Login and Click 'School Admin'.

Click 'Declare Travel Plan'.

**Step 1:** Select Option 1 if you are NOT travelling to another country.

**Step 2:** Select the specific term break which you are not travelling

Please Select:

I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec  Others

I will be travelling to another country during the school vacation. Below is my travel plan:

**For Parents/Guardian Only**

Parent/Guardian Name: Liu Jan Rong  
Parent/Guardian Contact: 912345678

I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.

Cancel **Save** Save & Add Another

**Step 3:** Enter Parent/Guardian Name and Contact details

**Step 4:** Check to confirm the accuracy of the declaration and click Save



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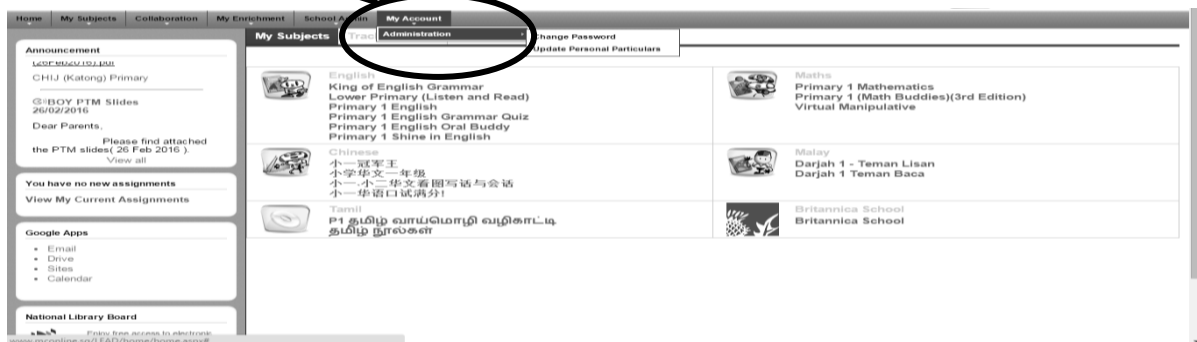
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We seek your understanding to submit your travel declarations for Term 1 by **7 March 2017** so that we can do the necessary tracking at our end to address any technical issues.

Upon logging in with the default password, please make the necessary change of password for your child with the following step.

Step:  
Select **My Account**, select **Administration**  
and click **Change Password**



Do help your daughter remember her new password so that she will continue to have access to the system. The user manual has a video tutorial on the change of password for your perusal too.

Should you encounter any difficulties, you may contact **Mr Irfan** or **Miss Farhanna** at **63443072 ext 110** for assistance.

Yours faithfully

Ms Charmaine Ariken  
Vice-Principal (Academic)