

**EXAMINATION GUIDELINES AND POLICIES
(POSTED ON SCHOOL WEBSITE FOR PARENTS)**

- 1.1 The Semestral Assessment 1 (SA1) and Semestral Assessment 2 (SA2) are examinations offered by pupils in the month of May and October of each year.
- 1.2 Pupils at Primary 6 will sit for their SA1 in May and the Preliminary Examinations in August.
- 1.3 Pupils at Primary 2 will sit for their End-of-Year Examinations in October.
- 1.4 Pupils at Primary 1 will sit only for their PERI Holistic Assessment carried out during regular intervals throughout the year.
- 1.5 It is compulsory for candidates to sit for SA1, SA2, Preliminary and End-of Year examinations.
- 1.6 The weightage of Semestral Assessments for **P3 – P5** is given below.

Examination	Weightage
Semestral Assessment 1	30%
Semestral Assessment 2	70%

The Assessment Weightage for **Primary 1 to Primary 4** is indicated in the school's HA Policy and Practice:-

Primary One Assessment Weightings

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

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%

Primary Three Assessment Weightings

Subject	Term 1	Term 2 (SA1)	Term 3	Term 4 (SA2)
English	NIL	30%	NIL	70%
Mathematics	NIL	30%	NIL	70%
Mother Tongue	NIL	30%	NIL	70%
Science	NIL	30%	NIL	70%

Primary 3 students will be assessed through **non-weighted Class Reviews (CRs) in Term 1 and Term 3**. They will continue to sit for their **semestral assessments in Term 2 and Term 4**.

Primary Four Assessment Weightings

Subject	Term 1	Term 2 (SA1)	Term 3	Term 4 (SA2)
English	NIL	30%	NIL	70%
Mathematics	NIL	30%	NIL	70%
Mother Tongue	NIL	30%	NIL	70%
Science	NIL	30%	NIL	70%

Primary 4 students will be assessed through **non-weighted Class Reviews (CRs) in Term 1 and Term 3**. They will continue to sit for their **semestral assessments in Term 2 and Term 4**.

2	PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY
2.1	Pupils who have contracted communicable diseases such as chicken pox, measles, hand-foot-mouth disease, etc are NOT ALLOWED to take the examinations. Please <u>do not</u> come to school until certified fit to return by a doctor.
2.2	Pupils 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 .
2.3	A pupil who misses any of the following components of the English 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 eg. Medical certificate. The components are: - Oral, Listening Comprehension & Composition (Paper 1). A statement indicating that the marks have been pro-rated will be reflected in the report book.

2.4	A candidate who misses more than one component 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 valid reasons and/or is certified by an official document e.g. medical certificate. 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 Grammar Papers, which only totaled 90 marks. Her MTL result in the report book will thus be reflected as VR (absent with valid reason).
2.5	A candidate who sat for Oral, Listening and Composition papers but misses the main Grammar Papers 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).
2.6	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".
2.7	No extra time will be given to latecomers.
2.8	Pupils who arrive half an hour or more after the commencement of the examination paper WILL NOT BE ALLOWED to sit for the examination.
2.9	Disciplinary action will be taken if any pupil is caught cheating during the examinations.
2.10	P5 & P6 pupils are allowed to use approved-listed calculators during their Mathematics examinations. This is applicable to Paper 2 only.
2.11	P4, P5 & P6 pupils are allowed to use their geometrical sets during their Mathematics examination.
2.12	P5 and P6 pupils are allowed to use approved-listed CL, ML & TL electronic dictionaries/dictionaries for Mother Tongue Paper 1.
2.13	During Listening Comprehension examinations, CDs and Listening Comprehension scripts WILL NOT be replayed and re-read for candidates who arrive late and for candidates who leave the exam rooms to visit the toilets.
2.14	NO MOBILE PHONES AND OTHER TRANSMITTING ELECTRONIC DEVICES ARE ALLOWED INTO THE EXAM ROOMS. Disciplinary action will be taken if candidates breach this rule.

CHIEF EXAMINER

Updated on 6 OCTOBER 2015