

SCHOOL RULES

PERTAINING TO ASSESSMENTS

Updated 20 Jun 2018

Responsibilities of Students

Students are expected to familiarise themselves with all pertinent information with regard to the assessments, and to adhere to the following rules of assessment conduct.

At the Start of the Assessment

1. Be early. All students are required to be seated at their desks at least 10 minutes before the commencement of the assessment.
2. Consequences of reporting late for the assessment:
 - a. Students who are late will not be given extra time.
 - b. Students who are late with valid and acceptable reasons, e.g. LRT breakdown or massive jam at the Customs, are to report to the General Office. The Examination Committee must also be notified of such cases.
3. Absentees must submit a medical certificate if they are ill. A letter of excuse from a parent is required if there is a valid reason. However, if the school deems the reason to be invalid, a zero mark will be given for the paper.
4. Students are to observe silence once they are in the assessment room.
5. Students who are not in proper school attire may be barred from taking the assessment.
6. Students are required to bring their own materials: pen, pencil, ruler, eraser, stapler, calculator, flexible curve, set square, compass, protractor or paint necessary for the paper. No one is allowed to borrow these items from others while the assessment is in progress.
7. Students must not bring any book, notes or memoranda into the assessment venue. Any unauthorised materials found on the student or on/under the student's desk will be taken to mean that these materials are intended for dishonest use, whether or not the student actually uses them.
8. Students must not bring food into the assessment room, unless medical authorisation is provided. Water may be consumed in the assessment room in a non-disruptive manner.
9. Students must inform the invigilator IMMEDIATELY by raising their hands should they find that:
 - a. There is a blank page where there should be questions.
 - b. The wrong question paper has been given.
 - c. The printing is unclear.
 - d. Supplementary materials such as maps or graph paper, as stated on the question paper, are not issued.
10. Students are required to write their respective names, index/register numbers and their classes CLEARLY on every sheet of used writing paper, graph paper or drawing paper.
11. Students are not to start writing until told to do so.

During the Assessment

1. Students are advised to read the questions carefully and follow all the instructions on all the question papers.
2. Students are not allowed to use correction fluid or correction tape to correct any mistake.
3. Students are advised to write their answers legibly in black or dark blue ink.
4. Students are not allowed to use pens with erasable ink to write their answers.
5. Students may ask an invigilator for any clarification when doubts arise with regard to the question papers but should be aware that invigilators will not answer any question that compromises assessment integrity.
6. Students should be prepared to sit through the assessment, so that they would not need to go for toilet breaks when the assessment is in progress. No request for a toilet visit is allowed within the first 30 minutes or the last 30 minutes of an assessment.

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At the End of the Assessment

1. Students are required to stop writing immediately when they are told to do so. If writing paper is used, students should arrange their answer sheets in the numerical sequence of the questions, with the smallest number on top.
2. Students are required to remain seated in silence while their answer scripts are being collected.
3. Students are required to return all assessment paraphernalia before leaving the assessment venue.
4. No student is allowed to leave the assessment venue before the end of the period allocated for the paper.
5. No student is allowed to leave until the invigilator is satisfied with the cleanliness in the assessment venue.
6. All students are expected to leave the assessment venue quietly when they are dismissed by the invigilator.
7. Students are allowed to go home after the last paper of the day.

Use of Scientific Calculators and Dictionaries

[Rationale: To be in line with instructions issued by SEAB for national examinations.]

1. Students are only allowed to use the approved calculator models/dictionaries listed on the Singapore Examination and Assessment Board website at www.seab.gov.sg. Please refer to this website for the latest approved calculator model/dictionary.
2. Students can use the approved dictionaries if they are sitting for Paper 1 (N(A) level or O-level) of the mother tongue language papers.
3. Students are not allowed to share the use of calculators or dictionaries during the assessment. Calculators and handheld electronic dictionaries must be silent and battery operated.
4. Students are advised that the working condition of the calculators/dictionaries (including the power supply) is the responsibility of the candidate and a fault in the calculator/dictionary will not be considered as justification for special consideration.
5. If the calculator or electronic dictionary comes with external features, the external storage media must not be in the possession of the candidate during the assessment.
6. For calculators, any enclosed instruction leaflet containing mathematical formulae, conversion tables or instructions is strictly prohibited and must not be taken into the assessment venue. Any such information on the calculator that cannot be removed must be securely covered. Calculator covers with such information are not allowed into the assessment venue.
7. Dictionaries used must not have any annotations on any of the pages.
8. A student who does not adhere to the rules on the use of scientific calculators and dictionaries will be deemed to have breached the assessment regulations and may be subjected to the penalty measures stated in the paragraph under "Instructions for Students" below.

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Instructions for Students

1. A student may be prohibited from taking the assessment or expelled from the assessment room if he/she misbehaves during the assessment.
2. A student will be given a zero mark if he/she commits any of the following:
 - a. has in his/her possession within the assessment premises (including Quarantine/ Waiting Room) any unauthorised electronic, communication, entertainment or gaming device capable of capturing, storing, displaying and/or transmitting visual, audio or verbal information;
 - b. has in his/her possession any unauthorised equipment or material even if he/she does not intend to use it;
 - c. communicates or attempts to communicate with any other candidate/person inside or outside the assessment room;
 - d. commits or attempts to commit any act of dishonesty, such as cheating;
 - e. obtains or attempts to obtain unfair assistance on the assessment material or offers unfair assistance to others before, during or after the assessment (e.g. disclosing of information pertaining to tests);
 - f. exhibits improper conduct during the assessment;
 - g. fails to comply with any other instruction pertaining to the assessment, e.g. failing to stop writing when told to do so by the invigilator at the end of the assessment.
3. Students who are absent from an assessment with valid reasons* (e.g. illness, competitions) are required to submit the original medical or official documents to their form teachers as soon as possible. Failure to do so will result in them getting a zero mark for the assessment.

**For school examinations, only original medical certificates will be accepted.*

Additionally, a referral will be made to the Discipline Committee for disciplinary action to be taken and parents will be informed.

4. All the above-mentioned school rules pertaining to assessments (e.g. class tests, quizzes, performance tasks, graded assignments, examinations) are applicable and to be observed by all students for assessments conducted by the school.

Note: Any violation to the school rules pertaining to assessments will be dealt with in accordance with authorised procedures laid down by the school authorities.