

End-Of-Year (EOY) Exam (Internal Assessment)

**Briefing to Students
(T4W2, 2023)**



Objectives

- To prepare students for matters related to school examination
- To remind students of important Do(s) & Don't(s) during school Examinations
- To remind students to start revision early



Content

- Pre-Exam Preparation
- Conduct of Examination
- **Malpractice and Consequences**



EOY Exam KEY Information

Already uploaded on school website /
communicated via Parent's Gateway:

- **Assessment Info for S1, S2 and S3 EOY Exam:
Topics, Format, skills, etc**
- **S1, S2 and S3 EOY Exam Timetable/Schedule**



PRE-EXAMINATION PREPARATION

CLASSROOM VENUE PREPARATION:

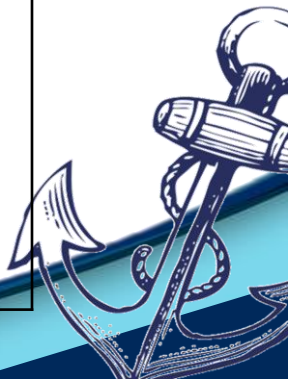
- Table arrangements – max 7 columns
- Check that tables are not written/drawn on.
- Ensure clocks are working (report to GO if not)
- Remove/cover all academic related materials from notice boards
- All books and files must be brought back home during periods of Examinations



PRE-EXAMINATION PREPARATION

EOY VENUES (25 Sep)

Level	Venue	Others	Venue
Sec 1 G2 / G3 EL	1-1, 1-2, 1-3, 1-5, 1-6, 1-7, SR1A (by EL groupings)	<u>G1 EL</u> <u>students:</u> SCIENCE /MATHS REVISION LESSONS	1-4 and 1-8 Classrooms
Sec 2 & 3	Respective S2 & 3 Classrooms	<u>2NT EL</u> <u>students:</u> SCIENCE /MATHS REVISION LESSONS	2-7 and 2-8 Classrooms
Special Cases	SR2B, SR2A		



PRE-EXAMINATION PREPARATION

EOY VENUES (02 – 11 OCT)

Level	Venue	Others	Venue
Sec 2 & 3	Respective Sec 2 & 3 Classrooms	Special Cases	SR2B, SR2A, various special rooms etc (Will be informed by Mr Seah / FT, IAC)
Sec 1 G3 & G2, S2NT-SBBNA, S3NT-SBBNA	School Hall		
Sec 1 G3	1-4 / 1-8 Classroom		



STATIONERY *(Strictly NO sharing)*

- Only black or **dark blue** permanent pen;
- Approved calculator / E-dictionary (Let Maths / MTL Teachers check before examination)
- No stapler, glue, correction fluid/tape allowed
- Art: *If using water works, inform Art Teacher earlier*

Compulsory with effect from 2018:

- **Transparent** plastic pencil cases / **clear** ziplock bag



Examination day

- Attire: **Full school uniform**

Reporting / Dismissal:

- If students are sitting for the first paper of the day, they will report to school **by 8:00am**;
- If students are sitting for **2nd paper after recess**, students are required to report and seated at respective exam venues **15 mins before the start of the 2nd paper**;
- If a student's **paper starts later** (e.g. only sitting for the 2nd paper that day), the student will need to **report one hour** before the paper starts;
- Students will be dismissed after they have completed their paper(s) each day;



Examination day

- Attire: **Full school uniform**

Reporting / Dismissal:

- For students taking G2/G3 Tamil Language P1 (26 Sep), respective students will **report at 8:00am** and **attend school lessons** as per normal till their **lunch at 12.30pm**, and report to the examination venue at **3.00pm**.
- If a student is **exempted from MTL** examination on **3 Oct**, the students is **not required to report** to school.
- Students are **NOT** required to report to school on Exam Admin Days on **12 and 13 Oct** respectively.



CONDUCT OF EXAMINATION

Examination day

- Be **punctual** for all exams.
- All papers will start at the stipulated time
- **NO extra time** will be given if a student is late for the paper.
- **Secondary One: Day before CHECK YOUR SEATING PLAN FOR EACH EXAMINATION DAY (DIFFERENT EACH DAY)**



CONDUCT OF EXAMINATION

Examination day

- All students must sit for all scheduled tests/exams **unless certified medically unfit (By certified doctor)**
- A **medical certificate** must be produced as soon as possible. Otherwise the student will be awarded a score of ZERO for that paper.



Examination procedure

- All **handphones** must be switched off and left in bags; **smart watches** or other electronic communication devices are **not allowed** and are to be kept in bags.
- **Pay attention** to Invigilator's **announcement / instructions**
- Students are reminded to ensure **SILENCE** once they are in exam venue
- Be considerate to others who are doing their exam



CONDUCT OF EXAMINATION

Examination procedure

- If you need, please go to the toilet before start of Examination.
- **No toilet break** during the first and last 15 minutes of paper, and during Exam paper of duration 60mins or less,
- unless it is an **emergency**



MALPRACTICE AND CONSEQUENCES

Disciplinary Consequence if a student has been found:

- To have committed an act of **dishonesty**
- To have written **offensive** or **obscene** content in answer scripts
- Any form of **disruptive** behaviour
- **Not** following Invigilator's instructions



MALPRACTICE AND CONSEQUENCES

Will be deemed as cheating if found:

In possession/use of

- unauthorised mobile / electronic communicative devices
- books, notes, unauthorised materials
- unauthorised calculators and dictionaries

(Note: Dictionaries must be **free of notes and annotations**)

- Mathematical sheet/table
- Subject-related formula(s)



MALPRACTICE AND CONSEQUENCES

Will be deemed as cheating if found

- **Any form of communication or attempt to communicate** with other candidate(s) when papers are distributed; throughout duration of the paper and when papers are collected; verbal or signal
- **Did NOT stop writing** immediately after Invigilator has instructed you to do so




WARNING!!!

- If found cheating, a candidate would be given **ZERO** mark for the paper and face discipline consequence / follow-up
- Conduct Grade changed to '**Fair**' or '**Poor**'

[NOTE: In GCE 'O' / 'N' Level examination, candidate would be awarded a **T** grade; "Termination of results"]





always do your best

Be your **BEST**

Believe you can be better

Examination Topics/Requirement?

Start your revision early

Try and Try, don't give up



Thank You!



RESTRICTED / NON-SENSITIVE