

# S2 FCE SA1 & S4/5 MTL 'O' Prelims Exam (Internal Assessment)

**Briefing to Students  
(T2W7, 2023)**



# Objectives

- To prepare students for matters related to school examination
- To remind students of important Do(s) & Don't(s) during SA1 and Exams
- To remind students to start revision early



# Content

- Pre-SA1/Exam Preparation
- Conduct of Examination
- **Malpractice and Consequences**



**PRE-EXAMINATION PREPARATION**

# **S2 FCE SA1 & S4/5 MTL 'O' Prelims Exam KEY Information**

**Already uploaded on school website:**

- **Assessment Info for S2 FCE SA1 & S4/5 MTL 'O' Prelims Exam: Topics, Format, skills, etc**
- **S2 FCE SA1 & S4/5 MTL 'O' Prelims 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

# CT1 VENUES

Level	Venue		Others	Venue
Sec 2	Respective Sec 2 Classrooms		Special Cases	SR2B, Learner's Hub etc (Will be informed by Mr Seah / FT, IAC)
Sec 4&5	School Hall			



# 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



## SA1 / Examination day

- Attire: **Full school uniform**

### Reporting:

As per normal school day, **seated accordingly to seating plan before 8:00 am in respective classrooms / school hall** (Check seating plan outside school hall a day before examination)

- After S2 FCE:
- Recess from 09:30 – 10:30, thereafter normal lessons; except **2-2: History lesson from 9:30 – 10:30, recess from 10:00 – 11:00**, thereafter normal lesson





## CONDUCT OF EXAMINATION

# SA1/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.



## CONDUCT OF EXAMINATION

# SA1/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.
- **NO make-up** for any paper on another day.



# 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 SA1/Examination.
- **No toilet break** during the first and last 15 minutes of paper, and during SA1 / Exam paper of duration 60mins or less,
- unless it is an **emergency**



# SA1/Examination procedure

*After invigilator has finished collecting the answer scripts:*

## After End of S2 FCE SA1:

- Students are required to follow school timetable

## After End of S4&5 Examination paper (1<sup>st</sup> session):

- Students are go for recess and return to designated seat in the school hall 20 mins before next paper
- Students are not allowed to leave school in between papers



## 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**

**B**elieve you can be better

**E**xamination Topics/Requirement?

**S**tart your revision early

**T**ry and Try, don't give up



# Thank You!



RESTRICTED / NON-SENSITIVE