

# EXAMINATION BRIEFING JC1



**2023 Term 2, 3 & 4  
(COMMON TEST  
& FINAL EXAMS)**



# Briefing Outline

**Objectives & Rationale**

**Measures for CONTAGIOUS  
DISEASES**

**Exam Rules: Reminders**

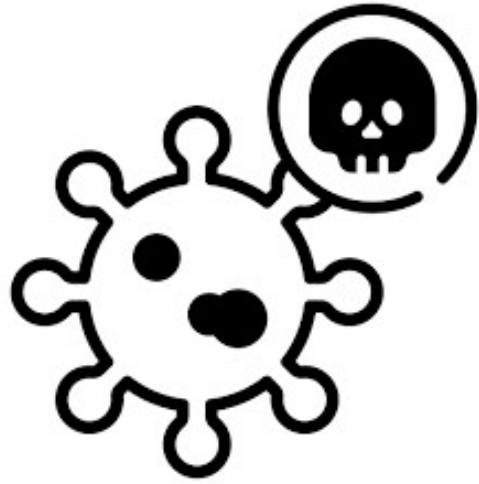


# Objectives

- Highlight key information in the rules and regulations of internal exams;
- Appreciate the rationale behind the rules and regulations

# Rationale Behind the Rules

- Ensure the integrity and fairness of the exam system.
- Ensure alignment to rules and regulations set by SEAB for national exams.



# **MEASURES FOR CONTAGIOUS DISEASES**

**E.G. CHICKEN POX, HFMD, COVID-19**



# Important Updates

- Students may wear a face mask during the written exam.
- Students should inform the school (CT, CTA & Subject Tutor) & not sit for any school-based examinations, if you are
  - **On medical leave** & unwell with fever or flu-like symptoms,
  - **On medical leave** & unwell with contagious diseases e.g. chicken pox, HFMD, shingles
  - **Have a positive ART result for Covid-19**

# Contagious Diseases

- See a qualified medical practitioner and inform your **CT, CTA & Subject Tutor** immediately
- **Do not come to school until you have clearance from a doctor**
- Examples of contagious diseases: HFMD, shingles, chicken pox etc



# **STANDARD RULES FOR SCHOOL-BASED EXAMS**





# Attire

- Students may wear PE T-shirt + College bottoms (**Half U**) for **practical examinations (WA)** and for all **written** examinations.
- Students who have been reminded to go for a haircut are to do so asap before start of the examinations.

# Absence from Exam

- All absences have to be covered by a valid medical certificate / ART test (for Covid-19). Letter of excuses are NOT accepted.
- Inform your CT, CTA & subject tutor before the exam.
- Zero mark will be awarded for students who are absent without an approved valid reason.
- The above is the **same procedure** for WA
- Absence from exam may affect the eligibility for awards and scholarships.

# Absence from Exam

| <b>Absent for Common Test</b>  | <b>Absent for Final Exam</b>   |
|--|--|
| <ul style="list-style-type: none"><li>• No make-up exam<ul style="list-style-type: none"><li>• Overall Promotional score to be rebased</li></ul></li><li>• Need to sit for the paper as timed practice</li><li>• Results for the timed practice will be taken into consideration for PMT</li></ul> | <ul style="list-style-type: none"><li>• Sit for make-up exam</li></ul> |

# Major Train Service Disruption

- Inform your CT, CTA & Subject Tutor immediately
- You do not need to produce an excuse letter from the MRT station.
- Continue to make your way to school
- You will be given full duration to sit for the exam



**Please note that train delays must be major and will be reported on SMRT & major news website.**



**Ministry of Education, Singapore** 

about 2 years ago



To all P6 students taking the oral exam today: If you've been delayed on the way to school this morning, please don't worry. The PSLE oral exam is on schedule but arrangements will be made for those who arrive late. You need not pick up any excuse letter at the MRT station. Just let your school know. If necessary, you will be able to take the exam at a later time.

 892  71  465

# SEAB Exam Rules and Regulations

Scan now to make reference



# Writing of Name

- You are given **1 minute** to write your name before the commencement of the paper. Only write your name when instructed to do so.
- You are **not allowed** to write your name after the end of the paper.

- In line with updated SEAB exam rules
- Difficult to monitor if students are really writing names

# Stop Writing Announcement

- At the **stop writing announcement**, stop writing and put down your pen immediately

For school-based Exams

- **First time offenders:** deduction of marks
- **Repeat offenders:**
  - Zero marks for the subject
  - Parents to meet P
  - “Fair” for conduct grade



# Irregularities

## Severe:

- Cheating
- Possessing unauthorised materials
- Continuing to write after paper has ended
- Communicating with others
- Writing/ Reading before paper begins

## Others:

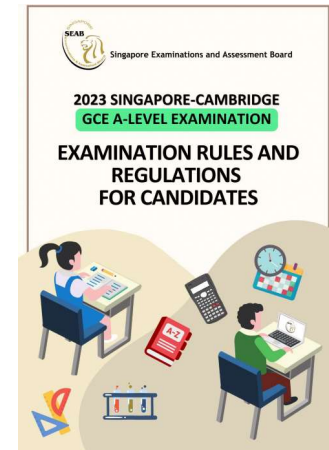
- Improper attire / grooming
- Did not present proof of identity
- Eating (only plain water is allowed, unless student has applied for Access Arrangement)

# **Irregularities Reported Last Year**

- Students entering the exam venue, putting down the bags then leaving to go toilet.
- Latecomer not reporting to invigilator to mark attendance.
- Continuing to write after time is up.
- Students talking while scripts were being collected.

# Calculators and E-dictionaries

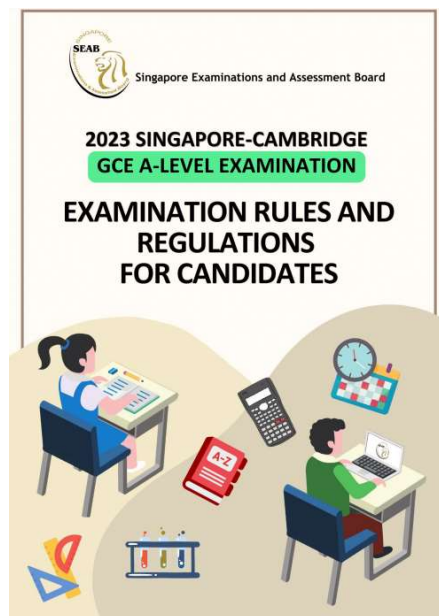
- Any enclosed instruction leaflets that come with the calculator must **NOT** be brought into the exam venue.
  - Only use **approved** models and ensure model number is **clearly visible**
    - Refer to SEAB website / Rules & Regulations
    - List of approved calculators: **pg 28**
    - Steps to reset GC : **pg 28 – 31**
- Note: During exams, you will not be allowed to use your GC if you do not know how to reset GC.**
- Approved dictionaries : **pg 34**
  - list of subjects where use of dictionaries are allowed : **pg 32 - 33**



# DON'TS



Taken from **pg 8** of exam booklet



## 3.1 You must not have in your possession:

3.1.1 Any unauthorised electronic, communication, smart or computerised devices within the examination premises (e.g. examination venue, quarantine room, waiting room).  
Examples of unauthorised devices include but are not limited to:

- **Computerised devices**
  - Tablet
  - Pocket PC
  - Personal Digital Assistant
  - Digital diary
  - eBook
- **Communication devices**
  - Mobile phone
  - Smart watch
  - Earphones
- **Smart devices**
  - Smart watch
  - Smart glasses
  - Fitness tracker
- **Other Electronic devices**
  - Camera
  - Audio recorder / player
  - Gaming device
  - Storage device

## 3.1.2 Any unauthorised materials

Examples of unauthorised materials include but are not limited to:

- Question paper from previous examination
- Writing paper
- Sticky note
- Book
- Entry proof from previous examinations
- Notes / reference material
- Conversion table / Formulae sheet in mathematical set or calculator cover

**All stationery / belongings taken into the examination venue (e.g. pencil case, calculator(s), mathematical set, ruler, entry proof) must not have any unauthorised notes / information written on them.**

# DON'TS



- Any form of communication is not allowed inside or outside the exam venue throughout the entire examination process.
- Don't write any offensive or obscene materials in the scripts.
- Examination materials such as **used or unused answer booklets and writing papers** should NOT be removed from the examination venue.
- Do not flip open / turn over the question paper until told to do so.

# Before Exam

- For **morning papers**, report to the exam venue directly. Morning assembly will be over the PA system at the exam venues.
- For **afternoon papers**, report at the Exam Venue **at least 30 minutes before** the commencement of the examination.
- All latecomers are to report to the invigilator.  
**No make-up time will be given for latecomers.**
- Check Seating Plan before entering the exam venue.
- Switch off handphones and place in your bag.
- Put your bag inside the exam venue to safeguard your belongings.

# When Inside Exam Venue

- Observe **absolute silence** when inside the exam venue
- Place **student pass** or **NRIC** on the desks
- Only start writing or reading when told to do so by an invigilator
- **Stay for the entire exam duration.** Don't leave the exam venue to go toilet during the last 15 minutes of the exam.
- Raise your hands to get the attention of the invigilator to visit the toilet.

# Reminder

- Always check that you have received the hardcopy of the exam timetable.
- The softcopy has been sent out through your respective Civics Tutors.
- It can also be found on the **College Website**.



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# Students

## Students

[Scholarship and Financial Matters](#)[Calendar of Events and Important Dates](#)[Student Handbook](#)[Useful Links](#) ▾[No one is Here By Chance – Saints Inspire](#)[Examination Timetable](#)

- [Scholarship and Financial Matters](#) ↗
- [Calendar of Events and Important Dates](#)
- [Useful Links](#)
- [No one is Here By Chance- Saints Inspire](#)

**College website will update**

- (1) Exam Timetable**
- (2) Exam Briefing slides**
- (3) SEAB rules and regulations**

# Useful links

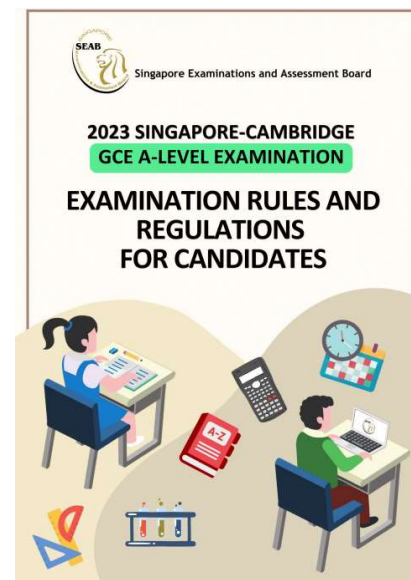
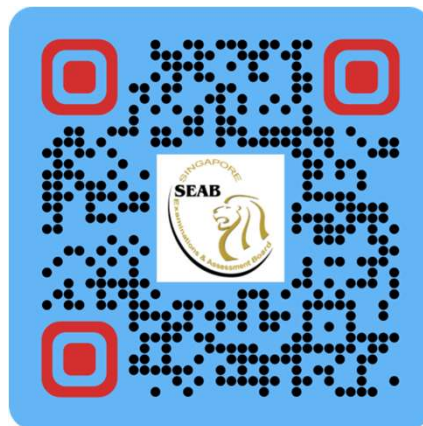
List of approved calculators



List of approved dictionary



Rules & Regulation  
handbook



**ALL THE BEST FOR  
YOUR EXAMS!**

