COPE OF CONPUCT

School Rules and Regulations PHILOSOPHY AND APPROACH

The code of conduct serves to nurture in our students desired values and behaviours that are exemplary.

The discipline processes and systems in the school are designed to help and guide students to think responsibly, reflect on their actions, understand the consequences of actions as well as responsibilities and come up with collaborative solutions to move forward.

The school has a clear set of rules and regulations which together with the school's philosophy for discipline are shared with the students. The rationale for each segment of the rules and regulations have been articulated explicitly to ensure that students do not follow rules blindly. Instead, students should understand the intentions and reasons for these rules as well as how these rules would serve them well in future as they progress to the next phase of their education and lives.

We trust that students who graduate from JWSS would leave the school as responsible young adults and citizens who are ready to contribute to the community and the nation.

<u>ATTIRE</u>

Rationale: To present oneself well and uphold the good name of the school with pride both in and out of school

- 1. Students are to wear the prescribed school uniform. Modification to the uniform is strictly not allowed.
- 2. All students are to ensure that they are properly attired at all times including during the school holidays and outside of school.

MY CHARACTER DEVELOPMENT & WELL-BEING

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All students are to ensure the following with regard to the school uniform:				
	be tucked in at all times.			
	The hem of the school pinafore should not be higher than the knees.			
	c) The school pants/shorts/shirt/pinafore is of the correct size and not oversized, too tight or too short.			
	(d) Only sports or canvas shoes are allowed. The shoes must be predominately in the following colours: Black, Blue, White or Grey. No part of the shoe,			
including laces, can have bright colours. The shoes should either be with				
	laces or straps. Slip-on shoes, high-cut shoes, shoes with lights, wheels or wedges are not allowed.			
e e	e) Socks should be worn at all times when in school attire. Socks must be black,			
	white or grey in colour and should not have any designs except for school socks. Socks should also be long enough to cover the ankles but not the calf.			
	worn in school except for medical reasons and approved by a teacher with			
supporting documentation issued by medical practitioners registered under the Medical Registration Act.				
the Medical Registr	ation Act.	_		
(g) The school tie show	uld be properly worn at all times on all Mondays except			
(g) The school tie show during the Mid-Yea	uld be properly worn at all times on all Mondays except r and End of Year Examination periods.			
(g) The school tie show during the Mid-Yea	uld be properly worn at all times on all Mondays except			
(g) The school tie show during the Mid-Yea4. The prescribed attire for	uld be properly worn at all times on all Mondays except r and End of Year Examination periods.			
 (g) The school tie show during the Mid-Yea 4. The prescribed attire for specified) is as follows: School Events / Activities 	uld be properly worn at all times on all Mondays except r and End of Year Examination periods. or various school activities and events (unless otherwise <u>Attire</u>			
 (g) The school tie show during the Mid-Yea 4. The prescribed attire for specified) is as follows: School Events / Activities Daily (including days with PE 	uld be properly worn at all times on all Mondays except r and End of Year Examination periods. or various school activities and events (unless otherwise Attire • Prescribed school uniform ➤ Shirt and shorts for lower secondary boys			
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 (g) The school tie shou during the Mid-Yea 4. The prescribed attire for specified) is as follows: School Events / Activities Daily (including days with PE lessons) Every Monday (including days with PE 	 Attire Prescribed school uniform Shirt and shorts for lower secondary boys Shirt and pants for upper secondary boys Pinafore with blouse for both upper and lower secondary girls 			

	School Events / Activities	Attire
	PE lessons	PE attire
		 If PE lesson is <u>before recess</u>: Students are allowed to come to school in
		their PE attire (except on Mondays – see
		above) but will have to change to school uniform during recess.
		If PE lesson is <u>after recess</u> :
		Students are not allowed to come to school in PE attire on days where PE is
		after recess. Students are to change to their PE attire only during recess .
	School functions e.g. Speech Day	Prescribed school uniform with school tie
	Examinations	Prescribed school uniform
	Inter-class Games	• PE attire
		Class T-shirt with PE shorts
	School Excursions & Learning Journeys	 Depending on the nature of activity, Prescribed school uniform
	Journeys	PE attire
		Class T-shirt with school shorts/pants/PE shorts/pinafore
П	Saturdays & School Holidays	PE attire
		PE/CCA/ClassT-shirt with school shorts/pants/ PE shorts/pinafore
	Dhusical activities and in the	PE attire
	Physical activities and in the Gym	 PE attile CCA/Class T-shirt with PE shorts
	Night Study Programme	Prescribed school uniform
	/Consultations	 PE attire PE/CCA/Class T-shirt with shorts/pants/PE
		shorts/pinafore
	Co-curricular Activities (CCA)	CCA Attire
	Every Friday	• PE T-shirt with school shorts/pants/pinafore
	(except during the examination periods)	

MY CHARACTER DEVELOPMENT & WELL-BEING

APPEARANCE

Rationale: To portray a positive image of oneself through personal grooming and hygiene

1. All students are to ensure the following:

(a) For Male Students

- i. Only natural hair colour is allowed (i.e. no dyeing/tinting/highlights).
- ii. Hair must be neat and kept above the eyebrows. When combed downwards, hair should not touch the eyebrow, touch the ear as well as the collar of the uniform.
- iii. Hair must not be too thick or bushy and should not be permed.
- iv. Hairstyles must be kept simple. It should not incorporate any inappropriate styles as deemed by the school. Hairstyles such as undercut, thin shaven at the side, shaved line parting, fringe touching eye-brows, V-shaped at the back, skin head and so on, are not allowed.
- v. Earrings or ear sticks are strictly not allowed.
- vi. Moustache/Beard/Goatee/Facial Piercings are not allowed. All students must be clean shaven and neat in appearance.
- vii. Sideburns, where kept, should not go beyond the cartilage at the centre of the ear.
- (b) For Female Students
 - i. Only natural hair colour is allowed (i.e. no dyeing/tinting/highlights).
 - ii. Hair must be neat and hair that is touching the shoulder or hair that is longer than shoulder length should be tied up.
 - iii. Length of hair fringe should be above the eyebrows. If the fringe is below the eyebrows, it should be clipped up.
 - iv. Any hair accessories worn should only be in black, blue, grey or white.
 - Only one ear stud per ear is allowed and it has to be worn on the ear lobes only. Earrings are **not** allowed.
 - vi. Any ear studs worn should be of a simple design and must not be more than 3mm in diameter.
 - vii. Any ear sticks worn should be transparent.

(c)	All students are not allowed	to have the	following on	them:
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- i. Tattoos of any kind (visible or otherwise)
 - Students found with any tattoos should remove it before they are allowed to go to class.
- ii. Henna painting

- iii. Make-up of any form
- iv. Long or coloured nails are not allowed.
- v. Fanciful or striking spectacle frames
 - Spectacle lenses should not be tinted.
- vi. Cosmetic contact lenses
 - E.g. contact lens with colour/patterns, contact lens that enlarge the pupils etc.
- vii. Accessories of any kind unless special permission is given.
 - Religious accessories, when worn, should be concealed.
- 2. Student leaders are to put on their Student Leaders' badge at all times when they are wearing the school uniform.





MY CHARACTER DEVELOPMENT & WELL-BEING

ATTENDANCE

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Rationale: To cultivate self-management through personal responsibility and accountability

- 1. All students are expected to be punctual for and be present in school to attend the flag raising ceremony and all lessons.
- 2. Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart.
- 3. All students are to adhere to the following:
 - (a) Be punctual and present for the flag raising ceremony, assembly, all lessons, activities and other school events.
 - (b) Assemble in the parade square (or classroom/hall during inclement weather) by 7.20 a.m. It is the responsibility of the student to personally inform his/her Form Teacher if he/she is in school but not in the respective assembly area due to valid reasons.
 - (c) Inform the Form Teachers or the General Office of their absence from school by 7.30 a.m. on the day of absence.
 - (d) Submit an original copy of the Medical Certificate (MC) for the day(s) absent from school to the Form Teacher on the day of return to school.
 - (e) Letters from parents/guardians explaining a student's absence from school should not exceed six in a year as students' attendance in school is critical for them to do well in school.
 - (f) Letters from parents/guardians cannot be used to explain absence from tests or examinations. Absence from a test/examination without a valid MC will result in the student getting a zero mark for the test/examination.
 - (g) Submitted MCs must be issued by a medical practitioner registered under the Medical Registration Act or the Dental Registration Act.
 - (h) Persistent truancy is viewed as a wilful absence from school and may result in expulsion. If a student has been absent from school without any valid reasons for three days (the days need not be consecutive), a letter of warning will be issued to the student.
 - (i) Students who leave school early due to health reasons must submit a valid MC. Parent's letter are not acceptable.
- 4. A student who has been late without valid reason for six times for the year will be issued a letter of warning.
- 5. Students with less than 95% attendance (where absence is without valid medical reasons) may not be allowed to sit for the End-of-Year examinations.
- Poor attendance and persistent late coming to school may affect the conduct grade and testimonial of the student.
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7. The procedures and timings for morning assembly and the flag raising ceremony (except on Wednesdays) are as follows:

Time	Activity
7.25 a.m.	 Morning music starts. Students are to assemble in the parade square / school hall / classroom for flag raising ceremony. An announcement will be made via the public address system if students need to assemble in the hall or in the classroom due to inclement weather.
7.30 a.m. onwards	 Morning music stops The school main gates will be closed at 7.35 a.m. sharp. The flag raising ceremony will commence. Students who are not present with their form class for the flag raising ceremony (although they are in school), will be considered as late for school.

8. Students who reach school after 8.00 a.m. would be considered as severely late. They are to obtain a blue coloured Late Coming Slip from the security guards at the security post and proceed to the General Office to obtain approval to proceed for lessons. Students should not proceed for lessons or activities for the day unless approval has been given.

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- 10. Leave of absence during curriculum time will not be approved unless it is on compassionate grounds. Students are advised to have their medical or dental appointment after curriculum time.
- 11. Students who need to be absent from school during term time for valid reasons should seek special permission from the Principal/Vice- Principal by filling in a Leave-Of-Absence (LOA) form. Failing which, it will be considered as truancy.
 - (a) For planned absences, application should be submitted at least 2 weeks before.
 - (b) For last minute request on compassionate grounds, students should approach the General Office directly if in school or notify via their form teachers if not in school.
- 12. Preparing and studying for tests or examinations is not a valid reason for absence from school and such offences will have a direct impact on the student's conduct grade and testimonials.
- 13. Going on holidays during term time will not be considered as a valid reason for absence from school, including lessons, CCA and school programmes. Such offences will have a direct impact on the student's conduct grade and testimonials.
- 14. Attending tuition and other enrichment outside of school will not be considered as a valid reason for absence from school, afternoon lessons or programmes and CCA. Such offences will have a direct impact on the student's conduct grade and testimonials.
- 15. Attendance at detention and CWO is compulsory where assigned. Any assigned hours must be duly completed within the stipulated time.
- 16. Attendance at CCA is compulsory. Students who are absent from CCA will need to produce a valid MC (refer to Point 3g above) for the period of absence to the CCA teacher in-charge. Poor CCA attendance may affect conduct grade and school/ national representation in competitions.
- 17. If a student no longer has any more lessons for the day, the earliest time that he/ she can be dismissed from school will be at 12.40 p.m.
- 18. Students who do not have any lessons in between periods should do their own self-revision at the Book Room. Where there are such instances, it will be formally arranged by the school. Students are to sign in and out with the librarian at the Book Room

ATTITUDE AND BEHAVIOUR

Rationale: To cultivate self-discipline through responsible decision making

- 1. Students are to respect and obey all school rules and regulations.
- 2. Students are to display exemplary conduct and behave with decorum at all times.
- 3. Students are to observe silence when they gather at the parade square or hall for flag raising ceremony or other school functions. They are to conduct themselves well during such gatherings where common courtesy and respect must be accorded to all concerned including guest speakers.
- 4. Students are expected to be attentive and participate actively during lessons.
- 5. Students are expected to complete and hand in all assignments on time.
- 6. Students are to ensure adherence to the following at all times:
 - (a) Students are not allowed to stay in the class during recess and lunch unless with permission from a teacher.
 - (b) Students are prohibited from entering any staff offices, such as the Staff Rooms, SH/LH Room, Support Staff Room and HOD room, as well as the Staff Lounge.
 - (c) Students can enter special rooms (eg. music room, AVA room) in the school only when accompanied by teachers.
 - (d) Food and drinks should be consumed only at the designated eating areas. No food and drinks except mineral water are allowed in the classrooms/special rooms. School staff has the right to discard any food or drinks brought into classroom (excluding snack time).
 - (e) Students should return all eating utensils to the respective receptacles after use.
 - (f) Students are not allowed to invite anyone into the school without permission. All visitors to the school must obtain a Visitor Pass at the security post and report to the General Office.
 - (g) Students are strictly not allowed to use abusive or foul language.
 - (h) Possession of any material that promotes unhealthy habits such as gambling, violence, harassment, discrimination etc. is strictly not allowed.
 - (i) Possession and consumption of alcohol and tobacco-related products, like cigarettes and e-cigarettes, are strictly not allowed.
 - (j) Possession of any incendiary items, such as lighters, paracord survival bracelet, matchsticks, matchboxes, empty cigarette boxes, are strictly not allowed.

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- (k) All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.
- (I) All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others
- (m) Cycling, skating, rollerblading and riding skate-scooters within the school grounds are strictly not allowed.
- 7. Students are to observe the following with regard to the use of mobile devices (including mobile phones and other electronic devices):
 - (a) Students carry mobile phones to school at their own risk. No other personal electronic devices (except school-issued PDLP devices) should be brought to school.
 - (b) Students are only allowed to use mobile phones and other electronic devices after curriculum time. Students are to inform their parents/guardians that they are not allowed to use mobile phones during curriculum time and parents /guardians can contact the General Office should they need to talk their child/ward.
 - (c) All mobile phones and electronic devices should be switched off and kept out-of-sight unless it is used for the purpose of teaching and learning and approved by the teacher. They will be confiscated if they are seen or heard during curriculum time.
 - (d) Charging of any electronic devices except PLDs within school premises is not allowed at all times.
 - (e) The period of confiscation will be as follows:

 No. of offence
 Confiscation period

 1st time
 1 day

 2nd time
 3 days

 3rd time
 5 days

 4th time or more
 Mobile phones only to be returned to parents after 7 working days.

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 Students may be banned from bringing mobile phones to school.

- (f) Upon return of the confiscated mobile phone, it is the students' responsibility to check that their phone is in a condition similar to that prior to confiscation.
- (g) The school may confiscate the mobile device as a disciplinary measure or for the purpose of investigation.
- (h) Students who repeatedly flout the rule may be banned from bringing their mobile phones to the school.
- (i) Should students need to make a call to their parents/guardians or read an urgent text message during curriculum time, they should proceed to the General Office where they will be allowed to use the phone there.
- (j) Students should not abuse the use of mobile phones. They should not take photographs or videos of others without their permission.
- 8. Students are to note that the classroom lockers are there to provide interim storage and security for their Personal Learning Devices (PLDs) and learning materials for the day. They are to observe the following expectations with regard to the use of classroom lockers:
 - (a) The responsibility to maintain the condition and cleanliness of the classroom lockers lies with the assigned students. The assigned students shall be held liable if they inflict any wilful damage (e.g. vandalism) to their lockers or fail to report in a timely manner for any damage discovered.
 - (b) The responsibility for any lost or stolen items from the lockers lies with the assigned students. Students therefore should not share access to the lockers with any other students.
 - (c) The lockers shall be used to store items belonging to the assigned students only. Sharing of lockers is not allowed.
 - (d) The lockers shall not be used to store any of the following items:
 - i. Any items that can attract pests (e.g. all food and drinks, food wrapper and other forms of litter)
 - ii. Any items that can affect the safety of students and staff (E.g. Items that can start fires, weapons or weapon-like objects etc)
 - iii. Any items that can cause distraction in class and affect students' learning
 - iv. Any contraband (e.g. tobacco-related products like cigarettes and vaporisers etc)
- (e) PLDs should not be left charging in the lockers.
- (f) All PLDs and any other valuable items shall be brought home and not left in the lockers overnight.
- (g) School retains the rights to open the lockers at any time for the purpose of safety and security (e.g. through routine spot-checks, disciplinary investigations etc).
- 9. All students who arrive in school by private transport must alight at the designated disembarkation areas.
- 10. The overall Conduct Grade, Attendance, Punctuality of each student will be reflected in his/her Result Slip at the end of the year.

MY CHARACTER DEVELOPMENT & WELL-BEING

CYBER ETIQUETTE

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Students are to demonstrate the same behaviour and attitude as expected in school during the use of internet technology for communication and online lessons. In particular,

- 1. When using internet technology to communicate with others, students are expected to be respectful to others by not sharing
 - i. Obscene, derogatory or insensitive remarks/materials.
 - ii. Information/materials that promotes unsafe or illegal acts .
 - iii. Information and materials that would affect the safety or privacy of others.
- 2. For online lessons and Home-Based Learning days, students are expected to
 - a. Be punctual for all scheduled online lessons.
 - b. Be prompt in informing their teachers should they be unable to attend the online lessons due to valid reasons (e.g. on MC etc.). Absences must be supported by appropriate documentation, similar to how absence from school is accounted for (see 3d & e above). Absence from school, without any valid reasons, is considered truancy.
 - c. Be attentive and actively participate during lessons.
 - d. Be neat and appropriately attired for lessons.
 - e. Ensure that a conducive place is used for the online lessons.
 - f. Ensure that the video camera is on and their faces are displayed prominently on screen.
- g. Ensure that the mute button is activated when they are not speaking so as to avoid disrupting other participants' learning.
- h. Demonstrate respect to teachers and classmates at all times by
 - i. Having only one person speak at a time
 - ii. Giving their fullest attention to whoever is speaking
 - iii. Being polite in their interactions
- i. Avoid sharing account details, such as the Login ID and password, with others for online lesson platforms such as SLS, Zoom, Google Meet etc.).
- j. Always log out from the online lesson platforms after every use.
- k. Be wary of suspicious emails and report such emails to your teachers.
- 1. Protect the privacy by not video-recording or taking photos of other participants in the online lessons.
- m. Comply with the teachers' instructions at all times during the online lessons.

Note: Students who are responsible for any breach of the above etiquette will be considered as having committed an offence in school and will therefore face a consequence during the school's follow-up actions.

¹ Applications involving the use of internet technology for communication includes but not limiting to Emails, Instant messaging applications (like WhatsApp, Discord, Instagram Direct Messenger etc) and social networking sites (like Instagram, Facebook etc).

² Unsafe or illegal acts includes, but not limiting to, gangsterism, pornography, drug/tobacco abuse (including vaping), gambling, violence, harassment, discrimination etc.

POSSIBLE CORRECTIVE AND DISCIPLINARY	<u>ACTIONS</u>		Offences
Offences	Possible Corrective & Disciplinary Actions		Serious Offences
 Minor Offences A breach of the rules and regulations in the areas of Attire, Appearance, Attendance, Attitude and Behaviour including: Late coming for school lessons and CCAs Unauthorised alteration of school uniform Improper/Unacceptable attire Improper/Unacceptable appearance Unauthorised and improperuse of mobile phones during curriculum time IT-related offences depending on the nature of the offence Failure to return plates and cutlery to assigned receptacles 	 Confiscation of unauthorised items Corrective Work Order Counselling Detention Immediate rectification Involvement of parents Probation Review of Conduct Grade Warning Letter Suspension Verbal warning 		 The repeat occurrence of the above mention offences resulting in the persistent commission of the offences would constitue serious offence. In addition, the following are considered serious: In addition, the following offences are conserious: Absence without valid reasons from so (i.e. Truancy) Arson or any attempt to start a fire Attempting to cheat or cheating in an school test or examination Borrowing or lending of money Bullying/Fighting/Instigating others to commission of offences during probability
 Failure to complete and hand in assignments on time Failure to complete detention hours 			 period Cyber abuse Deception and forgery of any kind Defiance towards school authority Disregard of safety rules in school pr and special rooms such as workshop laboratories Engaging in inappropriate behaviours or having inappropriate physical cont outside of school. Extortion Gang association Glue sniffing Online impersonation IT-related offences depending on the the offence Leaving school without permission

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MY CHARACTER DEVELOPMENT & WELL-BEING

Offences	Possible Corrective & Disciplinary Actions	
 Serious Offences The repeat occurrence of the above mentioned minor offences resulting in the persistent commission of the offences would constitute a serious offence. In addition, the following offences are considered serious: In addition, the following offences are considered serious: Absence without valid reasons from school (i.e. Truancy) Arson or any attempt to start a fire Attempting to cheat or cheating in any form in school test or examination Borrowing or lending of money Bullying/Fighting/Instigating others to fight Commission of offences during probation period Cyber abuse Deception and forgery of any kind Defiance towards school authority Disregard of safety rules in school premises and special rooms such as workshops and laboratories Engaging in inappropriate behaviours and/ or having inappropriate physical contact in or outside of school. Extortion Gambling Gang association IT-related offences depending on the nature of the offence 	 Caning Confiscation of unauthorised items Corrective Work Order Detention Expulsion Individual Monitoring via the Blue Book Involvement of Externa Agencies Involvement of Parents Letter of Undertaking and Probation with monthly progress repor from teachers Official record of offence(s) Period of compulsory counselling Review of Conduct Grade Review of Testimonial Suspension Warning Letter 	

Offences	Possible Corrective & Disciplinary Actions		
 Misuse of school equipment or facilities Outrage of modesty Persistent absenteeism from CCA without valid reasons Persistent disruptive behaviour in class or during assembly or school events Persistent latecoming Possession of any items that could start a fire such as matchsticks and lighters/ paracord bracelet with fire-starting features Possession of weapon and weapon-like device Possession or consumption of alcohol or drugs Possession or viewing of pornography or unauthorised materials Receiving police reports on commission of offences Smoking or possession of cigarettes/ cigars Theft Use of abusive or vulgar language, including on online platforms Vandalism Vaping 	 Caning Confiscation of unauthorised items Corrective Work Order Detention Expulsion Individual Monitoring via the Blue Book Involvement of External Agencies Involvement of Parents Letter of Undertaking and Probation with monthly progress report from teachers Official record of offence(s) Period of compulsory counselling Review of Conduct Grade Review of Testimonial Suspension Warning Letter 		

The school may also issue rules and guidelines pertaining to specific matters of discipline from time to time. These may serve to add on to or clarify existing rules and corrective actions.

MY CHARACTER DEVELOPMENT & WELL-BEING

ADVISORY FOR STUDENTS CYCLING TO SCHOOL

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Students who cycle to and from school are expected to adhere to current traffic rules Students who cycle to school are expected to ensure their own safety by complying with the following safety precautions:

- 1. Make sure that the bicycle is in good working condition before starting your journey. The bicycle's brakes, chains, tires, lights (front and rear) and bell should be well-maintained and are in good working order. Fixed gear bicycles (or fixie bicycles) are strongly discouraged.
- 2. Wear protective gear, such as a helmet, and proper shoes (if there are shoelaces, they should be properly tied) to protect against injuries.
- 3. Not to use mobile phones, even with an in-ear attachment, or listen to music through earphones while cycling.

Students are advised to secure their bicycles at the bicycle racks located on the school premises. The school will not be responsible for the loss of, or any damage to, the bicycles.

SCHOOL-BASED ASSESSMENT (EXAMINATIONS/ COMMON TESTS)

Rules and Regulations

Attire & Appearance

1. All students must be in proper school attire with proper appearance as specified in the school rules and regulations. Failure to adhere may result in students being barred from the examination.

Punctuality

- 2. Students who are late for any paper will report to the General Office before reporting to the respective examination venues.
- 3. No extra time will be given for late-comers.

Dishonesty

- 4. The school takes a serious view of any dishonesty, including the following, where a student:
 - i. Has in his/ her possession any unauthorised devices capable of capturing, storing, displaying and/or transmitting or receiving visual, audio or verbal information within the assessment premises;
 - ii. Has in his/ her possession any unauthorised reference materials, notes or paper;
 - iii. Commits or attempts any acts of dishonesty, or support such acts. For example, writing information/notes on any part(s) of his/ her body, taking the examination on someone else's behalf, using unauthorised devices, or giving answers to or obtaining answers from another candidate;
 - iv. Communicates or attempts to communicate with any other candidate(s)/ unauthorised person(s) during the examination or any other occasion when communication is strictly prohibited;
- 5. A student who commits or attempts any acts of dishonesty, or the abetment of such acts, would be awarded a zero mark for that paper and warrant disciplinary actions to be taken which will also affect conduct grade.

Use of Stationery

6. Students should bring their own stationery that they will need for the papers. No borrowing of stationery / calculators / MTL dictionaries from teachers or students is allowed during the paper. However, should they need assistance during the paper, they need to alert the invigilator.

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7. Students must only bring approved calculators and dictionaries into the assessment venue for papers which allow the use of calculators and dictionaries. Any non-compliance will be considered as a breach of the regulations and you may be subjected to the penalty measures.

Use of Washroom during School-based Assessment

8. Students are encouraged to use the washroom before the start of the paper. They will not be allowed to use the washroom fifteen minutes after the start and fifteen minutes before the end of the paper. Students are also discouraged to use the washroom in the midst of the paper so that they could fully utilise the time allocated for the paper.

Absence from School-based Assessment

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- 9. Attendance at all school-based assessment is compulsory.
- 10. Students who are absent for any paper are required to submit an original and valid medical certificate to their Form Teachers supporting their absence immediately upon their return to school, failing which, a zero mark will be awarded for the paper the student is absent from without any valid reasons.

At the start of and during the School-based Assessment

11. Before the start of the assessment, students are to carefully check that the script for the correct subject and code has been distributed to them and that the number of printed pages is correct as stated in the question paper. Should the paper be incorrect, or contain missing pages or blank pages, the invigilator should be informed immediately. Otherwise, students will lose the opportunity to gain marks due to questions missed.