



# JURONG WEST SECONDARY SCHOOL

61 Jurong West Street 65 Singapore 648348

Tel: 62623593 | Fax: 62623587 | Web: [www.jurongwestsec.moe.edu.sg](http://www.jurongwestsec.moe.edu.sg)

School Reference No: JWSS/2017/0234

22 March 2017

Dear Parents/ Guardians

## Mid-Year Examinations 2017

- 1 The Mid-Year Examinations for 2017 would be held from 25 April to 12 May 2017 for Secondary 2, 3, 4 and 5 classes, and from 25 April to 11 May 2017 for all Secondary 1 classes and Secondary 3 Normal (Technical).
- 2 Please refer to the Examinations Timetable for your child/ward (Annex A) for further details. Do also find attached the Rules and Regulations for School Examinations (Annex B) for your information.
- 3 Should your child/ward be scheduled to sit for the first paper on the examination day, he/she is to assemble in the parade ground/hall by 07:20 am.
- 4 If your child/ward is not scheduled to sit for the first paper and is only taking the second paper for the day, he/she would need to report to school at least 30 minutes before the start of the paper and report at the examination venue at least 15 minutes before the start of the paper. Your child/ward need not report to school on the day that he/she has no papers.
- 5 During the examination period for your child/ward, he/she would be dismissed from school at the end of the paper(s) he/she is supposed to sit for the day.
- 6 Please acknowledge receipt of this letter by submitting the Acknowledgement Slip (Annex C) via your child/ward to his/her Form Teacher **29 March 2016 (Wednesday)**.
- 7 I would like to take this opportunity to wish your child/ward all the best in the upcoming examinations. Please contact your child's/ward's Form Teacher or the General Office at 6262 3593 should you require any further clarification.

Yours sincerely

Mr Michael Muhunthan  
Principal

*Jurong West  
Secondary School*



## Rules and Regulations for School Examinations

### Attire & Appearance

1. All students must be in proper school uniform with proper appearance as specified in the school rules and regulations.

### Punctuality

2. Students who are late for any paper will report directly 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:
  - i. has in his/ her possession any unauthorised reference material/ notes even if the student does not intend to use them;
  - ii. has in his/ her possession within the examination premises any unauthorised equipment or device;
  - iii. communicates or attempts to communicate with any other student/person inside or outside the examination room during the examination ;
  - iv. obtains or attempts to obtain or offers assistance on the examination material (e.g. copying) during the examination;
  - v. commits or attempts any acts of dishonesty, or the abetment of such acts.
5. A student who commits or attempts any acts of dishonesty, or the abetment of such acts, could be awarded a zero mark for that paper.

### Borrowing of Stationery

6. Students should bring their own stationery that they will need for the examination papers. However, should they need assistance during the examination, they need to alert the invigilator.

### Use of Washroom during Examinations

7. Students are encouraged to use the washroom before the start of the examination. They will not be allowed to use the washroom fifteen minutes after the start and fifteen minutes before the end of the examination. They are also discouraged to use the washroom in the midst of the examinations so that they could utilise the time to check through their scripts.

### Absence from Examinations

8. Attendance at all examinations is compulsory. Students who are absent for any paper are required to submit a valid medical certificate to their Form Teachers supporting their absence immediately upon their return to school.
9. A zero mark will be awarded for the paper where a student is absent without any valid reasons.

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Annex C

School Reference No: JWSS/2017/0234

## Acknowledgement Slip

### Mid-Year Examinations 2017

I, \_\_\_\_\_, (Mother/Father/Guardian\*) of \_\_\_\_\_ of class  
(name of parent/guardian) (student's name)

\_\_\_\_\_ hereby acknowledge your letter regarding *Mid-Year Examinations 2017* as mentioned in the letter Ref  
(student's class)

JWSS/2017/0234, dated 22 March 2017.

*\*please delete accordingly*

In case of any emergency, please contact the following:

Name: \_\_\_\_\_

Relationship with Student: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (Home)

\_\_\_\_\_ (Mobile)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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