



JURONG WEST SECONDARY SCHOOL

61 Jurong West Street 65 Singapore 648348

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School Reference No: JWSS/2022/0473

22 August 2022

Dear Parents/Guardians

End-of-Year Examinations 2022 (Secondary 1-3 students)

1. The End-of-Year Examinations for Secondary 1 to Secondary 3 would be held from **26 September to 11 October 2022**.
2. Your child/ward need not attend school on the following days:
 - a) Wednesday, 12 October – Marking Day
 - b) Friday, 21 October – Promotion Day
3. Your child/ward is to assemble as usual by 7.35 am for morning assembly, except on Wednesdays. For Wednesdays, students need to assemble as usual by 8.20 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 refer to the Rules and Regulations for School Examinations / Common Test (Annex A1) for your information. Do also find attached Examinations Timetable for your child/ward (Annex B) for further details. Your child/ward has been given a copy of the Examination Timetable by their Form Teacher.
7. As required for all assessments, students who are absent for any of the assessments would need to submit a **medical certificate** upon their return to school. Students who miss any examination paper without a valid medical certificate may be awarded a zero mark for the examination paper.
8. Should you need any further details, do contact your child's/ward's Form Teacher at 6262 3593. You may also refer to the school website for the names of your child's/ward's Form Teachers as well as their extension numbers.
9. I would like to take this opportunity to wish your child/ward all the best in the upcoming End-of-Year Examinations.

Yours sincerely

Ms Tan Ming Ming
Principal

*Jurong West
Secondary School*



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Annex A1

Rules and Regulations for School Examinations

Attire & Appearance

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

Punctuality

2. Students who are late for any paper will report to the General Office before reporting to the respective 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 devices capable of capturing, storing, displaying and/or transmitting or receiving visual, audio or verbal information within the examination premises;
 - ii. has in his/ her possession any unauthorised reference material or notes;
 - iii. communicates or attempts to communicate with any other candidate/unauthorised person during the examination or any other occasion when communication is strictly prohibited;
 - 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 support such acts.
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.

Borrowing of Stationery

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

Use of Washroom during Assessment

7. 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 examinations so that they could fully utilise the time allocated for the paper.

Absence from Assessment

8. Attendance at all assessment is compulsory.
9. It is compulsory that you sit for all components of a subject, such as Oral, Listening Comprehension, Coursework, Practical and Written papers. You will receive zero mark for the subject if you do not turn up for one or more components and do not have a valid reason to support your absence.
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 Assessment

11. Students are to carefully check that the paper 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. Students taking FSBB subjects are to check that they have received the paper of the correct stream. Students need to alert the invigilator immediately should they think that there are errors in the papers distributed to them or if they have received the wrong question paper.

Safe Management Measures (SMM) during the Assessment period

12. Students must wear a face mask during the assessment.
13. Students should adopt fixed seating arrangements as informed by their Form Teachers, throughout the whole assessment period. There will be 1m spacing in between rows of tables.
14. Invigilators will guide the students to do a wipe down of their desks at the end of each paper.
15. Students who are confirmed COVID-19, medical leave or are unwell with fever or flu-like symptoms **should not sit** for any school-based assessments. Students are to inform their Form Teachers of any such circumstances and Form Teachers will advise the students accordingly.