

2 Aug 2022

Dear Parents / Guardians,

SCHOOL END-OF-YEAR EXAMINATIONS FOR SEC TWO STUDENTS

The School End-Of-Year Examinations for Secondary Two students will take place from 3 Oct (Monday) to 12 Oct (Wednesday) 2022. Students need not report to school and will be having home-based learning (HBL) on 13 Oct 2022 (Thursday).

The examination timetable and the examination rules and regulations are attached for your reference. Students must attend the morning assembly in the parade square, if they have an examination paper starting before 0900 hrs. Students need not attend school on days for which they have no papers.

We would also like to draw your attention to the following:

Failure to Comply with Examination Rules and Regulations

Students who fail to comply with the examination rules and regulations in the Annex, will be subjected to disciplinary action (e.g. may be given a zero mark for the paper).

Absentees

Students who report after the end of the examination, will be marked as absent for the paper. Aligning to the national healthcare protocols, students who are tested positive for COVID-19 and absent from the examination would not be required to produce a medical certificate, doctor's letter or recovery memo to cover their absence. Absentees must submit the SMS from MOH or photo evidence of the Ag+ test result.

For other medical illnesses, absentees must submit original medical certificates from a medical practitioner who is registered under the Medical Registration Act on the Singapore Medical Council Website¹. Parents' letters will not be accepted. Absentees without valid reasons will be given a zero mark for the paper.

Checking of Scripts

Students will be checking their examination scripts in the week after their End-of-Year Examinations. It is essential that your child/ward is present during this post-examination period as teachers will be going through the answers for the respective papers.

The school seeks your support in supervising your child/ward closely during this examination period and to ensure that he/she reports punctually for each paper. The End-of-Year Examinations will have an impact on your child's/ward's overall marks for the year. Do encourage your child/ward to prepare him/herself in good time so that his/her performance will be an accurate measure of his/her learning.

Yours sincerely,

Mr Sim Chong Boon
Principal

¹ <https://prs.moh.gov.sg/prs/internet/profSearch/mshowSearchSummaryByName.action?hpe=SMC>

EXAMINATION RULES & REGULATIONS

1. All school rules must be observed throughout the examination period.
2. Students must attend the morning assembly either in the parade square, classroom or outside MPH/RH, if they have an examination paper starting before **0900 hrs**. Students need not attend school on days for which they have no papers.
3. Students must report at the assigned examination venue at least 30 minutes before the start of the examination. Students must be seated at the assigned desk at least 15 minutes before the start of the examination. Students who report late for examination, will not be given any make-up time.
4. Students who report after the end of the examination, will be marked as absent for the paper.
5. Aligning to the national healthcare protocols², students who are tested positive for COVID-19 and absent from the examination **would not** be required to produce a medical certificate³, doctor's letter or recovery memo to cover their absence. Absentees must submit the SMS from MOH or photo evidence of the Ag+ test result.
6. For other medical illnesses, absentees must submit original medical certificates from a medical practitioner who is registered under the Medical Registration Act on the Singapore Medical Council; Website: <https://prs.moh.gov.sg/prs/internet/profSearch/mshowSearchSummaryByName.action?hpe=SMC>. Parents' letters will not be accepted. Absentees without valid reasons will be given a zero mark for the paper.
7. Students are not allowed to go to the restroom within the first and last 30 minutes of the examination. They should use the restroom before the start of the examination.
8. In between papers for the day, students are not allowed to leave the school compound.
9. Students are allowed to leave for home after their last paper for the day. They should not loiter around the school or the neighbourhood.
10. Students are required to bring their own writing and mathematical instruments. There is strictly no sharing of writing and/or mathematical instruments during the examination.
11. Only essential writing materials and authorised materials (e.g. approved calculators and dictionaries) are allowed on the students' desks. All bags, books and unauthorised materials should be placed at the front of the examination venue.
12. Students who commit the following offences will be subjected to heavy disciplinary consequences (including being given zero marks for the paper).
 - Possess unauthorised devices (e.g. mobile phones, smart watches and/or electronic gadgets that can capture, store, display, transmit, and/or receive information), and/or unauthorised reference materials (e.g. study notes and/or formula sheet), and/or non-approved calculators or dictionaries once they are seated within the examination venue;
 - Commit or attempt any act of dishonesty, or supports such acts, e.g. giving answers to or obtaining answers from others;
 - Communicate (e.g. verbal - whisper, and/or non-verbal – signal) during the examination, or at times when communication is prohibited (e.g. when examination materials are being distributed or collected).
 - Exhibit improper conduct or misbehaviour (e.g. not facing the front during examination, disobeying instructions from invigilator, removing examination materials and/or leaving examination venue without permission)

² May change depending on the COVID-19 situation nearer to the examinations.

³ The duration for the absence recognised will be based on national guidelines during the examinations.

DURING THE EXAMINATIONS

13. Students must not read or write on the question paper and/ or answer booklets until they are told to do so by the invigilator.
14. Students are to listen to the examination instructions read out by the invigilators and read the instructions stated on the question papers.
15. Students should write their answers legibly in black or dark blue ink. Use pencils for shading of Personalised Multiple Choice Answer Sheet (PMCAS). Pens or pencils of other colours may be used for maps and diagrams only.
16. Students are advised to practise good time management and not spend too much time on selected questions at the expense of other questions.
17. Students are advised to read the questions carefully. No marks will be awarded for provision of unnecessary information.

MANJUSRI SECONDARY SCHOOL
END-OF-YEAR EXAMINATIONS SCHEDULE 2022

Sec 2

Term 4	Date	Time	Stream	Paper No.	Subject Name	Duration	Venue
Wk 3	*During MT lesson		NT NA/Exp Exp	3	Basic Chinese / Malay (LC) Chinese / Malay (LC) Higher Chinese (LC)	0:45	MT rooms
	*Submission of Art and D&T coursework EOY component by Term 4 Week 3						
Written Papers							
Wk 4	Mon 3 Oct	0810 – 0900	NT	1	Basic Chinese / Malay	0:50	2A
		0810 – 0940	NA		Chinese / Malay	1:30	2BC
		0810 – 0940	Exp		Chinese / Malay	1:30	ISH
		0810 – 0940	Exp		Higher Chinese	1:30	ISH
		1040 – 1210	NA	2	Chinese / Malay	1:30	2BC
			Exp		Chinese / Malay		ISH
			Exp		Higher Chinese		ISH
	Tue 4 Oct	0810 – 0930	NT	1	English Language	1:20	2A
		0810 – 1000	NA			1:50	2BC
		0810 – 1000	Exp			1:50	ISH
		1030 – 1150	NT			2	English Language
	1100 – 1250	NA	1:50	2BC			
	1100 – 1250	Exp	1:50	ISH			
Wed 5 Oct	0810 – 0910	NT/NA/Exp	1	Mathematics	1:00	2ABC/ISH	
	1010 – 1140	NA/Exp	1	History	1:30	2BC/ISH	
Thu 6 Oct	0810 – 0910	NT	1	Computer Applications	1:00	2A	
	0810 – 0940	NA/Exp	1	Literature in English	1:30	2BC/ISH	
Fri 7 Oct	(1): 0800 – 0930	NT	2	Computer Applications	1:30	Com Lab 1	
	(2): 1030 – 1200	NA/Exp	1	Geography	1:30	2BC/ISH	
Wk 5	Mon 10 Oct	0810 – 0940	NT	1	Science	1:30	2A
		0810 – 0955	NA			1:45	2BC
		0810 – 1010	Exp			2:00	ISH
	Tue 11 Oct	0810 – 0910	NT	2	Mathematics	1:00	2A
		0810 – 0940	NA			1:30	2BC
		0810 – 0940	Exp			1:30	ISH
	Wed 12 Oct	0810 – 0855	NT NA Exp	3	English Language (LC)	0:45	2A 2BC ISH
	Thu 13 Oct	Home-Based Learning (HBL) Day					
	Fri 14 Oct	Timetabled lessons will proceed as normal (Checking of scripts)					

NOTE:

- Students must attend the morning assembly (0730 hrs) if they have an examination paper starting before 0900 hrs. Students need not attend school on days for which they have no papers.
- All examinations will be conducted in their respective classrooms (2ABC) or ISH unless stated otherwise. 2A SBB and 2BC students will take their paper in the 2BC classrooms and ISH respectively.