

**CHIJ (KATONG) PRIMARY**  
**EXAMINATION MATTERS**

**GUIDELINES AND POLICIES**

**Holistic Assessment Plan from Primary 1 to Primary 6**

Assessment is an integral part of teaching and learning. It provides information that can be used to improve students' learning and teachers' instruction.

In order to ensure a balanced and learner-centred assessment system, our teachers will use a range of appropriate assessments to support the development of the whole child. The school will make use of class reviews, mini tests and math journals to assess students' language use and comprehension, and understanding of concepts. Teachers may also conduct activities like reading aloud, poetry recitation, show-and-tell, and problem-solving tasks to assess skills like listening, speaking, and application of mathematical and science skills.

In their day-to-day interactions with students, teachers will also use strategies such as questioning, and peer and self-assessment to allow students to communicate their learning. Holistic Assessment (HA) encourages teachers to provide a richer and more holistic feedback of students' learning. This will help to engage and motivate your child and support her in her learning.

**Primary 1 and 2**

To improve the balance between the joy of learning and the rigour of education, all Weighted Assessments (WA) and examinations for Primary 1 and Primary 2 students are removed, and assessments conducted will not be counted to form any overall mark or grade. This includes removing the End-Of-Year examination at Primary 2.

Non-weighted assessments will be conducted throughout the year. Every term, you will receive the Holistic Report Book containing the Holistic Development Profile (HDP), which provides feedback on your child's progress for the term. Her daily work and assessments, filed in her English, Mathematics and Mother Tongue Learning Folios, will be returned regularly for revision and feedback.

**Primary 3 and 5**

**From 2020, Mid-Year Examinations (MYE) for Primary 3 and Primary 5 students will be removed.** Weighted and non-weighted assessments will be conducted throughout the year and feedback on your child's progress will be given to you in the termly Holistic Development Profile in her Learning Folio (All Subjects).

Students will continue to sit for their **End-of-Year Exam (EYE)** for English, Mathematics, Science and Mother Tongue in Term 4. All weighted assessments will be reported in the Holistic Report Book in Term 2 and Term 4, providing you with feedback of her learning for Semester 1 and Semester 2.

**Primary 4**

Weighted assessments will be conducted for the Primary 4 students in Term 3. More details will be given in a separate letter. Non-weighted assessments will be conducted throughout the year and feedback on your child's progress will be given to you in the termly Holistic Development Profile in her Learning Folio (All Subjects).

Students will continue to sit for their examinations for English, Mathematics, Science and Mother Tongue in Term 2 and Term 4. All weighted assessments will be reported in the Holistic Report Book in Term 2 and Term 4, providing you with feedback of her learning for Semester 1 and Semester 2.

**Primary 6**

Non-weighted bite-sized class reviews, MYE and Preliminary Examination for Primary 6 will be conducted in Term 1, Term 2 and Term 3 respectively. The Preliminary Examination will be weighted at 100% in the calculation of the overall mark.

Feedback on your child’s progress in Primary 6 will be given to you in the Holistic Development Profile. You will receive it in her Learning Folio (All Subjects) in Term 1, and the Holistic Report Book in Term 2 and early Term 4 after the Preliminary Examinations.

The table below shows the assessment weightings for all levels in the year.

***Assessment Weightings for All Levels***

| Level     | Term 1   | Term 2    | Term 3         | Term 4      | Total |
|-----------|--|-----------|----------------|-------------|-------|
| Primary 1 | Non-weighted assessments conducted throughout the year |           |                |             |       |
| Primary 2 |  |           |                |             |       |
| Primary 3 | 10%  | 15%       | 15%            | EYE : 60%   | 100%  |
| Primary 4 | -  | MYE : 30% | 10%            |             | 100%  |
| Primary 5 | 10%  | 15%       | 15%            |             | 100%  |
| Primary 6 | -  | MYE       | Prelims : 100% | PSLE : 100% | -     |

**For all levels**

Apart from the weighted and non-weighted assessments for English, Mathematics, Mother Tongue and Science (P3 to P6), students will be assessed formatively with rubrics for the other subjects such as PE, Music and Art for all levels.

## 2 EXAMINATION REGULATIONS

### What a candidate should do :

#### ***Before the start of the examination***

- 2.1 Be on time for all examination papers. Candidate will not be given extra time to complete the examination paper if she is late.
- 2.2 Bring all necessary materials needed for the examination. These include pens, 2B pencils, erasers, rulers, sharpeners and mathematical instruments that a candidate needs for the examination. No borrowing is allowed. (Mathematical instruments include only geometrical tools - rulers, protractors and set squares. Model rulers are not allowed.)
- 2.3 Do not bring bags, books, papers, notes, mobile phones, computerised wrist watches or other unauthorised personal belongings (such as MP3 player, digital camera) into the examination room/hall. Place them outside the examination room/hall or at a place identified by the examiner or invigilator. Any candidate found to be in possession of any unauthorised material is liable to the same penalty as those who are caught cheating during the examination.
- 2.4 Be seated at the assigned desk **at least 15 minutes** before the start of each paper.
- 2.5 Read all given instructions carefully.
- 2.6 No form of communication is allowed with other candidates.
- 2.7 A candidate is to raise her hand if she needs to talk to the invigilator.

#### ***During the examination***

- 2.8 The duration of each examination paper includes the time for reading the questions, writing and shading the answers on the OAS. No EXTRA TIME will be given.
- 2.9 Write the answers legibly in blue/black ink. If a candidate needs to change her answers, cross them out and re-write the answers.
- 2.10 Use a 2B pencil to shade the answers for the multiple choice questions (MCQs) on the OAS provided. Answers written on the answer booklets will not be marked.
- 2.11 Do not fold the OAS or make any other marks on it.
- 2.12 If a candidate wishes to change the answers on the OAS, she needs to use a soft eraser to erase the shaded oval completely before shading the new oval.
- 2.13 Read all questions carefully. No marks will be awarded for information that is not asked for in the questions.
- 2.14 Good time management is important. Do not spend too much time on a few questions, leaving no time for the other questions.
- 2.15 If a candidate is feeling unwell or if she needs to go to the washroom urgently, she is to remain seated, and raise her hand. She is to inform the invigilator of her condition or seek permission from the invigilator to go to the washroom.
- 2.16 Do not cheat or assist in cheating.
- 2.17 If a candidate cheats, attempts to cheat or assist in cheating during the examination, she may be

expelled from the examination room/hall and not be allowed to sit for subsequent papers. Her results from the examination she has cheated in will be forfeited.

- 2.18 Do not communicate (verbally or non-verbally) with other candidates during the examination.
- 2.19 If a candidate misbehaves or does not comply with the expected examination conduct, she may also be expelled from the examination room/hall and not be allowed to sit for subsequent papers. Her examination results may be forfeited.
- 2.20 Candidates are not to leave the examination room/hall even if she has finished the examination paper before the stipulated time of the examination.
- 2.21 Do not remove any used or unused writing paper, question booklet(s), answer booklet(s) or OAS from the examination room/hall.
- 2.22 No eating or drinking in the examination room/hall is allowed. If a candidate needs to drink water during the examination due to medical reasons, a letter is to be furnished to the Form Teacher (FT). FTs are to alert the chief invigilator (CI) and the invigilators for that exam.

#### **At the end of the Examination**

- 2.23 Stop writing immediately when told to do so by the invigilator.
- 2.24 Remain seated until the question booklet(s)/answer booklet(s) and OAS have been collected.
- 2.25 A candidate can only leave the examination room/hall when informed by the invigilator.

### **3 EXAMINATION FORMAT**

#### **Oral Examination**

- 3.1 The English Language/Foundation English Language and Mother Tongue/Foundation Mother Tongue Language Oral Examination will be conducted during the school curriculum hours according to specified released dates and times.
- 3.2 **Listening Comprehension Examination**
- 3.3 The English Language/Foundation English Language and Mother Tongue/Foundation Mother Tongue Language Listening Comprehension Examination will be held during the school curriculum hours according to specified released dates and times.
- 3.4 The Listening Comprehension Examination will be conducted using Compact Discs (CDs) for Primary 5 and 6 candidates. Appointed invigilators will read the scripted texts and questions to the Primary 3 and 4 candidates.
- 3.5 A candidate should raise her hand immediately to inform the invigilator if the volume is too soft or too loud during the sound check of the Listening Comprehension examination.
- 3.6 A candidate should choose the correct answer for each question and then shade the appropriate oval on the OAS (for Pr 5 & 6) / write the answer on the answer sheet (for Pr 3 & 4). She must complete the shading/answering of the answers within the duration of the Listening Comprehension Examination.

- 3.7 During Listening Comprehension examinations, CDs and Listening Comprehension scripts **WILL NOT** be replayed or re-read for candidates who arrive late or for candidates who leave the exam rooms to visit the washrooms.

### **Written Examination**

#### **Composition Examination / Paper 1 (P5 & P6) Examination**

- 3.8 The Composition Papers (English Language/Foundation English Language and Mother Tongue Paper 1) will be held during the school curriculum hours according to specified released dates and times.
- 3.9 A candidate will be given a Composition Answer booklet. She will need to write her composition on the given answer booklet. Blank pages may be used for the planning of her composition.

#### **Main Written Papers**

- 3.10 The Written Examination papers will be held over a period of five days.

### **4 USE OF DICTIONARIES IN THE EXAMINATION**

- 4.1 **Only Primary 5 and Primary 6 candidates** are allowed to use dictionaries for Paper 1 Mother Tongue, Higher Mother Tongue and Non-Tamil Indian Languages (NTIL).
- 4.2 Candidates are allowed to use handheld electronic Chinese Language & Malay Language dictionaries for Paper 1 Chinese/Malay and Paper 1 Higher Chinese/Malay.
- 4.3 Dictionaries and electronic dictionaries must meet the following requirements:-
- (i) All dictionaries in printed form must have the school's approval sticker.
  - (ii) Only monolingual dictionaries are allowed.
  - (iii) Dictionaries used must not have any annotations on any of the pages. Annotations include tagging pages with stickers, highlighted text and/or written text.
- 4.4 Electronic dictionaries must be battery-operated and silent at all times. Ear-pieces are not permitted in the examination room/hall.
- 4.5 For candidates offering Non-Tamil Indian Languages (NTIL), there is no approved list of dictionaries. They can bring in any dictionary as long as it is monolingual with no annotations on any of the pages.
- 4.6 Candidates **are not allowed** to borrow any dictionary from other candidates or school staff members during the examination.
- 4.7 Candidates are to bring along spare batteries for their electronic dictionaries as no extra time or allowance will be given if the dictionaries fail to function during the examination.
- 4.8 Candidates must inform the invigilator before the start of the examination if they are in possession of dictionaries that do not have the official sticker given by the school.
- 4.9 Any unauthorised material or dictionary found in a candidate's possession during the examination will be confiscated.

**LIST OF APPROVED DICTIONARIES FOR USE****CHINESE DICTIONARIES**

| <b>CHINESE DICTIONARIES S/N</b> | <b>TITLE</b> | <b>PUBLISHER</b>                     | <b>ISBN NUMBER</b>                 | <b>APPROVED PERIOD</b> |
|---------------------------------|--------------|--------------------------------------|------------------------------------|------------------------|
| 1                               | 规范汉语词典       | 联营出版(马)有限公司                          | 978-983-820-627-3                  | 2017 – 2021            |
| 2                               | 全球华语大词典      | Marshall Cavendish Education Pte Ltd | 978-981-4684-38-5                  | 2018 - 2022            |
| 3                               | 新世纪学生华语词典    | 怡学出版社商务印书馆                           | 978-981-4237-75-8                  | 2016 – 2020            |
| 4                               | 新编小学实用词典     | 新亚出版社                                | 981-274-954-3<br>978-981-274-954-3 | 2019 - 2023            |

**CHINESE E-DICTIONARIES**

| <b>CHINESE E-DICTIONARIES S/N</b> | <b>NAME and MODEL</b>     | <b>PUBLISHER</b>  | <b>APPROVED PERIOD</b> |
|-----------------------------------|---------------------------|---|------------------------|
| 1                                 | HansVision PX2051         | Creative Technology Ltd/Creative Knowledge Labs Pte Ltd | 2018 – 2022            |
| 2                                 | HansVision PX2101         | Creative Technology Ltd/Creative Knowledge Labs Pte Ltd | 2018 – 2022            |
| 3                                 | HansVision PX2131         | Creative Technology Ltd/Creative Knowledge Labs Pte Ltd | 2018 – 2022            |
| 4                                 | Besta All Pass 2          | iKnow Pte Ltd   | 2017 – 2021            |
| 5                                 | Besta All Pass 3          | iKnow Pte Ltd   | 2017 - 2021            |
| 6                                 | ZZ.New-01                 | Perfection Pte Ltd                                      | 2017 - 2021            |
| 7                                 | ZZ.New-A+                 | ZZ Perfection Pte Ltd                                   | 2018 - 2022            |
| 8                                 | HansVision PX2181         | Creative Knowledge Labs Pte Ltd                         | 2018 - 2022            |
| 9                                 | HansVision PX2201         | Creative Knowledge Labs Pte Ltd                         | 2019 - 2023            |
| 10                                | Besta All Pass version 1  | Ellton Enterprise Pte Ltd                               | 2020 - 2024            |
| 11                                | Besta All Pass version S1 | Ellton Enterprise Pte Ltd                               | 2020 - 2024            |
| 12                                | Besta All Pass version 5  | Ellton Enterprise Pte Ltd                               | 2020 - 2024            |

**MALAY DICTIONARIES**

| <b>MALAY DICTIONARIES S/N</b> | <b>TITLE</b>                                       | <b>PUBLISHER</b>         | <b>APPROVED PERIOD</b> |
|-------------------------------|--|--------------------------|------------------------|
| 1                             | Kamus Dewan (Edisi Kedua)                          | Dewan Bahasa dan Pustaka | 2017 – 2021            |
| 2                             | Kamus Dewan (Edisi Ketiga)                         | Dewan Bahasa dan Pustaka | 2017 – 2021            |
| 3                             | Kamus Dewan (Edisi Keempat)                        | Dewan Bahasa dan Pustaka | 2017 – 2021            |
| 4                             | Kamus Pelajar Bahasa Melayu Dewan (Edisi Kedua)    | Dewan Bahasa dan Pustaka | 2017 – 2021            |
| 5                             | Kamus Pelajar (Terbitan Khas KBSM)                 | Dewan Bahasa dan Pustaka | 2017 – 2021            |
| 6                             | Kamus Pelajar Bahasa Malaysia (Edisi Kedua)        | Dewan Bahasa dan Pustaka | 2017 – 2021            |
| 7                             | Kamus Pelajar Bahasa Malaysia (Terbitan Khas KBSM) | Dewan Bahasa dan Pustaka | 2017 – 2021            |
| 8                             | Kamus Komprehensif Bahasa Melayu                   | Oxford Fajar Sdn. Bhd.   | 2017 – 2021            |

**MALAY E-DICTIONARIES**

| <b>MALAY E-DICTIONARIES S/N</b> | <b>NAME and MODEL</b>   | <b>PUBLISHER</b>             | <b>APPROVED PERIOD</b> |
|---------------------------------|---|------------------------------|------------------------|
| 1                               | Global Translator / Model M188 e-dictionary (Kamus Bimbit Elektronik Riang Ria) | EDN-Media Consultant Pte Ltd | 2017 - 2021            |

**TAMIL DICTIONARIES**

| <b>TAMIL DICTIONARIES S/N</b> | <b>TITLE</b>   | <b>PUBLISHER</b>   | <b>APPROVED PERIOD</b> |
|-------------------------------|--|--|------------------------|
| 1                             | Kriyavin Tarkalat Tamil Akarati (Tamil – Tamil Version only) | Cre-A Publishers, Chennai  | 2017 – 2021            |
| 2                             | Kazhakat Tamil Kaiyakraathi (Tamil – Tamil Dictionary)       | The South India Saiva Siddhanta Works Publishing Society, Tinnevely Limited, Chennai | 2017 – 2021            |
| 3                             | Kazhakat Tamil Akaraathi (Tamil – Tamil Dictionary)          | The South India Saiva Siddhanta Works Publishing                                     | 2017 – 2021            |

|   |  |  |             |
|---|--|--|-------------|
|   |  | Society, Tinnevely Limited,<br>Chennai |             |
| 4 | Lakshmi's Learners'<br>Tamil Language<br>Dictionary (Revised<br>Edition) | Lakshmi Publications                   | 2016 – 2020 |

## 5 USE OF SCIENTIFIC CALCULATORS IN THE EXAMINATION

5.1 **Only Primary 5 and Primary 6 candidates** are allowed to use scientific calculators for Mathematics/Foundation Mathematics **Paper 2**.

5.2 The following guidelines are to be adhered for the use of scientific calculators:-

- (i) All calculators must have the school's approval sticker.
- (ii) The calculator must be silent, with a visual display only.
- (iii) The working condition of the calculator is the responsibility of the student and a fault in a calculator cannot be used as a reason for seeking special consideration for the candidate. Calculators must not be borrowed from other candidates during the examination for any reason.
- (iv) External storage media, e.g. card, tape, and plug-in modules, must not be in the possession of students during the examination. No unauthorised materials, e.g. instruction leaflets, formulae printed on the lid or cover of a calculator or similar materials must be in the possession of students during the examination. Where the instructions cannot be removed, they should be securely covered.
- (v) No programmable calculators are allowed.
- (vi) No calculators with permanent features of a programmed kind are allowed, e.g. calculators, capable of numerical integration, numerical differentiation, and/or expressing in irrational number form.
- (vii) No calculators with special communication features are allowed, e.g. calculators with the capability of remote communication via infra-red or blue tooth with other machines.
- (viii) No calculators with capabilities for storing and displaying visual and verbal information are permitted.

5.3 The candidates' subject teachers will continually update candidates of the latest approved scientific calculators for use during examinations.

5.4 The use of any calculator with unacceptable features or for retrieval of information and programmes is an infringement during the examinations.

## LIST OF APPROVED SCIENTIFIC CALCULATORS

The following scientific calculator models are suitable for:

- PSLE Mathematics and Foundation Mathematics Examinations
- GCE N(T), N(A), O and A-Level Examinations

| S/N | Calculator Brand | Calculator Model | Approved Period <sup>1</sup> |
|-----|------------------|------------------|------------------------------|
| 1   | CASIO            | FX 82MS          | 2003 – 2021                  |
| 2   |                  | FX 85MS          | 2003 – 2021                  |
| 3   |                  | FX 95MS          | 2003 – 2021                  |
| 4   |                  | FX 96SG Plus     | 2013 – 2021                  |
| 5   |                  | FX 97SG X        | 2018 – 2022                  |
| 6   |                  | FX 350MS         | 2003 – 2021                  |
| 7   | CANON            | F-960SG          | 2017 – 2021                  |
| 8   | SHARP            | EL 509X          | 2015 – 2019                  |
| 9   |                  | EL W531S         | 2010 – 2023                  |
| 10  |                  | EL W531S II      | 2018 – 2022                  |
| 11  |                  | EL W531XM        | 2014 – 2023                  |
| 12  |                  | EL 533X          | 2013 – 2020                  |

## 6 GENERAL INFORMATION

- 6.1 **If a candidate is suffering from an infectious disease**, e.g. chicken pox or hand, foot and mouth disease (HFMD), she is to inform the FTs who will inform the CI. She is **NOT ALLOWED** to take the examinations. She is **to stay away from school** until she is certified fit to return to school by a doctor.
- 6.2 A candidate who is unwell should not be sent to school to sit for the examination.
- 6.3 A candidate who is unwell before the commencement of any exam papers will be advised to call her parents to fetch her home. However if her parent insists that she sits for the exams, her parent will need to come to school to sign a disclaimer form acknowledging that **no special consideration** will be given for her child's medical condition.
- 6.4 Candidates who are sick on the day of the examination but are fit enough to sit for the examination can request to come in at the **scheduled time** of the examination and sit for it with the rest of the students in the classroom. They can leave when they have completed their examination, accompanied by parents/guardians. **This must be accompanied with a medical certificate and a parent's letter to state that they feel she is well enough to take the exam.** There will be **no allowance or special consideration** made for her. Her parent will need to turn up in school to sign a disclaimer form acknowledging that **no allowance or special consideration** will be given for the medical condition her/his child is in.
- 6.5 Candidates who are unwell and/or unable to turn up for the examination will forgo the examination subject they are absent for. Sitting for the examination subject on another day, earlier or later than

the actual day is **NOT PERMITTED**.

- 6.6 A candidate who misses any of the following components of the **English and/or Mother Tongue Language examination** will have her marks **PRO-RATED** provided she is absent for a valid reason and it is certified by an official document e.g. medical certificate or on compassionate grounds. The components are **ONLY** for Oral, Listening Comprehension & Composition (Paper 1).

A statement indicating that the marks have been pro-rated will be reflected in the report book.

➤ Form teachers will indicate under the Remarks section in the report book :

\_\_\_\_\_ (Name of pupil) \_\_\_\_\_'s \_\_\_\_\_ (EL or CL/ML/TL) \_\_\_\_\_ mark has been pro-rated due to her absence \_\_\_\_\_ +(with valid reason) \_\_\_\_\_ during the \* \_\_\_\_\_ examination.

**Legend:-**

\*(Component – please state whether it is Oral, Listening Comprehension or Composition)

+Valid reason would be: (1) medical grounds supported by a medical certificate

(2) school competition

(3) compassionate grounds

Example :

Ow Liying's Chinese Language mark has been pro-rated due to her absence on medical grounds supported by a medical certificate during the EYE Listening Comprehension examination.

- 6.7 A candidate who misses **more than one** of the components of the **English and/or Mother Tongue Language examination**, amounting to 50% or more of the grand total, **will not** have her marks **PRO-RATED** even if her absence is supported with a valid reason.

For e.g. A Primary 5 candidate who did not sit for her MTL Oral, Listening and Composition papers, totaling 110 marks out of 200 marks, but sat only for Paper 2 which totaled 90 marks. Her MTL result in the report book will thus be reflected as VR (absent with valid reason).

- 6.8 A candidate who sat for Oral, Listening and Composition papers but missed the (P3-P4) Main Paper / Paper 2 (P5 & P6) for **English and/or Mother Tongue Language examination will not** have her marks **PRO-RATED**. Her MTL result in the report book will be reflected as VR (absent with valid reason).

- 6.9 **NO EXTRA TIME** will be given to latecomers.

- 6.10 Candidates who arrive half an hour or more after the commencement of the examination paper **WILL NOT BE ALLOWED** to sit for the examination.

- 6.11 Candidates who represent the school during official events **sanctioned by MOE**, e.g. National and/or Zonal competitions, SYF Central Judging, etc. will be allowed to sit for the examination papers before or after the event if the date of the event(s) coincides with the examination dates. Provisions on a case to case basis will be made accordingly.

- 6.13 A written request must be made by parents if they wish their child to sit for a MTL paper which is not officially assigned to the child for e.g. a candidate whose MTL is Hindi but wishes to sit for the Chinese Language papers. In such request, the examination can be administered for her after the exam day so as not to interfere with school's examination processes. Provisions on a case to case basis will be made accordingly.

6.14 A candidate with physical or learning disabilities which may adversely affect her performance in the examination may request for special consideration/arrangements during the examination. **The request must be accompanied by a certified psychologist report with all relevant documents and reports from received agencies e.g. Dyslexia Association of Singapore, Child Guidance Clinic, Government Hospitals and Private clinics. The documents must be dated no earlier than 3 years prior to the date of the examination.**

6.15 Application for special consideration/arrangements must be done through the school's Access Arrangements Coordinator. Once granted, the candidate's status **is only applicable during our school's examinations.** It is **not extended** to examinations conducted at national level, e.g. Primary School Leaving Examination (PSLE). **A fresh application for special considerations /arrangements for national examinations must be submitted to Singapore Examinations and Assessment Board (SEAB) for their approval.**

The approval for special accommodation is at the discretion of SEAB. There will be an annotation on the candidate's result slip at PSLE to indicate that the candidate was given special consideration at PSLE.

6.16 P3 – P6 candidates will be granted a 15 minutes extension for every hour stipulated in the time frame of each examination paper for the MYE.

6.17 P6 candidates sitting for Preliminary Examination will be permitted extra time as follows:-

| EL P1  | EL P2  | Maths P1 | Maths P2 | MT P1  | MT P2  | FMT    | Sc     | FMath P1 | FMath P2 | FSC    |
|--------|--------|----------|----------|--------|--------|--------|--------|----------|----------|--------|
| 15 min | 25 min | 10 min   | 25 min   | 10 min | 25 min | 10 min | 25 min | 15 min   | 15 min   | 15 min |

6.18 For candidates who have been granted special arrangements, no annotations will be made on their result slips.

