



## Clementi Town Secondary School

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21 January 2022

Dear Parents/Guardian,

### Weighted Assessments (WA) Week Schedule for Term 1 and 2

Student learning is assessed through Weighted Assessments (WAs), Mid-Year Examinations (Sec 2 and 4/5 only), Preliminary Examinations (Sec 4/5 only) and End-Year Examinations (Sec 1 to 3). Between these assessments, our teachers also prepare offline and online assignments to monitor students' learning progress.

In this letter, we provide you with a week schedule of the WAs, which have been planned for your child/ward. Please refer to the **Annex** for information on the week when a subject WA will take place. Your child/ward's subject teacher will inform the class of the specific date within the week when the WA will be conducted. This is because subject lessons in the timetable vary between classes.

WAs are bite-sized assessments which can take the form of written or practical tests, mini projects, coursework components and performance tasks. To ensure the assessment load is manageable for the individual student, the school has a policy of no more than:

- 1 WA per subject per term,
- 3 WA in any given week, and
- 2 WA on any given day.

Information on the weighting plan can be found on our school website here:

<https://clementitownsec.moe.edu.sg/curriculum/assessment>.

Students should attempt the WAs as it is an additional way of knowing their learning mastery, receive feedback and adjusting learning strategies to improve across time. However, if your child/guardian misses a WA, please take note of the relevant school processes as described below.

Possible Situations	School Processes & Parents/Guardian's support needed
a. A student misses WA because he/she is on Ministry of Health's <a href="#">Health Protocol 1 and 2</a> as part of Covid-19 measures.	<p><u>Parents/Guardian should contact the school general office to inform us.</u> Please provide:</p> <ol style="list-style-type: none"><li>1. your child/ward's name, level and CCA;</li><li>2. Start date and estimated end date of self-isolation.</li></ol> <p>The school will recognise the absence as a valid reason.</p> <p>Upon return to school, your child/ward will be given the WA as a practice paper for learning and feedback. It will not be counted towards his/her overall results.</p>
b. A student misses WA because he/she is unwell and sees a doctor.	<p>A medical certificate will be issued by the doctor.</p> <p><u>Please email your child/ward's CCAP and the subject teacher with an image of the medical certificate. Alternatively, your child/ward can show the medical certificate to both teachers upon return to school.</u></p>

	<p>The school will recognise the absence due to medical leave.</p> <p>Upon return to school, your child/ward will be given the WA as a practice paper for learning and feedback. It will not be counted towards his/her overall results.</p>
c. A student misses WA without a valid reason	<p>He/she will be assigned an Absent grade, which counts as zero marks, with impact on his/her overall results.</p> <p>Upon return to school, the student will be given the WA as a practice paper for learning and feedback.</p>

Thank you for your continued partnership with us.

Yours sincerely  
Mdm Rasidah Rahim  
Principal

*(This is an electronic letter. No signature is required.)*