



Damai Secondary School

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DSS/2022/016

24 January 2022

Through: Principal



Dear Parents /Guardians of _____ Class: 401/402/501

GCE O Level Design & Technology Coursework

As part of the GCE O-Level Design & Technology examination, your child/ward will be required to complete the coursework, which comprises **60% of the overall weighting**. The components of the coursework are as follows:

Part	Marks
A: Design Journal	40
B: Presentation Board & Prototype	20
Total	60

Your child/ward will need to meet the deadlines for completion of the various tasks as indicated below:

Coursework Processes	Dates
1. Analysis of theme and General Situational Research to Confirm Design Opportunity	24 January to 4 February
2. Research on Selected Design Opportunity (User, Environment, Functionality) to formulate Design Brief and Specifications	7 February to 18 February
3. Generation of Designs	21 February to 7 March
4. Development of Selected Design	8 March to 21 March
5. Submission of material list	21 March to 25 March
6. Making of Prototype	22 March to 27 May
7. Submission of Completed Prototype	27 May
8. Preparation of Presentation Boards	30 May to 15 June
9. 1 st Preliminary Submission of Design Journals for Internal Checking by Subject Teacher	27 June to 1 July
10. 2 nd Preliminary Submission of Design Journals for Internal Checking by Subject Teacher	4 July to 15 July
11. SEAB Deadline for Submission of Design Journals and Presentation Boards	29 July, 5 pm

Students are required to adhere to the stipulated deadlines. A substantial amount of marks will be deducted for incomplete work. We would like to seek your assistance in monitoring your child/ward's coursework progress and ensuring that he/she adheres strictly to the deadlines above.

The D&T Department will also be conducting workshop sessions after school in Semester 1 and during the June holidays to facilitate the students in their coursework. Attendance at these sessions is compulsory. Your child/ward must be in proper school attire with covered shoes as part of the safety measures in the workshops and to report punctually for these sessions. We hope that your child/ward will be able to complete the coursework successfully as scheduled.

We will continue to work with you to provide the best education for your child/ward. Thank you for your continued support. You may wish to contact your child/ward's D&T teacher, Mdm Tan Boon Siew at telephone number 64436848 or email: tan_boon_siew@schools.gov.sg for clarifications, if any.

Yours faithfully,



Mdm Soraya Suleiman
HOD/C&T