

**12 January 2024**



Dear Parent/Guardian

**2024 CLASS TEST SCHEDULE FOR SEMESTER 1**

1. The promotion of Secondary 1 to 3 students from one level to the next is based on their overall performance in both the Weighted Assessments (WAs) and End-of-Year Examination. WAs in each term is conducted in the form of Class Tests or alternative modes of assessment.
2. The Class Tests in Semester 1 will be conducted during curriculum time starting **Term 1 Week 5**.
3. A **Memorandum on Malpractice (Annex A)** and **Class Test Schedule (Annex B)** are appended for your reference. Please spend some time going through the Memorandum on Malpractice together with your child/ward. A copy of the schedule is also available on the school website at the following address <https://www.hougangsec.moe.edu.sg/quick-links/for-parents/wa>
4. We would like to highlight the following points to parents:
  - a) Make-up tests will only be conducted for students who miss the Class Tests due to official school commitments such as representing the school for competitions.  
  
The make-up tests will take place on the following Monday from 3.00pm to 3.45pm. Should the student need to sit for a second make-up test, it will be held from 4.00pm to 4.45pm.
  - b) Students who are absent with valid reasons such as medical leave will not be required to do the make-up tests. Marks for the subject will be rebased when we process their overall results for the year.
  - c) Students on suspension are expected to turn up for the Class Tests.
  - d) Students will be given a zero for the Class Tests should they be absent without a valid reason.
6. As partners in education, we seek your cooperation in motivating your child/ward to study diligently and achieve his/her personal best for the Class Tests.
7. For any clarifications, please email: [hougang\\_ss@moe.edu.sg](mailto:hougang_ss@moe.edu.sg), Attn: HOD/MTL.

Thank you.

Yours sincerely,

*This is an electronic copy. No signature is required.*

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Mr Lee Thuan Sim  
Principal



## **MEMORANDUM ON MALPRACTICE DURING CLASS TEST**

1. If dishonesty or malpractice by a candidate is found in any paper or component of a subject, the candidate will be given a ZERO for that paper or component.
2. The following are examples of dishonesty and malpractice by candidates.

The list is not exhaustive and other instances of dishonesty and malpractice may be considered by the Internal Examinations Team of Hougang Secondary School at its sole discretion:

  - (a) obtaining unauthorised access to examination material;
  - (b) introduction of unauthorised material into examination room;
  - (c) use of a calculator or other means of arriving at an answer when this is precluded in the syllabus/component;
  - (d) collusion or attempted collusion with other persons during examination;
  - (e) copying from another candidate;
  - (f) disruptive behaviour in the examination room;
  - (g) failure to abide by the instructions of an invigilator;
  - (h) impersonation;
  - (i) plagiarism;
  - (j) failure to abide by conditions of supervision designed to maintain security of examinations;
  - (k) the inclusion of offensive or obscene material in scripts or Coursework;
  - (l) the failure to properly acknowledge sources in Coursework projects;
  - (m) the submission of another person's work as if it were the candidate's own;
  - (n) the alteration of any results document, including certificates.
3. Candidates are not allowed to bring into the examination room any electronic or communicative devices or computerised aids capable of storing visual and verbal information. These include mobile phones, smart watches, Personal Digital Assistances (PDA), Pocket PCs and unauthorised calculators. Should any of these be found in their possession during the examination, it will be deemed as a dishonest act.
4. When the use of dictionaries or texts is permitted in the common test, candidates must ensure that only approved dictionaries and texts are brought into the classroom. These dictionaries or texts must be free from any notes or marginal annotation. Separate pieces of papers, such as post-its and tape flags are not allowed. No critical works, teachers' notes, study notes, or any other secondary material of any kind should be brought into the examination room. Candidates who contravene regulations on the use of dictionaries and texts are liable to the same penalty as those who are found guilty of dishonesty or malpractice in the examination.
5. A candidate may be expelled from the class test, refused entry for subsequent papers and have his or her papers cancelled if he or she is detected for dishonesty.

**ANNEX B**

# HOUGANG SECONDARY SCHOOL

## 2024 CLASS TEST SCHEDULE

**TERM 1**

	<b>WEEK 5</b> 29 Jan – 2 Feb		<b>WEEK 6</b> 5 Feb – 9 Feb		<b>WEEK 8</b> 19 Feb – 23 Feb			<b>WEEK 9</b> 26 Feb – 1 Mar	
Sec 1	SUB 1	SUB 2	SUB 1	SUB 2	SUB 1	SUB 2	SUB 3	SUB 1	SUB 2
G3/G2	EL	MT	NFS	Literature	Science	# Geo	# Hist	Maths	
G1	EL	MT	NFS		# Science			Maths	

2E/NA	EL	MT	Literature		Science	# Geo	# Hist	Maths	D&T
2NT	EL	MT			# Science	CPA		Maths	D&T

3E	EL	MT	English Literature / Phy/ Bio		Chemistry/ Comb Sci	Maths	# SS Elective	A Math/ D&T/ NFS/ Art/ Computing	POA
3NA	EL	MT	English Literature		Combined Science	Maths	# SS Elective	D&T/ NFS/ Art	POA
3NT	EL	MT	EBS		# Science	Maths	CPA	D&T/ NFS/ Art	

4E / 5N	EL	MT	Sci Phy/Bio	English Literature/ Phy/ Bio	Chemistry/ Sci Chem	Maths	# SS & Elective/	A Math/ D&T/ NFS/ Art/ Computing	POA
4NA	EL	MT	Sci Phy	English Literature	Sci Chem	Maths	# SS & Elective/	D&T/ NFS /Art	POA
4NT	EL	MT	EBS		# Science	Maths	CPA	D&T/ NFS/ Art	

# Conducted during Assembly slot in the CC classroom and invigilated by Character Coaches.

## **TERM 2**

	# WEEK 5 15 Apr – 19 Apr		WEEK 6 22 Apr – 26 Apr		WEEK 7 29 Apr – 3 May		WEEK 8 6 May – 10 May		WEEK 9 13 May – 17 May	
Sec 1	SUB 1	SUB 2	SUB 1	SUB 2	SUB 1	SUB 2	SUB 1	SUB 2	SUB 1	
G3/G2	# EL		MT	NFS	Science	Literature	Maths			
G1	# EL		MT	NFS	Science		Maths			

2E/NA	# EL		MT		Science	Literature	Maths	D&T		
2NT	# EL		MT		Science	CPA	Maths	D&T		

3E	EL	# SS + Elective	MT	POA	Phy/Bio Comb Sci	English Literature	Maths	Chemistry D&T/ Art / Computing	A Math/ NFS	
3NA	EL	# SS + Elective	MT	POA	Combined Science	English Literature	Maths	D&T/ NFS/ Art		
3NT	EL	# CPA	MT		Science / EBS		Maths	D&T/ FS		

4E / 5N	EL	# SS & Elective	MT Prelim	English Literature	Phy/ Bio / Comb Sci	A Math	Maths	Chemistry D&T/ Art / Computing	POA/ NFS	
4NA	EL	# SS & Elective	MT	English Literature	Combined Science		Maths	D&T/ NFS/ Art	POA	
4NT	EL	# CPA	MT		Science		Maths	D&T/ FS/ Music		

*# Conducted during Assembly slot in the CC classroom and invigilated by Character Coaches.*

