



JURONG WEST SECONDARY SCHOOL

61 Jurong West Street 65 Singapore 648348

Tel: 62623593 | Fax: 62623587 | Web: www.jurongwestsec.moe.edu.sg

School Reference No: JWSS/2019/0199

15 March 2019

Dear Parents/Guardians

Common Test and Progress Report 2019

- The school would be conducting the Common Test for Secondary One. The objectives of the Common Tests are:
 - to inculcate the habit of consistent revision and to give students the platform to apply acquired knowledge in a formal assessment setting before the semestral examinations; and
 - to provide a milestone check on the students' learning and where necessary, engage parents/guardians on the child's/ward's academic progress early.
- As in all examinations, students who are absent for any test would need to submit a medical certificate upon their return to school. Students who miss any test without a valid medical certificate may be awarded a zero mark for the test.
- The Common Test would be conducted during curriculum time between 0800hrs and 1055hrs and lessons would resume as normal according to the timetable after the Common Test.
- There will be no homework deadlines during the Common Test period and CCA stand down will be in effect due to the ongoing Mid-Year Examinations for the other levels. This ensures that your child/ward has sufficient time to consolidate his/her learning and revise for the relevant subjects.
- The Common Test schedule for Secondary 1 Express is as follows:

Date/Time	30 April (Tues)	8 May (Wed)	9 May (Thu)	10 May (Fri)	13 May (Mon)	14 May (Tue)	15 May (Wed)
08:00-09:10	Mother Tongue Language (During MTL period)	English	Lower Secondary Science	Literature	History	Mathematics	Normal Lesson
09:10-09:45		RECESS			RECESS		
09:45-10:55		Normal Lesson	Normal Lesson	Normal Lesson	Normal Lesson	Normal Lesson	Geography

- Please refer to Annex A for the Rules and Regulations for School Examinations for your information.
- Please note that all students would need to report to school at the usual reporting time, i.e. 0735hrs, for morning assembly **including on Wednesday, 8 May as well as 15 May**, during the Common Test period.
- A results slip capturing the performance of your child/ward for Semester 1, would be issued during the Meet The Parents session on Saturday, 1 June. This report would enable parents/guardians to have a good sensing of your child's/ward's academic progress.
- Should you need any further details, do contact your child's/ward's Form Teacher at 6262 3593. You may also refer to the school website for the names of your child's/ward's Form Teachers as well as their extension numbers.
- I would like to take this opportunity to wish your child/ward all the best in the upcoming Common Test.

Yours sincerely

Mr Michael Muhunthan
Principal

*Jurong West
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Annex A

Rules and Regulations for School Examinations

Attire & Appearance

1. All students must be in proper school uniform with proper appearance as specified in the school rules and regulations.

Punctuality

2. Students who are late for any paper will report directly to the respective examination venues.
3. No extra time will be given for late-comers.

Dishonesty

4. The school takes a serious view of any dishonesty, including the following:
 - i. has in his/ her possession any unauthorised reference material/ notes even if the student does not intend to use them;
 - ii. has in his/ her possession within the examination premises any unauthorised equipment or device;
 - iii. communicates or attempts to communicate with any other student/person inside or outside the examination room during the examination ;
 - iv. obtains or attempts to obtain or offers assistance on the examination material (e.g. copying) during the examination;
 - v. commits or attempts any acts of dishonesty, or the abetment of such acts.
5. A student who commits or attempts any acts of dishonesty, or the abetment of such acts, would be awarded a zero mark for that paper.

Borrowing of Stationery

6. Students should bring their own stationery that they will need for the examination papers. However, should they need assistance during the examination, they need to alert the invigilator.

Use of Washroom during Examinations

7. Students are encouraged to use the washroom before the start of the examination. They will not be allowed to use the washroom fifteen minutes after the start and fifteen minutes before the end of the examination. Students are also discouraged to use the washroom in the midst of the examinations so that they could fully utilise the time allocated for the paper.

Absence from Examinations

8. Attendance at all examinations is compulsory.
9. Students who are absent for any paper are required to submit a valid medical certificate to their Form Teachers supporting their absence immediately upon their return to school, failing which, a zero mark will be awarded for the paper the student is absent from without any valid reasons.

At the start of and during the Examinations

10. Students are to carefully check that the script for the correct subject and code has been distributed to them and that the number of printed pages is correct as stated in the question paper. Students need to alert the invigilator immediately should they think that there are errors in the papers distributed to them.

*Jurong West
Secondary School*