



# JURONG WEST SECONDARY SCHOOL

61 Jurong West Street 65 Singapore 648348

Tel: 62623593 | Fax: 62623587 | Web: [www.jurongwestsec.moe.edu.sg](http://www.jurongwestsec.moe.edu.sg)

School Reference No: JWSS/2018/0429

25 May 2018

Dear Parents/ Guardians

## End-of-Year Examinations 2018 (Secondary 1 – 3 Students)

- 1 The End-of-Year Examinations for 2018 would be held from 1 Oct to 12 Oct 2018 for Secondary 1 to Secondary 3 students.
- 2 Please refer to the Examinations Timetable for your child/ward (Annex A) for further details. Do also find attached the Rules and Regulations for School Examinations (Annex B) for your information.
- 3 Should your child/ward be scheduled to sit for the first paper on the examination day, he/she is to assemble in the parade ground/hall by 07:35 am for morning assembly.
- 4 If your child/ward is not scheduled to sit for the first paper and is only taking the second paper for the day, he/she would need to report to school at least 30 minutes before the start of the paper and report at the examination venue at least 15 minutes before the start of the paper. Your child/ward need not report to school on the day that he/she has no papers.
- 5 During the examination period for your child/ward, he/she would be dismissed from school at the end of the paper(s) he/she is supposed to sit for the day.
- 6 Please acknowledge receipt of this letter by submitting the Acknowledgement Slip (Annex C) via your child/ward to his/her Form Teacher by **Term 3 Week 1**.
- 7 Do contact your child's/ward's Form Teacher or the General Office at 6262 3593 should you require any further clarification.
- 8 I would like to take this opportunity to wish your child/ward all the best in the upcoming examinations.

Yours sincerely

Mr Michael Muhunthan  
Principal

*Jurong West  
Secondary School*



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## **Annex B**

### **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.



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Annex C

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## Acknowledgement Slip

### End-of-Year Examinations 2018 (Secondary 1 – 3 Students)

I, \_\_\_\_\_ (Mother/Father/Guardian\*) of \_\_\_\_\_ of class  
(name of parent/guardian) (student's name)

\_\_\_\_\_ hereby acknowledge the school's letter regarding the *End-of-Year Examinations 2018* (Secondary 1 - 3  
(student's class)

Students) Ref: JWSS/2018/0429), dated 25 May 2018.

*\*please delete accordingly*

In case of any emergency, please contact the following:

Name: \_\_\_\_\_

Relationship with Student: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ (Home)

\_\_\_\_\_ (Mobile)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Jurong West  
Secondary School*