



22 March 2022

Dear Parents / Guardians,

SCHOOL MID-YEAR EXAMINATIONS FOR SECONDARY TWO STUDENTS

Please be informed that the School Mid-Year Examinations for the Secondary Two students will take place from **28 Apr to 10 May**. Students need not report to school on Marking Day (**13 May 2022**).

The examination timetable and the examination rules and regulations are attached for your reference. Students must attend the morning assembly either in the classroom or outside MPH, if they have an examination paper starting at or before 0900 hrs. Students need not attend school on days for which they have no papers.

We would also like to draw your attention to the following:

Failure to Comply with Examination Rules and Regulations

Students who fail to comply with the examination rules and regulations in the Annex, will be subjected to disciplinary action (e.g. may be given a zero mark for the paper).

Absentees

Students who report after the end of the examination, will be marked as absent for the paper. Aligning to the national healthcare protocols, students who are tested positive for COVID-19 and absent from the examination would not be required to produce a medical certificate, doctor's letter or recovery memo to cover their absence. Absentees must submit the SMS from MOH or photo evidence of the Ag+ test result.

For other medical illnesses, absentees must submit original medical certificates from a medical practitioner who is registered under the Medical Registration Act on the Singapore Medical Council Website¹. Parents' letters will not be accepted. Absentees without valid reasons will be given a zero mark for the paper.

Checking of Scripts

Your child/ward will be checking his/her examination scripts from **17 to 19 May**. It is essential that your child/ward is present during this post-examination period as teachers will be going through answers to the respective papers.

The school seeks your support in supervising your child/ward closely during this examination period and to ensure that your child/ward reports punctually for each paper. The Mid-Year Examinations will have an impact on your child's/ward's overall grades for the year. Do encourage your child/ward to prepare themselves in good time so that their performance will be an accurate measure of their learning.

Yours sincerely,

Sim Chong Boon
Principal

¹ <https://prs.moh.gov.sg/prs/internet/profSearch/mshowSearchSummaryByName.action?hpe=SMC>

EXAMINATION RULES & REGULATIONS

1. All school rules must be observed throughout the examination period.
2. Students must attend the morning assembly either in the classroom or outside MPH, if they have an examination paper starting at or before **0900 hrs**. Students need not attend school on days for which they have no papers.
3. Students must report at the assigned examination venue at least 30 minutes before the start of the examination. Students must be seated at the assigned desk at least 15 minutes before the start of the examination. Students who report late for examination, will not be given any make-up time.
4. Students who report after the end of the examination, will be marked as absent for the paper.
5. Aligning to the national healthcare protocols², students who are tested positive for COVID-19 and absent from the examination **would not** be required to produce a medical certificate³, doctor's letter or recovery memo to cover their absence. Absentees must submit the SMS from MOH or photo evidence of the Ag+ test result.
6. For other medical illnesses, absentees must submit original medical certificates from a medical practitioner who is registered under the Medical Registration Act on the Singapore Medical Council; Website: <https://prs.moh.gov.sg/prs/internet/profSearch/mshowSearchSummaryByName.action?hpe=SMC>. Parents' letters will not be accepted. Absentees without valid reasons will be given a zero mark for the paper.
7. Students are not allowed to go to the restroom within the first and last 30 minutes of the examination. They should use the restroom before the start of the examination.
8. In between papers for the day, students are not allowed to leave the school compound.
9. Students are allowed to leave for home after their last paper for the day. They should not loiter around the school or the neighbourhood.
10. Students are required to bring their own writing and mathematical instruments. There is strictly no sharing of writing and/or mathematical instruments during the examination.
11. Only essential writing materials and authorised materials (e.g. approved calculators and dictionaries) are allowed on the students' desks. All bags, books and unauthorised materials should be placed at the front of the examination venue.
12. Students who commit the following offences will be subjected to harsh disciplinary action (including being given zero marks for the paper).
 - Possess unauthorised devices (e.g. mobile phones, smart watches and/or electronic gadgets that can capture, store, display, transmit, and/or receive information), and/or unauthorised reference materials (e.g. study notes and/or formula sheet), and/or non-approved calculators or dictionaries once they are seated within the examination venue;
 - Commit or attempt any act of dishonesty, or supports such acts, e.g. giving answers to or obtaining answers from others;
 - Communicate (e.g. verbal - whisper, and/or non-verbal – signal) during the examination, or at times when communication is prohibited (e.g. when examination materials are being distributed or collected).
 - Exhibit improper conduct or misbehaviour (e.g. not facing the front during examination, disobeying instructions from invigilator, removing examination materials and/or leaving examination venue without permission)

² May change depending on the COVID-19 situation nearer to the examinations.

³ The duration for the absence recognised will be based on national guidelines during the examinations.

DURING THE EXAMINATIONS

13. Students must not read or write on the question paper and/ or answer booklets until they are told to do so by the invigilator.
14. Students are to listen to the examination instructions read out by the invigilators and read the instructions stated on the question papers.
15. Students should write their answers legibly in black or dark blue ink. Use pencils for shading of Personalised Multiple Choice Answer Sheet (PMCAS). Pens or pencils of other colours may be used for maps and diagrams only.
16. Students are advised to practise good time management and not spend too much time on selected questions at the expense of other questions.
17. Students are advised to read the questions carefully. No marks will be awarded for provision of unnecessary information.

MANJUSRI SECONDARY SCHOOL
MID-YEAR EXAMINATIONS SCHEDULE 2022

Sec 2

Term 2	Date	Time	Stream	Paper No.	Subject Name	Duration	Venue	
Wk 5	Wed 20 Apr	*During MT lesson	NT	3	Basic Chinese / Malay (LC)	0:45	MT Rms	
Wk 6	Mon 25 Apr	1400 – 1730	NT/NA Exp Exp	4 3 3	English Language (Oral) Chinese/Malay (Oral) Higher Chinese (Oral)	---	ISH MPH (CL) Lg 1 (ML)	
	Wed 27 Apr	1400 – 1730	NT NA Exp	2 3 4	Basic Chinese/Malay (Oral) Chinese/Malay (Oral) English Language (Oral)	---	MPH (CL) Lg 1 (ML) ISH	
	Written Papers							
	Thu 28 Apr	0815 – 0930 0815 – 1005 0815 – 1005	NT NA Exp	1	English Language	1:15 1:50 1:50	2A 2BC (LR3) 2DEFG	
		1145 – 1305 1145 – 1335 1145 – 1335	NT NA Exp	2	English Language	1:20 1:50 1:50	2A 2BC (LR3) 2DEFG	
		Fri 29 Apr	0815 – 0905	NT NA/Exp Exp	1	Basic Chinese / Malay Chinese / Malay Higher Chinese	0:50	2A 2BCDEFG 2BCDEFG
			1000 – 1130	NA/Exp Exp	2	Chinese / Malay Higher Chinese	1:30	2BCDEFG 2DEFG
	Wk 7	Mon 2 May	Labour Day (Public Holiday)					
		Tue 3 May	Hari Raya Puasa (Public Holiday)					
		Wed 4 May	Submission of Art / FCE coursework MYE component by Week 7					
			0815 – 0900	NT NA Exp	3	English Language (LC)	0:45	2A 2BC (LR3) 2DEFG
Thu 5 May		0815 – 0915	NT/NA/Exp	1	Mathematics	1:00	2ABCDEFG	
		1015 – 1145	NA/Exp	1	History	1:30	2BCDEFG	
Fri 6 May		0815 – 0915 0815 – 0945	NT NA/Exp	2	Mathematics	1:00 1:30	2A 2BCDEFG	
		1045 – 1145	NA/Exp	1	Geography	1:00	2BCDEFG	
Wk 8		Mon 9 May	0815 – 0915 0815 – 0945	NT NA/Exp	1	Computer Applications Literature in English	1:00 1:30	2A 2BCDEFG
	Tue 10 May	0815 – 0945 0815 – 1000 0815 – 1015	NT NA Exp	1	Science	1:30 1:45 2:00	2A 2BC (LR3) 2DEFG	
	Wed 11 May	Timetabled lessons will proceed as normal						
	Thu 12 May							
	Fri 13 May	Marking Day (Students need not attend school)						
	Wk 9	Mon 16 May	Vesak Day (Public Holiday)					
Tue 17 May		Timetabled lessons will proceed as normal (Checking of scripts)						
Wed 18 May								
Thu 19 May								
Fri 20 May		Timetabled lessons will proceed as normal						

NOTE:

1. Timetabled lessons will proceed as normal on EL/MT Oral Examination Dates.
2. Students must report to school by 0730 hrs; Sec 2 recess is from 1055 – 1130 hrs.
3. All examinations will be conducted in their respective (2ABCDEFG) form classrooms unless stated otherwise.