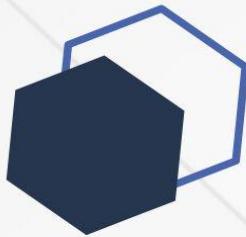


MERIDIAN SECONDARY SCHOOL

Student Handbook 2026



Photographs by MSS Media Club.

These photos reflect the growth of Meridians in learning,
creativity and character.

JOYFUL LEARNER I CREATIVE THINKER I COMPASSIONATE LEADER

Content

1. [School Rules](#)
2. [School Routines](#)
3. [Student Conduct Grade](#)
4. [Student Progression](#)
5. [Student Recognition](#)
6. [Examinations Rules & Regulations](#)
7. [Peer Support](#)
8. [Links to more information on school's website](#)

Updated 30 December 2025

1. SCHOOL RULES & REGULATIONS 2026

Meridian Secondary School adopts a restorative approach to nurture positive behaviour and responsibility in students. The goal is to instil self-management and strong character in students through a whole-school, multi-faceted approach. Guiding behaviour is viewed as a learning process that develops students' thinking and moral faculties.

A key strategy for fostering positive behaviour is to build students' social and emotional competencies by:

- creating a supportive environment;
- inculcating values and social-emotional skills;
- providing opportunities for students to demonstrate responsible actions; and
- guiding students through a reflective journey towards better character development.

School rules are intended to help students cultivate positive habits that empower them to learn and grow in a safe, conducive, and meaningful environment. These rules provide clarity in students' behaviour in and out of school, and during Independent Learning Day. The Student Management (SM) Committee oversees matters relating to student behaviour and growth.

The school is committed to partner with parents in ensuring that school rules are adhered to by all students. Parents are encouraged to contact the school (**Tel: 6583 1387**) for clarifications.

A. RULES

The following are mandatory rules that all Meridians must observe:

1. National Anthem and Pledge

Students who are Singapore citizens must sing the National Anthem and take the National Pledge. Students will take the National Pledge with the right fist placed over the heart.

2. School Attire

2.1 Students are to be in the day's Full/Half School Uniform by Flag Raising Ceremony.

2.2 School attire standards apply for Independent Learning Days if the student chooses to return to school.

Students are to wear the prescribed school uniform and any modification to the uniform is NOT allowed. (Refer to Annex)

2.3 Students must always wear the school uniform smartly with shirts/T-shirts tucked in neatly.

The school attire is as follows:

DAY	SCHOOL ATTIRE
MONDAY to FRIDAY	<p>Students must wear full or half uniform (i.e., White Polo T-shirt with school uniform shorts/pants/culottes) with shirts/T-shirts tucked in. No PE shorts to be worn.</p> 
	<p>Full Uniform or Half Uniform with White Polo T-shirt with school uniform bottoms</p> <p>For PE lessons,</p> <p>Students may only wear school PE shorts during their PE lesson, and after the PE lesson, students must change to full or half uniform, i.e., White Polo T-shirt with school uniform shorts/pants/culottes.</p>

2.4 Students must not wear jewellery, ornaments or any items of religious significance while they are in school uniform. Female students are allowed to wear a pair of plain silver or gold pin-sized ear studs that are not more than 4mm in diameter on their ear lobes. No other jewellery is to be worn in school by any student.

- 2.5 Students may wear low-cut sports shoes predominantly white, black, blue or grey with laces, and no flashy colours.

- 2.6 Students must wear plain white socks that are **visible and cover the ankle joints**.

3. Attendance and Punctuality

- 3.1 Punctuality and regular attendance are essential habits that support every student's learning and personal growth. Arriving on time and being present in class demonstrate responsibility, respect for others, and readiness to learn. These are habits that do not form overnight — they require consistent practice, conscious effort, and self-discipline. By upholding these expectations, we help students build strong routines that will benefit them not only in school but throughout life.

- 3.2 Students must remove their headphones or earbuds when entering the school as a form of practicing road safety.

- 3.3 Students must be punctual for all school activities including Flag-Raising Ceremony, lessons, CCA and official school functions. Students who are absent from any of these activities must produce medical certificates / official documentary proof of absence.

- 3.4 The respective venues for Flag Raising Ceremony are as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
7.30 am Classroom	7.30 am Parade Square	7.30 am Parade Square	7.30 am Parade Square	7.30 am Classroom

Students who are not standing in position with their respective class at the Flag Raising Ceremony venue **by 7.30am** will be considered **late** for school.

- 3.5 Students who are not in class **within 5 minutes** of the lesson's start will be considered late and may be addressed by the subject teacher.

- 3.6 Students who need to leave the school premises during curriculum hours must inform their Form Teachers so that both the school and parents are updated. This helps prevent any miscommunication, especially during emergencies.

4. Personal Grooming

- 4.1 Maintaining good personal grooming helps students present themselves confidently and respectfully. It cultivates self-discipline, responsibility, and positive habits that extend beyond school. A well-groomed appearance also supports a conducive learning environment, reduces distractions, and promotes a sense of unity and school pride. By upholding these standards, students learn the importance of personal care and professionalism, preparing them for future workplace and societal expectations.
- 4.2 Students must always be well-groomed. This includes:
 - a) neat and tidy appearance with shirts / blouses neatly tucked in
 - b) well-groomed hair and
 - c) well-trimmed and clean fingernails
- 4.3 Students must not dye, highlight or tint their hair.
- 4.4 Students must not have tattoos on any part of their bodies and are not allowed to have any kind of face or body piercing.
- 4.5 Male students must maintain short decent hair lengths with a slope at the back. Fringes must not touch the eyebrows. (Refer to Annex)
- 4.6 **Male students must always be clean-shaven and neat in appearance at all times.**
- 4.7 Female students with hair reaching below their collars must keep their hair neatly tied up using black hair clips or black hair bands.
- 4.8 Female students with short hair must ensure that their hair is above the collar of the blouse.
- 4.9 Female students must comb and tuck their fringes neatly behind their ears and not allow the fringes to hang loosely in front. (Refer to Annex)
- 4.10 Students wearing spectacles must take note that all brightly coloured and flashy spectacles are **NOT** allowed. Only dark coloured frames for spectacles are allowed. In addition, only transparent contact lens is allowed.
- 4.11 The routine Attire and Grooming Check will be conducted at the start of each month. Any teacher may flag students who do not meet the

school's attire and grooming standards and students will be sent home to rectify.

- 4.12 Recalcitrant students who do not act on Attire and Personal Grooming reminders will face disciplinary consequences.

5. Cleanliness

- 5.1 Maintaining cleanliness in the school environment is essential to prevent pest infestations and ensure a safe, healthy, and conducive space for teaching and learning. A clean environment supports students' well-being, reduces health risks, and promotes positive habits of responsibility and care for shared spaces.
- 5.2 Students must not litter in and out of the school premises.
- 5.3 Students must do their part to maintain the state of cleanliness in the school premises.
- 5.4 Consumption of food and drinks beyond the canteen is not allowed except for plain/mineral water which can be brought back to the classrooms.

6. School and Public Property

- 6.1 Students should show respect and consideration for common spaces and school property. Caring for shared facilities ensures a safe and pleasant environment for everyone and reflects responsible use of resources funded by taxpayers. This helps build a culture of respect, ownership, and civic responsibility.
- 6.2 Students must not vandalise school or public property.
- 6.3 Students must handle with care all furniture and equipment in the school and return them to their proper place after use.

7. Conduct & Use of Premises

- 7.1 The proper and responsible use of school venues is essential to ensure the safety and well-being of all students and staff.
- 7.2 **Classroom / Special Rooms / Laboratories**
- 7.2.1 Students must always maintain a conducive learning environment in the classroom.
- 7.2.2 Movement from one place to another must be done in a quiet and orderly manner.

7.2.3 Students must obtain the movement ‘Pass’ from the teachers and display it prominently when they leave the classrooms.

7.3 Canteen

7.3.1 Students must queue in an orderly manner for food and drinks.

7.3.2 Students must ensure that tables and benches are kept clean during and after their meals.

7.3.3 Eating utensils must be deposited in the receptacles provided by the stalls. Disposable cups and food wrappers must be thrown into the rubbish bins.

7.4 Staff Room

The Staff Room is out of bounds to all students unless their presence is required by the teacher.

7.5 School Facilities

7.5.1 Use of school facilities like the School Hall, Indoor Sports Hall, Computer Labs and other special rooms must be with the permission and presence of the teacher-in-charge.

7.5.2 The specific rule pertaining to the use of the various school facilities must be strictly always adhered to.

8. Use of Smart Gadgets

Limiting handphone use supports students’ mental well-being by reducing distractions, social pressure, and overstimulation. It helps them stay present, build healthier screen habits, and engage more meaningfully with their peers. Keeping handphones away during school hours also allows students to maintain better focus in class, promoting deeper learning and improved academic performance. This creates a calmer, more focused, and more supportive environment for everyone.

Therefore, the use of smart gadgets (e.g. smartphones/smart watches) is **NOT allowed during school hours, including recess, CCA and after school programmes** (e.g. supplementary/enrichment/remedial lesson). Students found to infringe this rule, may have their phones confiscated by the teacher for the day.

Students are to place their mobile phones in their lockers before the start of the first lesson. All mobile phones are to be switched off and or turned to silent mode. They may collect their phones from their lockers at the end of their last school activity for the day.

9. Internet Rule & Social Media Etiquette

Students who have infringed any of the below rules will be dealt with accordingly either by the school or the relevant authorities.

These rules apply to all types of communication, postings or pictures on the Internet:

- 9.1 To uphold integrity in the use of the internet. Do not use the internet to post unsubstantiated, insensitive, insulting or hostile materials or information against anyone, including the school, teaching and non-teaching staff and fellow Meridians.
- 9.2 To respect others and show responsibility by thinking carefully before giving comments. Do not use any form of vulgarities or expletives. This includes the suggestion of vulgarities or expletives, for example, writing the first letter of the word and replacing the rest of the letters with symbols or dashes.
- 9.3 Do not infringe any copyright law.
- 9.4 Do not post or access materials with pornographic content.

10. Banned Items

The following items are banned in school

- a) Chewing gum / Bubble gum.
- b) Pornographic materials.
- c) Lighters / Inflammable substances e.g. petrol, kerosene, gas cylinders.
- d) Cigarettes or any Tobacco products.
- e) Inhalant substances and other hazardous materials which pose a potential danger to both school environment and property.
- f) **Weapons - All students are not allowed to have any weapon in their possession. They are also not allowed to bring any weapon-like item which can be used or intended to be used to cause harm to others.**
- g) Poker cards or other card types that promotes gambling.

Any of the above items found in the student's possession will be confiscated and the consequence will be meted out accordingly.

B. OFFENCES & CONSEQUENCES

There are various forms of consequences in varying degrees of severity which will be administered to a student who has committed any offence. School may mete out school-based consequences, in addition to the consequences meted out by the authorities.

Students may be liable for the following consequences if they commit any of the following offences:

- a) late for school / lessons**
- b) skipping classes / lessons**
- c) truancy**
- d) persistent non-submission / late submission of assignment**
- e) improper attire (Refer to Annex)**
- f) improper grooming (Refer to Annex)**
- g) other minor offences - failure to return eating utensils after eating, littering, etc.**

First-time offenders	<ul style="list-style-type: none">• Corrective Work; and/or• Reflection Essays; and/or• Pledge of Good Behaviour; and/or• Research & Presentation to class on harms caused; and/or• Conduct Grade reduction (where relevant)
Second-time offenders	<ul style="list-style-type: none">• Reflection Time-out; and/or• Detention after school; and/or• Formal Warning Letters; and/or• Ineligibility for Scholarships/Awards, Leadership Appointments, Overseas Trips, School Team Representation; and/or• Conduct Grade reduction; and/or• In-school or home suspension
Subsequent offenders	

An offence is considered serious when a student:

- causes serious harm and/or disruption to self, whether physical, psychological or social; and/or
- causes serious harm and/or disruption to others, whether physical, psychological or social; and/or
- causes serious damage to property or resources; and/or
- shows defiance against authorities

Students are liable the following consequences if they commit any of the following offences:

- a) gambling
- b) smoking / possession of cigarettes / lighter
- c) fighting / hooliganism
- d) vandalism
- e) theft / shoplifting
- f) possession of pornographic materials
- g) use of abusive language / gestures
- h) defiance and rudeness to any members of the school staff
- i) infringement of Internet rules and etiquette

Baseline	Serious Offences	Very Serious Offences (i.e., egregious)
First-time offenders	<ul style="list-style-type: none"> • 1 to 3 days of detention and/or suspension; and/or • 1 stroke of the cane (for boys only, with aggravating factors) • Ineligibility for Scholarships/Awards, Leadership Appointments, Overseas Trips, School Team Representation; and/or • AND conduct grade 'Fair' 	<ul style="list-style-type: none"> • 3 to 5 days of detention and/or suspension; and/or • Up to 2 strokes of the cane (for boys only) • Ineligibility for Scholarships/Awards, Leadership Appointments, Overseas Trips, School Team Representation; and/or • AND conduct grade 'Fair'
Second-time offenders	<ul style="list-style-type: none"> • 3 to 5 days of detention and/or suspension; and/or • Up to 2 strokes of the cane (for boys only) • Ineligibility for Scholarships/Awards, Leadership Appointments, Overseas Trips, School Team Representation; and/or 	<ul style="list-style-type: none"> • 5 to 14 days of detention and/or suspension; and/or • Up to 3 strokes of the cane (for boys only) • Ineligibility for Scholarships/Awards, Leadership Appointments, Overseas Trips, School Team Representation; and/or

	<ul style="list-style-type: none"> • AND conduct grade adjustment 'Fair' 	<ul style="list-style-type: none"> • AND conduct grade 'Poor'
Subsequent offenders	<ul style="list-style-type: none"> • 5 to 14 days of detention and/or suspension; and/or • Up to 3 strokes of the cane (for boys only) • Ineligibility for Scholarships/Awards, Leadership Appointments, Overseas Trips, School Team Representation; and/or • AND conduct grade 'Poor' 	

Zero Tolerance Stance on Vaping

- **We will act.** The school-based disciplinary measures will be **in addition to** the penalties that the Health Sciences Authority will impose.
- As schools, we have a **fundamental responsibility to develop character and instil values in our students.**
 - The disciplinary measures send a strong signal that vaping is a serious offence in our school and ensure that students do not vape.
 - We will provide support to help you understand the serious health risks of vaping and make better choices to maintain a healthy lifestyle.

Baseline	Vaping		Vaping with Etomidate	
	Boys	Girls	Boys	Girls
First-time offenders	<ul style="list-style-type: none"> • 1 day home suspension <u>AND</u>; • 1 stroke of cane <u>AND</u>; • Fair Conduct 	<ul style="list-style-type: none"> • 3 days home suspension <u>AND</u>; • Fair Conduct 	<ul style="list-style-type: none"> • 3 days home suspension <u>AND</u>. • 2 strokes of cane <u>AND</u>; • Poor Conduct 	<ul style="list-style-type: none"> • 5 days home suspension <u>AND</u>; • Poor Conduct
Second-time offenders	<ul style="list-style-type: none"> • 3 days home suspension <u>AND</u>; • 2 strokes of cane <u>AND</u>; • Poor Conduct 	<ul style="list-style-type: none"> • 5 days home suspension <u>AND</u>; • Poor Conduct 	<ul style="list-style-type: none"> • 5 days home suspension <u>AND</u>; • 3 strokes of cane <u>AND</u>; • Poor Conduct 	<ul style="list-style-type: none"> • 7 days home suspension <u>AND</u>; • Poor Conduct
Subsequent offenders	<ul style="list-style-type: none"> • 5 days home suspension <u>AND</u>; • 3 strokes of cane <u>AND</u>; • Poor Conduct 	<ul style="list-style-type: none"> • 7 days home suspension <u>AND</u>; • Poor Conduct 		

The list of offences and disciplinary consequences stated above are not exhaustive and are subjected to changes.

The school may mete out consequences which could include a combination of measures in proportion to the nature, intent and severity of the offence(s) committed by a student.

C. GENERAL

These rules and regulations serve as a guide and are subjected to review by the School Management.

Rules and regulations pertaining to specific matters on various aspects of school activities will be issued by the school as and when it is necessary to supplement or to reinforce the existing set of school rules.

Photograph(s) or video image(s) of students and their parents may be captured during school activities and events such as classroom lessons, CCA, school camps, and school concerts. The school may use and publish such photographs and/or video recordings in school publications, website, social media channels, and other communication channels.

Digital and Artificial Intelligence (AI) enabled tool(s) and platform(s) may be used during teaching and learning activities to support instruction, learning, assessment, and feedback. Such tools may be used in classroom lessons, online learning activities, school programmes, and other school-related activities. The school will take reasonable measures to ensure that the use of these tools is aligned with educational objectives, data protection requirements under the Personal Data Protection Act, and relevant MOE policies and ethical guidelines.



MERIDIAN SECONDARY SCHOOL

Attire & Grooming Guidelines



Clean-shaven at all times.
Slope at the back.
Hair not touching ears.
Sideburns not extended beyond earhole.
Neat and short haircuts that does not result in a voluminous crown, fringe above eyebrows.



Dark framed spectacles



Fringe tucked away neatly without hanging loosely in front.
No make-up must be worn.
Hair longer than shoulder length must be tied up.
A pair of small gold or silver pin-sized ear studs only.
Hair longer than shoulder length must be tied up.
Hair accessories must be plain black or dark blue.



Low-cut sport shoes, predominantly white, black, blue or grey, with laces without flashy colours.
Plain white socks that are visible and covers the ankle joint.

Uniform to be worn proudly with shirt/T-shirt tucked in at all times.

Hair must not be tinted or dyed. No dark or tinted glasses are allowed. Coloured or fanciful contact lenses are also not allowed.

No tattoos and any kind of body piercing on any part of their bodies are allowed.

Female students are allowed to wear a pair of plain silver or gold-coloured ear studs that are not more than 4mm in diameter on their ear lobes.

No other jewellery is to be worn in school by any student.

No ear sticks are allowed.

2. School Routines

At Meridian Secondary School, GAME, LEARN, and POWER up the GAME routines set clear expectations for all Meridians, fostering an effective and engaging learning environment. These routines, when carried out effectively, will positively affect students' academic performance and behaviour, developing values such as responsibility and respect.

MSS GAME routines

These classroom routines are simplified using the acronym GAME, which stands for **G**reetings, **A**ttire and **A**ttendance, **M**aterials and **E**ngagement. This helps to create a conducive learning environment for all students in the classroom.



MSS LEARN routines

Meridian student characters were designed by Lee Jiag Leng from Sec 4E4 (2025).

MERIDIAN SECONDARY SCHOOL
LEARNING ACTIONS
THE MERIDIAN WAY



Listen actively 

Engage one voice at a time 

Ask for help and support one another 

Reflect on feedback given 

Never give up and continue to improve

L.E.A.R.N highlights essential actions that empower Meridians to take charge of their learning.

MSS POWER up the GAME routines



3. Student Conduct Grade

Grade	Behaviour	Attendance & Disciplinary Records (Per Semester)
Excellent	<p>Consistently behaves in an exemplary manner and upholds the school image at all times</p> <ul style="list-style-type: none"> - Always diligent and works purposefully to achieve goals - Always submits assignments punctually - Always does his/her best for the assignments/ tasks - Always honest and is always able to do what is right - Always shows care & support for his/her peers - Always humble and treats others with respect - Always willing to consider others' feelings and opinions - Always helpful, courteous and dependable 	<ul style="list-style-type: none"> • Always punctual for school (2 or less late-coming per semester) • Always present for school • No disciplinary issues or records for the academic year • CCA attendance 85% and above
Very Good	<p>Consistently behaves very well and upholds the school image most of the time</p> <ul style="list-style-type: none"> - Most of the time is diligent and works purposefully to achieve goals - Most of the time submits assignments punctually - Most of the time does his/her best for the assignments/ tasks - Most of the time is honest and is always able to do what is right - Most of the time shows care & support for his/her peers - Most of the time is humble and treats others with respect - Most of the time is willing to consider others' feelings and opinions - Most of the time is helpful, courteous and dependable 	<ul style="list-style-type: none"> • Mostly punctual for school (4 or less late-coming per semester) • Mostly present for school (3 or less days absence w/o valid reason per semester) • No disciplinary issues or records for the academic year • CCA attendance 75% and above
Good	<p>Behaves well most of the time and upholds the school image most of the time</p> <ul style="list-style-type: none"> - Usually diligent and works purposefully to achieve goals - Usually submits assignments punctually - Usually does his/her best for the assignments/ tasks - Usually honest and is always able to do what is right - Usually shows care & support for his/her peers 	<ul style="list-style-type: none"> • Usually punctual for school (6 or less late-coming per semester) • Usually present for school (5 or less days absence w/o valid reason per semester) • No major disciplinary issues or records for the academic year

	<ul style="list-style-type: none"> - Usually humble and treats others with respect - Usually willing to consider others' feelings and opinions - Usually helpful, courteous and dependable 	<ul style="list-style-type: none"> • CCA attendance 75% and above
Fair	<p>Occasionally exhibits unacceptable behavior</p> <ul style="list-style-type: none"> - Seldom diligent and seldom works purposefully to achieve goals - Seldom submits assignments punctually - Seldom does his/her best for the assignments/tasks - Seldom is honest and is seldom able to do what is right - Seldom shows care & support for his/her peers - Seldom humble and seldom treats others with respect - Seldom willing to consider others' feelings and opinions - Seldom helpful, courteous and dependable - Occasionally disrespectful and needs regular guidance from teachers on behaviour 	<ul style="list-style-type: none"> • Late for school (7 and more late-coming per semester) • Occasionally absent from school (6 and more days absence w/o valid reason per semester) • Has some disciplinary issues or records • CCA attendance: 50% – 74%
Poor	<p>Frequently exhibits unacceptable behavior</p> <ul style="list-style-type: none"> - Is not diligent and does not work purposefully to achieve goals - Does not submit assignments punctually - Does not do his/her best for the assignments/tasks - Is not honest and is not able to do what is right - Does not show care & support for his/her peers - Is not humble and does not treat others with respect - Is not willing to consider others' feelings and opinions - Is not helpful, courteous and dependable - Frequently disrespectful and needs regular guidance from teachers on behavior - Has little respect for authority 	<ul style="list-style-type: none"> • Frequently late for school (11 and more) • Frequently absent from school (absence w/o valid reason per semester) • Has committed major offence/s • CCA attendance: 49% below

4. Student Progression

Sec 1 and 2 (from 2024 S1 cohort)

Eligibility criteria to take subjects at a more demanding level, from Sec 1 Semester 2:

English Language, Mathematics, Science, Mother Tongue Languages		
Current subject level	School-based results	Option to offer subject at
G1	≥75% in the specific subject	G2 starting from next semester
G2	≥75% in the specific subject	G3 starting from next semester

Eligibility criteria to take **Humanities** subjects at a more demanding level, from Sec 2:

Humanities		
Current subject level	School-based results	Option to offer subject at
G1	≥ 75% overall in G1 English Language (or ≥50% overall in G2 English Language) & A Pass with Distinction grade for both G1 Humanities (Social Studies component) Performance Tasks in Semesters 1 and 2	G2
G2	75% or higher in specific subject	G3

Students will have opportunities to calibrate their curricular load at the end of Secondary 2 should they not meet the common academic requirement. This is in line with Full SBB's intent of giving students greater ownership of their learning according to their strengths, interests and learning needs.

For more information on student progression, refer to the website:
<https://www.moe.gov.sg/secondary/schools-offering-full-sbb>

5. Student Recognition

A. Academic Awards

OUTSTANDING ACADEMIC ACHIEVEMENT

Students who show excellent academic performance in major examinations, for each level and stream.

MERIDIAN TONG KWOK CHIEN- SAC ALL-ROUND EXCELLENCE AWARD

- For Sec 4 & 5 students who have excelled both in their CCA and the academic area.
- Students should have attained a conduct grade of at least a 'Very Good'

EDUSAVE SCHOLARSHIP (ES)

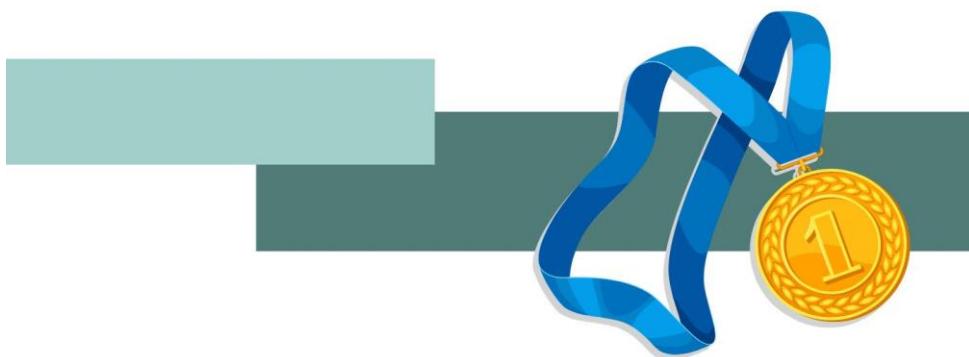
Singaporean students who are within the top 10% of their level and course in terms of academic performance, and have demonstrated good conduct.

EDUSAVE MERIT BURSARY (EMB)

Singaporean students who are not recipients of any Edusave Scholarship are eligible for the Edusave Merit Bursary, if they are within the top 25% of their level and course in terms of academic performance, have demonstrated good conduct, and whose monthly household income does not exceed \$6,000 (or per capita income does not exceed \$1,500).

EDUSAVE GOOD PROGRESS AWARD (GPA)

Singaporean students who are not recipients of any Edusave Scholarship or the Edusave Merit Bursary, if they are within the top 10% of their level and course in terms of improvement in academic performance and have demonstrated good conduct.



B. Character and Co-Curriculum Awards

MERIDIAN CARING AWARD

Students who exhibit the values of care and concern towards others and are leaders of self.

LEE ZHENG RONG CARING AWARD

Students who exhibit school values and show care and concern towards others. They are positive role-models to their fellow schoolmate. (Up to 4 recipients per year)

CCA DISTINCTION AND MERIT AWARD

Students who have shown excellent CCA performance throughout their 4 or 5 years in their CCA.

EDUSAVE CHARACTER AWARD (ECHA)

Up to 2% of Singaporean students who have demonstrated exemplary character and outstanding personal qualities through their behaviour and actions.

EDUSAVE AWARD FOR ACHIEVEMENT, GOOD LEADERSHIP AND SERVICES (EAGLES)

Up to 10% of Singaporean students who have demonstrated leadership qualities, service to community and schools, excellence in non-academic activities and good conduct.



6. Examination Rules and Regulations

Students' Responsibility

1. Students are expected to familiarise themselves with all pertinent information regarding the examinations and to adhere to the following examination rules.

At the Start of the Examination

2. Students sitting for the first paper in the morning must attend the flag raising ceremony.
3. Students should be properly attired in school shirt or school polo t-shirt with the school bottoms during examinations. They should not wear CCA or class T-shirts, or PE shorts.
4. Students who do not have any examination paper for the day are not required to report to school.
5. Students are to report at the examination venue 15 minutes before the start of the exam paper.
6. No extra time will be given to latecomers.
7. Students are to leave their books, notes, bags etc at the front/ back of the exam venue.
8. Students are not allowed to bring mobile phones/ smartwatches/ communication devices/ computerized aids or devices capable of storage/ displaying information into the examination venue.
9. Students are to be seated according to their register number.
10. Students are to bring their own stationery, mathematical instruments and silent electronic calculators (where permitted). Borrowing and sharing of stationery are not allowed during the test/ examination.
11. Students are allowed to use calculators and printed dictionaries or handheld electronic dictionaries (e-dictionaries) indicated in the list of approved calculators and dictionaries. Borrowing and sharing of calculators and/or dictionaries are not allowed during the test/ examination.
12. Students who are wearing outerwear (e.g. jackets, cardigan, windbreaker, sweater) into the examination venue must ensure that there are no unauthorized materials or devices in them. Students may be asked to remove the outerwear for checking before or during the examination.

During the Examination

13. Students are not allowed to flip open or turn over the question paper and answer booklet or start reading and writing unless they are told to do so by the examination personnel.
14. Students must place their student pass, NRIC or foreign identification documents on their desk throughout the examination.
15. Students are to check the following: (i) correct paper is given, (ii) correct number of printed pages and the total number of questions in the paper before starting.
16. Students should read the instructions on the examination paper carefully.
17. Students are to write their answers legibly in dark blue or black ink. Other coloured pencils/pens may be used for maps and diagrams only. Students should use pencils for shading of the Optical Answer Sheet (OTAS).
18. Students are not allowed to make use of correction tape or fluid on the answer script or writing paper as it may affect the legibility of answers.
19. Students must not turn around and should only face the front during the examination. Students must not communicate or attempt to communicate with any other students/unauthorized person during the examination when communication is strictly prohibited, such as during script collection.
20. Students must not write offensive or obscene materials in their answers.
21. Students must not exhibit improper conduct or misbehavior during the examination. For example, disturbing other candidates or disobeying instructions from examination personnel.
22. Students must not commit or attempt any acts of dishonesty, or support such acts. For example, writing information/notes on any part of the body, taking the examination on someone else's behalf, using unauthorized devices, or giving answers to or obtaining answers from another student.
23. Students are not allowed to eat in the examination venue. Students are allowed to drink water and the water bottle must be placed on the floor next to their seats.
24. Students are **not allowed** to visit the toilet during the first 30 minutes and the last 30 minutes of the paper.
25. Students must not leave the examination venue unescorted or without permission from the examination personnel.

At the End of the Examination

26. Students must stop writing after the invigilator has made the announcement to do so. Students are to remain seated quietly while the answer scripts are being collected and counted.
27. At the end of the examination, students are to arrange their answers in numerical sequence according to the questions, with the smallest number on top. The sheets of paper should then be tied together at the top left-hand corner with the string provided.
28. Students are not allowed to remove any examination material and stationery without permission. These can include answer booklet, writing paper, storage devices and other used or unused examination stationery from the examination venue.
29. Students caught with incriminating evidence will be presumed to have cheated or to have attempted to cheat. Students caught cheating or helping others to cheat will receive zero mark for the paper. They may also be barred from sitting for the rest of the examination papers.

Student Absence

30. A student may be excused from sitting for a paper only if he is hospitalized or has a medical certificate. The medical certificate is to be submitted to the form teacher on the day of return to school. A letter of excuse from parents/guardians will not be accepted.
**Do note that this does not apply to the national exams. Even with an MC, provisions can be made for students to take the papers.*
31. Students who are absent from any subject/paper without a medical certificate (MC) from a certified general medical practitioner will be given zero mark for that paper. MC from Traditional Chinese Medicine (TCM) practitioner will not be accepted.
32. If a student is unable to sit for a school-based assessment, which includes Weighted Assessments (WA), Prelim Exam and End-of-Year Exam, the student is required to submit his/her medical certification (MC) or provide a letter from parent/guardian with valid reason (VR) stated. Pro-ration or projection of marks may be applied ONLY in exceptional cases.

WHAT TO DO BEFORE, DURING AND AFTER EXAMS

BEFORE EXAMS

- Set realistic goals
- Develop good study habits
 - Pay attention during lessons.
 - Submit your homework on time.
 - Revise your work daily.
 - Consult your teacher/friend on topics that you don't understand.
- Sleep, eat, exercise, drink plenty of water
 - A healthy body makes for an alert mind.



Study smart

- Know your learning strategies.
- Know the exam format.
- Prepare a study time-table, and follow it.
- Make time for rest and play in between studies.
- Review your revision progress.
- Relax when you feel too stressed: listen to music; exercise, talk to your teacher, friend or your parents; review your expectations; do relaxation exercises, etc.



DURING EXAMS

- Stay calm and concentrate
 - Read all instructions carefully.
 - Read all questions before you start.
 - Do the easy questions first.
 - Write legibly.
 - Check all your answers before submitting your paper. Catch your mistakes before they catch you!



AFTER EXAMS

- Celebrate! You deserve it.
- If you are not happy with your results,
 - Talk to your parents. Tell them how you feel.
 - Find out what mistakes you made.
 - Work out better ways to succeed.
 - Be patient with yourself. There will be another chance to do better.



7. Peer Support



8. Links to more information on school's website

APPLIED LEARNING PROGRAMME:
AESTHETICS



<https://www.meridiansec.moe.edu.sg/home/programmes/applied-learning-programme-visual-communication/>

LEARNING FOR LIFE:
COMMUNITY YOUTH LEADERSHIP



<https://www.meridiansec.moe.edu.sg/home/programmes/community-youth-leadership/>

STUDENT ASSESSMENT
WEIGHTINGS



<https://www.meridiansec.moe.edu.sg/student-information/student-assessment/>

HOLISTIC EDUCATION (CO-CURRICULAR ACTIVITIES MATTERS AND LEAPS 2.0)



<https://www.meridiansec.moe.edu.sg/co-curricular-activities-cca-leaps/>

~ End of Student Handbook ~