



MSS/LTP/057/2023

24 August 2023

Dear Parent/Guardian,

END-OF-YEAR EXAMINATION 2023 FOR SECONDARY 1 TO 3

1. The **End-of-Year (EOY) Examinations** will be conducted for:
 - a. Secondary 1 and 2 students from **3 October (Tue) – 12 October (Thu) 2023**
 - b. Secondary 3 students from **2 October (Mon) – 12 October (Thu) 2023**

Please refer to the examination timetable for the venues for the different papers.

2. Students do not need to report to school on the following days:
 - a. **Self-Study Day - 6 October (Fri) 2023**. They should prepare for the 2nd week of exams
 - b. **Marking Day – 13 October (Fri) 2023**. Lessons will resume on 16 October (Mon).
 - c. **Results Processing Day – 20 October (Fri) 2023**. All the teachers will be involved.
 - d. The **last day of school** will be on **27 October (Fri) 2023**.
3. The examination timetable and a **Memorandum on Malpractice During Examination** are enclosed for your reference. The Memorandum should be familiar to your child.
4. We wish to highlight the following:
 - a. There will be no re-sitting of the examinations for all absences. Any absence from the examination must be supported by a **medical certificate from a registered General Practitioner**. **Medical certificates from Traditional Chinese Medicine Practitioners will not be accepted for absence from examinations.**
 - b. Students are to be present at the examination venue by the reporting time stated in the examination timetable. Students who are more than 30 minutes late may not be allowed to sit for the examination paper.
 - c. Students who take the first paper in the morning are to attend the flag-raising assembly.
 - d. Students need not report to school if they do not have any paper on that day. They are expected to self-study at home.
 - e. Students are dismissed only after they have completed all their papers for the day. **They are not allowed to leave the school premises during the breaks between papers.**
 - f. Students must report to school in proper school attire, otherwise they could be barred from sitting for the paper.
5. Do encourage your child to manage his/ her time effectively to prepare for the examinations.

Yours-in-Education,

Mr Mohamed Razali
Principal



MEMORANDUM ON MALPRACTICE DURING EXAMINATION

1. If dishonesty or malpractice by a candidate is found in any paper of a subject, the candidate will be referred to the Student Management Committee and a **zero mark** will be awarded to the candidate for that subject.
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 Examinations Committee of Meridian 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 the conditions of supervision designed to maintain the security of the examinations;
 - (k) the inclusion of offensive or obscene material in scripts;
 - (l) the submission of another person's work as if it were the candidate's own;
 - (m) 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, pagers, 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 examination, candidates must ensure that only approved dictionaries and texts are brought into the examination room. 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 the 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 examination room, refused entry for subsequent papers and have his or her papers cancelled if he or she is detected for dishonesty or malpractice acts.