

STUDENT HANDBOOK 2022



NORTH VISTA SECONDARY SCHOOL

CARE • RESPECT • RESPONSIBILITY • RESILIENCE

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THE SINGAPORE FLAG

The Singapore flag shall be halved horizontally - red over white. It shall have at the top a crescent moon sided by five stars in a circle, all in white. The ratio of the width to the length of the flag shall be two to three.

The colour red is symbolic of universal brotherhood and equality of man, while the colour white signifies pervading and everlasting purity and virtue. The crescent represents a young country on the ascent in its ideals of establishing democracy, peace, progress, justice, and equality as indicated by the five stars.

MAJULAH SINGAPURA

Mari kita rakyat Singapura
Sama-sama menuju bahagia
together Cita-cita kita yang mulia
Berjaya Singapura
Marilah kita bersatu
unite Dengan semangat yang baru
Semua kita berseru
Majulah Singapura
Majulah Singapura

ONWARD SINGAPORE

Come, fellow Singaporeans
Let us progress towards happiness
May our noble aspiration bring
Singapore success
Come, let us
In a new spirit
Let our voices soar as one
Onward Singapore
Onward Singapore

THE PLEDGE

We, the citizens of Singapore pledge ourselves as one united people regardless of race, language or religion to build a democratic society based on justice and equality so as to achieve happiness, prosperity and progress for our nation

SCHOOL CREST



The school crest is shaped like a globe supported by two hands. The globe represents the desire to adopt a global outlook whilst the golden glow on the globe signifies a new beginning. The two supporting hands show support for our students' quest for knowledge, innovation and enterprise. The bold and stylised NV advocates a vibrant school, and the school motto, ***Viva La Vista*** is the vision of North Vista Secondary School. The ring around the globe represents an all-round development to achieve the desired outcomes of education.

OUR HISTORY

North Vista Secondary School (NV) has a long and illustrious history. It started as Gan Eng Seng Government Chinese Middle School in 1956 and was renamed Thomson Government Chinese Middle School in 1958, before it merged with Thomson Vocational School to be known as Thomson Secondary School. When Thomson Secondary School was relocated to Sengkang Town on 15 December 2000, its name was changed to North Vista Secondary School.

The Chinese name 德新中学 was maintained to preserve its historical links with the new school. During the 66 years of existence, the school has produced many outstanding individuals who have made their mark on our society and contributed to the development of our country. They include politicians, senior civil servants, army officers, corporate leaders and sportsmen.

OUR VISION

Vistarians of Character who
Learn
Strive
Contribute
For a Better Future

OUR MISSION

We are committed to providing Vistarians
with a holistic education that will equip them with
the necessary values, knowledge and skills to meet challenges of the future

OUR VALUES

CARE
RESPECT
RESPONSIBILITY
RESILIENCE

THE SCHOOL SONG

*We will stand up for North Vista with pride and commitment
We'll triumph in knowledge and wisdom
To give our school a name*

*Let all our hearts be strong and stirring
Our colours flying high
In whatever we endeavour
We shall do the best we can*

*Come heed the call, Vistarians
Onward we shall go
With honour and glory before us*

Viva La Vista

NATIONAL EDUCATION MESSAGES

1. Singapore is our homeland; this is where we belong.
We treasure our heritage and take pride in shaping our own unique way of life.
2. We must preserve racial and religious harmony.
We value our diversity and are determined to stay a united people.
3. We must uphold meritocracy and incorruptibility.
We provide opportunities for all, according to their ability and effort.
4. No one owes Singapore a living.
We find our own way to survive and prosper, turning challenge into opportunity.
5. We must ourselves defend Singapore.
We are proud to defend Singapore ourselves, no one else is responsible for our security and well-being.
6. We have confidence in our future.
United, determined and well-prepared, we have what it takes to build a bright future for ourselves, and to progress together as one nation.

OUR SHARED VALUES

Nation before Community and Society and above
Self Family as the Basic Unit of Society
Community Support and Respect for the
Individual Consensus, Not Conflict
Racial and Religious Harmony

THE DESIRED OUTCOMES OF EDUCATION

At the end of Secondary school, students should:

- have moral integrity
- believe in their abilities and be able to adapt to change
- be able to work in teams and show empathy for others
- be creative and have an inquiring mind
- be able to appreciate diverse views and communicate effectively
- take responsibility for their own learning
- enjoy physical activities and appreciate the arts
- believe in Singapore and understand what matters to Singapore

OUR SCHOOL RULES AND REGULATIONS

CODE OF CONDUCT:

Every Vistarian is expected to be a responsible and independent student with a positive attitude towards school, work, and the community. The following code of conduct should be remembered at all times:

- Be well-behaved, courteous and helpful.
- Take pride in wearing the school uniform.
- Engage in constructive work quietly even without supervision.
- Respect school property and the environment. Keep the school premises clean.
- Maintain equipment in good condition and keep after use.
- Move quietly and in an orderly manner from one place to another within the school.

1. UNIFORM

- Students are to wear the prescribed school uniform. Modification (e.g. tapering of pants, shortening of culottes and pants) to the uniform is not allowed. The school badge must be worn with the school uniform at all times.
- The school uniform must be purchased from the school bookshop.
- Students must be in appropriate school attire whenever they are in school including Saturdays and during the school holidays.
- Shirt/Blouse should be neatly tucked-in at all times.
- Students cannot roll or fold up the sleeves.
- Culottes should cover the thighs and reach the top of the knees (for girls only). Pants must be of appropriate length (for boys).
- Students are to be in full school uniform when reporting to school in the morning on Mondays.
- On Tuesdays to Thursdays, students may report to school in full school uniform or school polo T-shirt with pants/shorts/culottes.
- Students are to be in full school uniform/ school polo T-shirt with pants/shorts/culottes for all lessons except for PE/ESS.
- Students must wear PE/ESS attire during PE/ESS lessons. Students engaged in outdoor activities (e.g. CCA, games, public cleaning) must be in appropriate school attire. School polo T-shirt may be used as PE T-shirts.
- Students are to be in proper school attire when leaving school.
- On Fridays, students may wear the current year's school T-shirts* for the day. T-shirts must be tucked in when worn with school pants/shorts/culottes. Students must still change to PE attire for PE lessons on Fridays.
- Sweaters should not have objectionable words, messages or images.

** Polo T-shirt, PE T-shirt only. Class T-shirt, CCA T-shirt are not allowed.*

2. SHOES AND SOCKS

- Students are to wear white school shoes or predominantly white sports shoes with white laces.
- Socks must be completely white with no logos and worn visibly.

3. HAIR (Head and Face)

For Girls:

- Hair that touches the collar or below must be tied up or braided.
- Fringe must be kept above the eyebrows.
- Hair must be of its natural colour and not tinted.
- Eyebrows must not be penciled over.

For Boys:

- Hair must be short and neat. No outlandish hairstyles are allowed.
- Hair at the sides must not touch the ears, the back must not touch the shirt collar, and the fringe must be above the eyebrows.
- Hair must be of its natural colour and not tinted.
- **Beard, moustache or long sideburns are not allowed.**

4. ACCESSORIES

For Girls:

- Only black hair clips, ribbons, hair bands or hair accessories are allowed.
- No bracelets, rings, necklaces, chains, brooches or wristbands are to be worn with the school uniform.
- Only plain, simple gold, silver, black or blue ear studs can be worn.
- Only a pair of ear studs is permitted at any one time.
- No make-up is allowed when in school uniform.

For Boys:

- No bracelets, rings, necklaces, chains or wristbands are to be worn with the school uniform.
- Boys are not allowed to wear earrings or ear studs.

5. HYGIENE

- Students must keep short, clean and unvarnished finger nails.
- Students should always come to school in clean uniform.
- Students should consume food and drinks only in the canteen.

- Students should return all used utensils to the respective canteen receptacles after eating. The canteen is out of bounds to all students during lessons.
- Students should keep the school grounds clean.
- Students are to keep the toilets clean.

6. **MORNING ASSEMBLY**

- All students must attend the Flag-raising and Pledge-taking ceremony in the morning.
- Students are to assemble at the parade square in a quiet and orderly manner for the Flag-raising ceremony.
- **Students must stand at attention with their respective classes during the ceremony. Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart.**
- Non-citizens will stand at attention.

7. **ATTENDANCE, PUNCTUALITY, TRUANCY & ABSENTEEISM**

- Attendance in school is compulsory.
- A medical certificate is required for absence from school.
- Students are not allowed to leave the school premises during school hours without permission.
- Any student who wishes to leave the school during school hours has to be accompanied by his/her parent who shall fill in and sign the 'Leaving School Early' Record Book in the General Office.
- All students must be punctual when reporting for school, class or any other school activity.
- Students who are late for school repeatedly will attend detention.

8. **USE OF ELECTRONIC DEVICES (NOT INCLUDING PERSONAL LEARNING DEVICES)**

- Students may bring electronic devices to school only if their parents/guardian have given them permission to do so and the devices are brought at their own risk. The school will not be responsible for any loss or damage.
- Mobile phones, electronic gadgets such as music players and games should not be used during curriculum hours.
- Mobile phones will be stored for safekeeping during curriculum hours.
- Students are not allowed to use their phones during curriculum hours without teachers' permission.

Students caught breaching the above rules will have the devices confiscated.

9. GENERAL

- Students should always be careful with their own personal items. Do not leave valuable items such as wallets, mobile phones and cameras unattended.
- Tattoos and body art (even stickers or non-permanent ink) are not allowed.
- Students are to leave the classroom during recess.
- Students should remain in the school premises after school hours only if they are engaged in an organised or approved activity.
- Students who cycle to school are to wear proper headgear.
- All students are not allowed to have in their possession any weapons. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others.

OUR DISCIPLINE POLICY

Level 1 Offences	Possible actions
<ul style="list-style-type: none"> • Littering • Late-coming • Skipping classes • Using vulgar language • Not doing assignments • Improper attire & grooming • Unauthorised use of electronic devices during curriculum hours • Damage of school property due to mischief or irresponsible behaviour 	<ul style="list-style-type: none"> • Detention • Corrective work • Informing parents • Reflection session • Confiscation of item • Counselling/warning • Partial payment for damages • Other appropriate disciplinary action deemed necessary by the school
Level 2 Offences	Possible actions
<ul style="list-style-type: none"> • Theft • Forgery • Possession of illicit materials • Vandalism • Smoking • Fighting • Abuse of technology • Open defiance and/or rudeness • Cheating in assessments/tests/exams • Level 1 offences committed persistently will be considered a Level 2 offence 	<ul style="list-style-type: none"> • Counselling/Referral to external agencies • Suspension from school • Caning (for boys) • Compensation • Corrective work • Police assistance • Informing parents • Awarding zero marks for cheating during tests/exams • Other appropriate disciplinary action deemed necessary by the school
Level 3 Offences	Possible actions
<ul style="list-style-type: none"> • Truancy • Gambling • Drug/Inhalant Abuse • Arson • Possession of weapons • Leaving school grounds without permission • Assault • Gangsterism • Bullying or cyberbullying • Extortion • Level 2 offences committed persistently will be considered a Level 3 offence 	<ul style="list-style-type: none"> • Counselling/Referral to external agencies • Suspension from school • Caning (for boys) • Informing parents • Corrective work • Transfer out • Police assistance • Expulsion • Other appropriate disciplinary action deemed necessary by the school

* Final decision will be at the school's discretion.

- Discipline action may be taken by any of the parties below:
 - Form/Subject teacher
 - Counsellor
 - Discipline Committee
 - Principal/Vice-Principal
 - Police
 - External Organisations
- Level 2 and 3 offences will be recorded in the School Cockpit system. The student's conduct grade will also be affected.
- Students who commit Level 2 and 3 offences may not be considered for leadership positions, camps/overseas trips and school representation. They may also be removed from their positions or withdrawn from a programme/ competition.

EXAMPLES OF STANDARD UNIFORM AND HAIRSTYLE

Lower Secondary Boys



- Short and neat hair
- Collar badge on the left
- Shirt neatly tucked-in
- Pants or shorts of appropriate length
- White socks and predominantly white shoes

Upper Secondary Boys



Upper and Lower Secondary Girls



- Long hair neatly tied with black or blue bands
- Collar badge on the left
- Blouse neatly tucked-in
- Culottes of appropriate length
- White socks and predominantly white shoes

COUNSELLING SERVICES

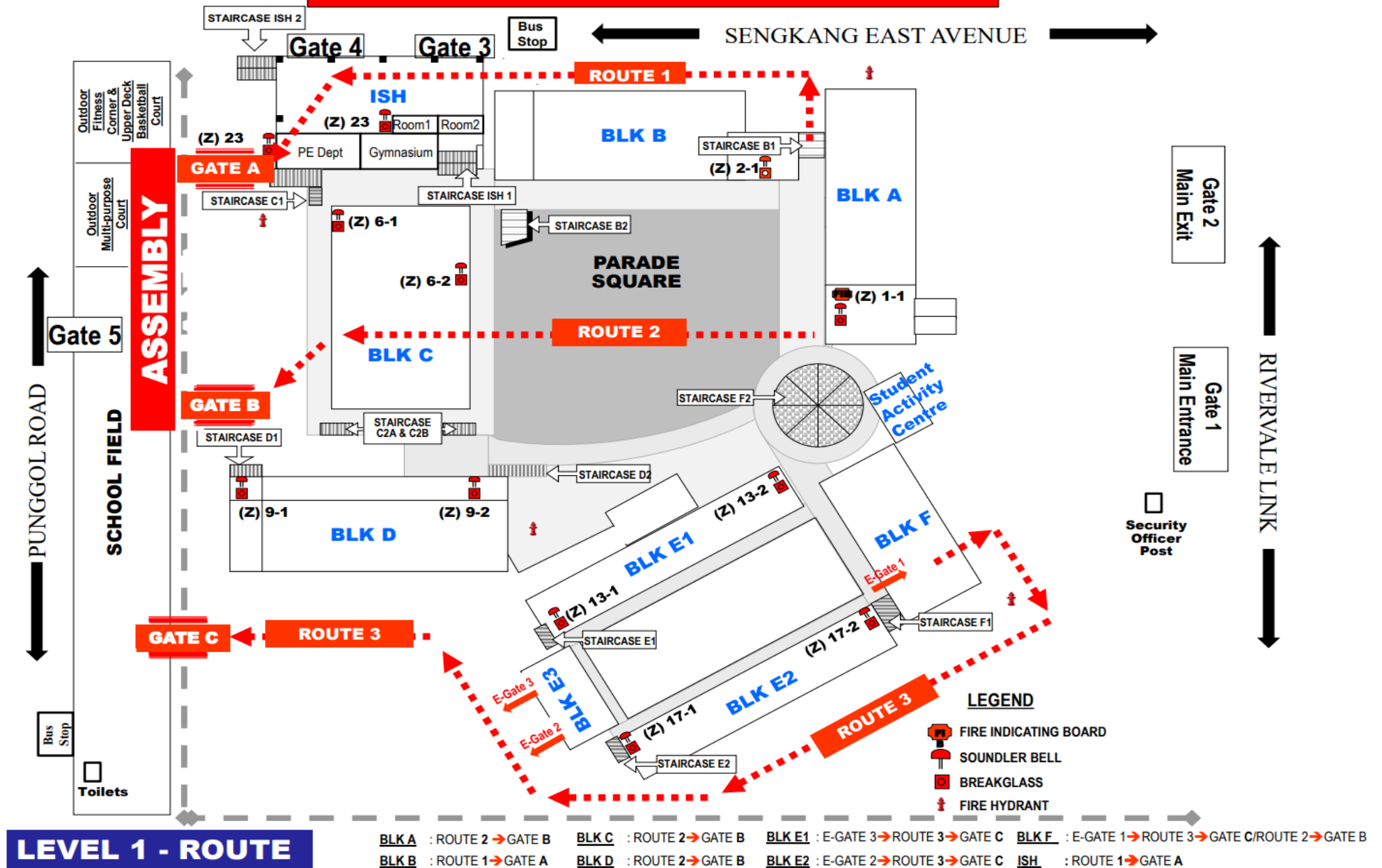
The school has a team of experienced school counsellors to provide a listening ear to students facing social, emotional and learning difficulties. Students could also seek the counsellors out when making decisions on the next steps in education and future career choices. To speak to a counsellor, students could either approach their FT for a referral, or go directly to the counselling hub during recess or after school.

OTHER SOURCES OF HELP

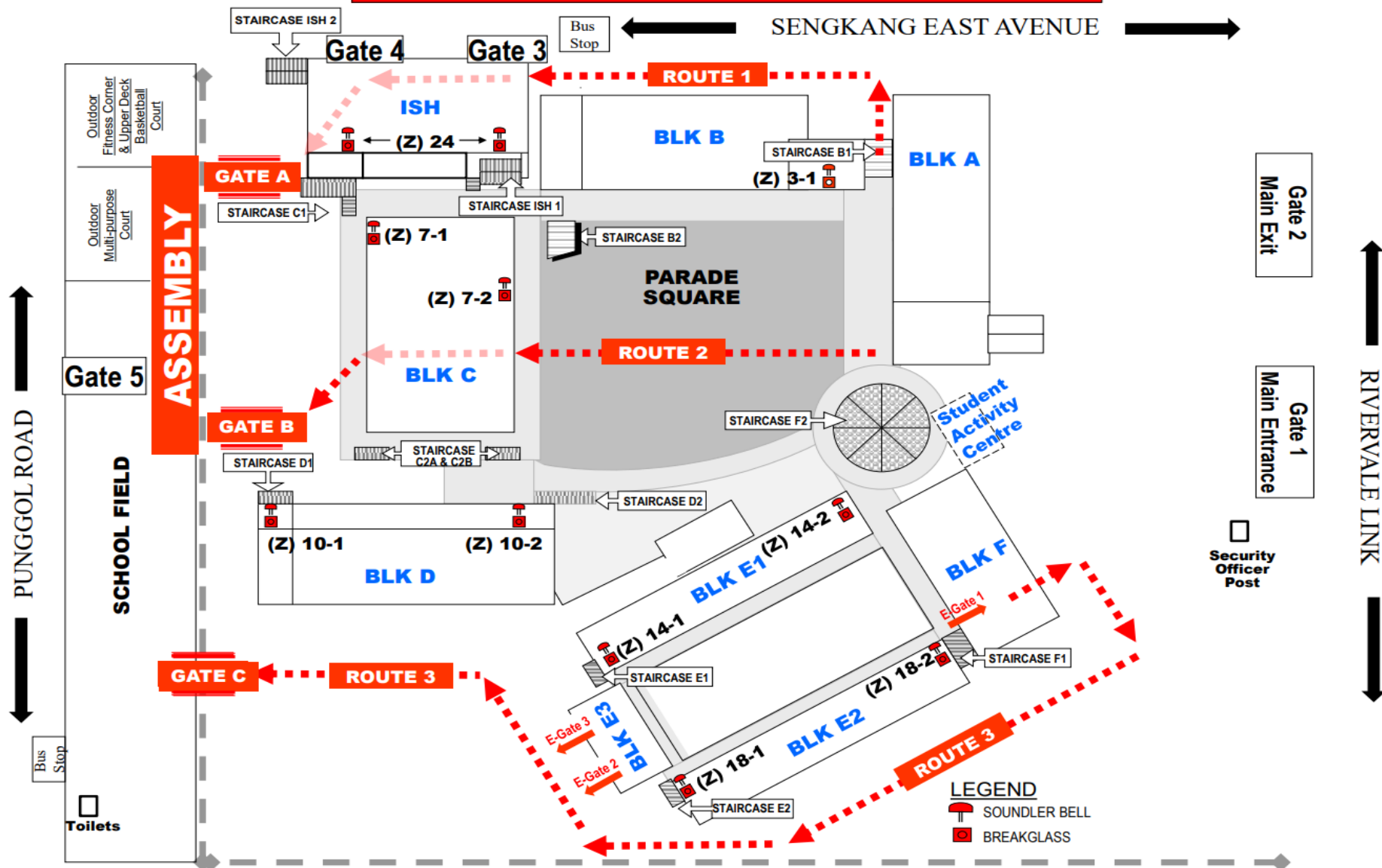
Counselling Helplines	Contact Information	Operating Hours	
Touch Line	1800-377-2552	Monday-Friday	9am-6pm
Project 180 Online Counselling Chat	https://www.ec2.sg/	Register online to make an e-appointment	

Crisis Helplines	Contact Information	Operating Hours	
SOS (Samaritans of Singapore)	1800-221-4444	Daily	24 hours
Emergency Helpline (Institute of Mental Health)	6389-2222	Daily	24 hours
Singapore Association for Mental Health	1800 283 7019	Mon to Fri:	9.00am – 1.00pm, 2.00pm – 6.00pm

GENERAL EMERGENCY EVACUATION PLAN



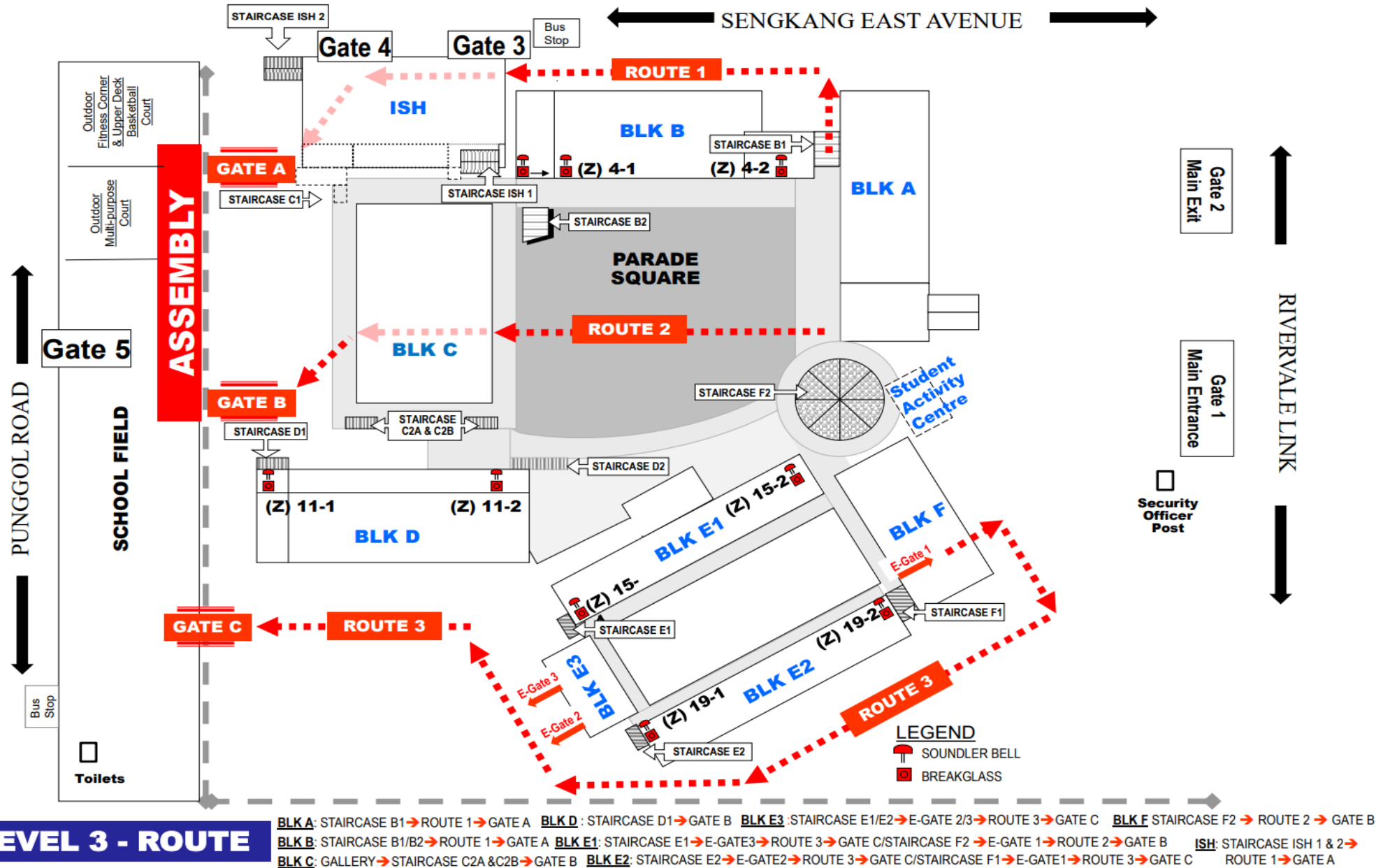
GENERAL EMERGENCY EVACUATION PLAN



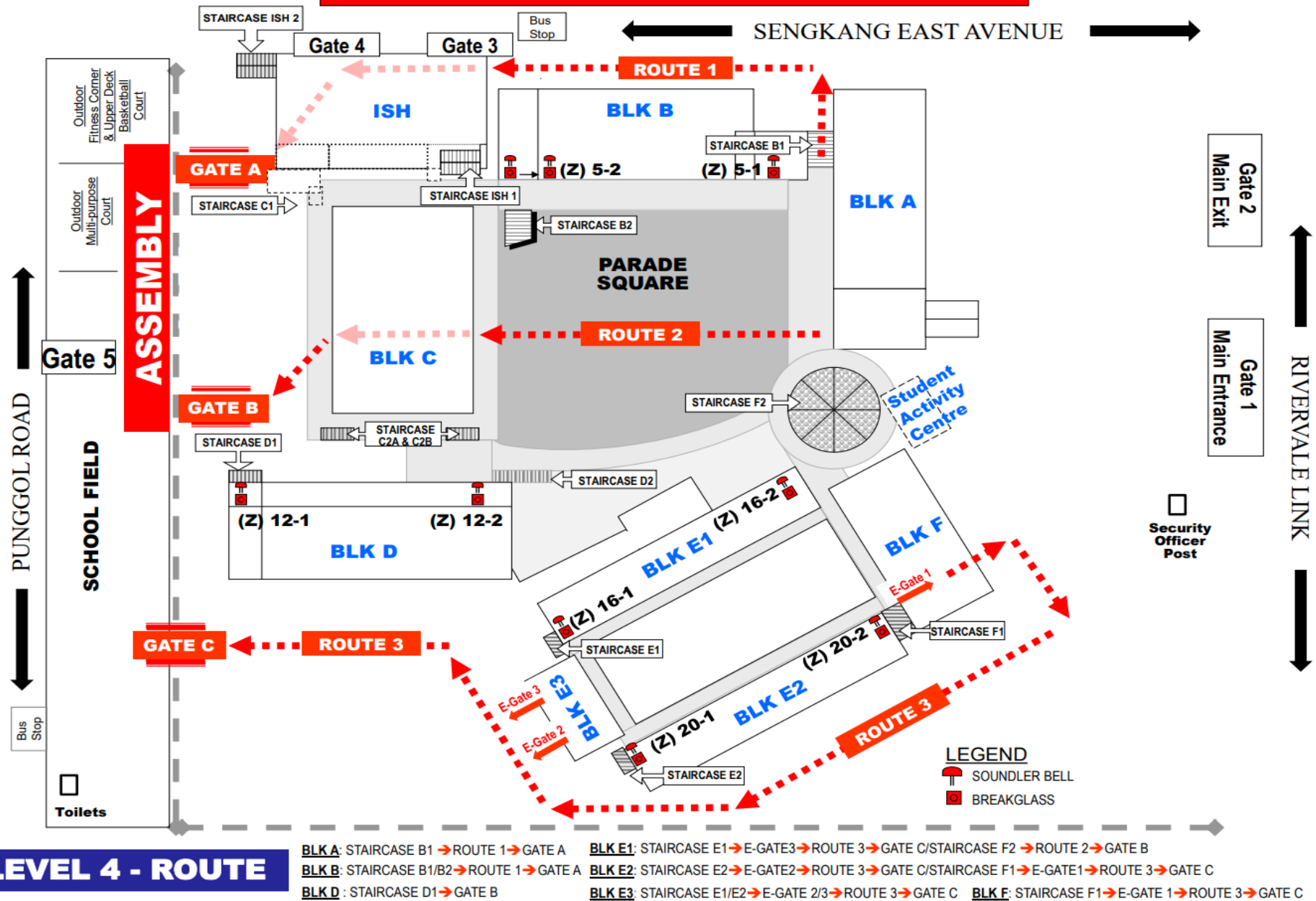
LEVEL 2 - ROUTE

BLK A : STAIRCASE B1 → ROUTE 1
BLK B : STAIRCASE B1/B2 → ROUTE 1 → GATE A
BLK C : STAIRCASE B2 → ROUTE 1 → GATE A/STAIRCASE C2A & C2B → GATE B
BLK D : STAIRCASE D1/D2 → GATE B
BLK E1 : STAIRCASE E1 → E-Gate 3 → ROUTE 3 → GATE C/STAIRCASE F2 → ROUTE 2 → GATE B
BLK E2 : STAIRCASE E2 → E-Gate 2 → ROUTE 3 → GATE C/STAIRCASE F1 → E-Gate 1 → ROUTE 3 → GATE C
BLK F : STAIRCASE F1 → E-Gate 1 → ROUTE 3 → GATE C/STAIRCASE F2 → ROUTE 2 → GATE B
ISH : STAIRCASE ISH1 & 2 → ROUTE 1 → GATE A

GENERAL EMERGENCY EVACUATION PLAN



GENERAL EMERGENCY EVACUATION PLAN



FIRE/EMERGENCY EVACUATION INSTRUCTIONS

1. In the event of a/an fire/emergency in the school or a fire evacuation drill exercise, the entire school is to evacuate immediately to the assembly area (school football field).
2. For students, contractors, visitors and staff in the area of the accident/incident site, evacuation will commence at the continuous ringing of the fire alarm or the school bell. The rest are to evacuate on Principal's instructions through the public address system.
3. Students in the classrooms are to line up outside their classrooms and follow their class teachers' instructions on the evacuation procedures. Students are to bring along their personal valuables and medication for those with pre-existing medical conditions. School bags and other personal belongings are to be left in the classrooms. The classes at the lower floor will vacate the buildings first. However, if a fire occurs at the upper floor, priority are given to the classes in the block and closest to the level affected.
4. Everybody must move quickly and in an orderly manner to the assembly area following the fire evacuation route.
5. If the evacuation route is blocked, use the next nearest evacuation route.
6. Students who are in the canteen, library, hall, toilets or other areas of the school at the moment when the evacuation message is being read, are to move immediately to the assembly area and join their respective classes.
7. Teachers, laboratory technicians, librarian and technical workshop assistants are to switch off all lights, fans, AV equipment, machines, gas burners, air-con and other electrical equipment before leaving the rooms.
8. Canteen operators are to:
 - turn off all gas supplies
 - switch off all electrical appliances
 - ensure all workers (including the bookshop's staff) and all other persons in the canteen move to the assembly area
9. Teachers in classrooms nearest to the toilets are to ensure that the toilets are vacated.
10. Teachers in the Area Assembly Team are to report to Head of Assembly Area Group before taking their assigned class attendance.

When the "all's clear" signal is given, students will return to their classes in an orderly manner. All staff and workers will return to their respective duties.

SAFETY RULES IN THE DESIGN AND TECHNOLOGY STUDIO

The Design and Technology (D&T) workshops are out-of-bounds to all students and staff not trained in the teaching and learning of D&T. Students are not permitted to enter the D&T workshops and studios unless a teacher or an instructor is present.

Personal Safety

Wear aprons or dustcoats during practical sessions.

School-ties and watches must be removed during practical sessions.

Long hair (for girls) should be neatly tied up during practical sessions.

Do not rush. Watch your step while in the workshops.

Do not talk or walk unnecessarily in the workshops.

Clean up the work area after each practical session.

Ventilation

There should be good ventilation during practical work that involves the use of volatile substances like acetone and thinner.

Handling machines/tools in the D&T Studios

Put on safety goggles, face masks, or protective gloves in situations that require these respective protections.

Students should not operate machines or use tools unless they have been instructed on the proper use of these, and are under close supervision of the teachers or instructors.

Always use the right tools for the right job and return them to their proper place after use.

Exercise extreme care when handling sharp-pointed or sharp-edged tools.

Keep hands away from moving/rotating machinery.

Do not use tools that are blunt, badly worn, mushroomed or in poor condition.

Report any machines and tools that are damaged to the teachers or instructors immediately.

Do not handle electrical points when the hands are wet.

Always seek clarification when in doubt.

SAFETY RULES IN THE ART ROOM

Students are to use the following equipment only under the close supervision of the teachers:

- a) Kiln (Casting Room)
- b) Laptops from the mobile cart located at the digital lab
- c) IT equipment and projectors
- d) Paper cutters
- e) Spray paints or adhesives

Students are to keep the Art Room clean and tidy at all times.

All tables and chairs are to be arranged neatly after use.

Return all paints and brushes to the correct holding receptacles.

Clean the palettes after use.

Clean all waste material after each lesson.

Keep the sink clean at all times.

Students are not allowed to be in the Digital Lab if there are no teachers around.

SAFETY RULES IN THE NUTRITION AND FOOD SCIENCE ROOM

Students are not permitted to enter the Nutrition and Food Science Rooms (NFS room) without permission from a teacher.

Students are only allowed to use the facilities in the NFS room in the presence of a trained NFS teacher.

All windows and doors have to be open during practical sessions to ensure proper ventilation in the kitchen at all times.

Do not run or speak loudly in the kitchen.

Long hair should be plaited or tied. Nails should be kept short and clean.

Aprons must be worn during practical lessons.

Always wash hands with water and soap. Dry hands before handling food.

Use separate chopping boards and crockery when preparing raw and cooked food to prevent cross contamination.

Hands must be dry before operating electrical appliances.

Clean surfaces and wash utensils before and after use.

Extreme care should be taken when using sharp-pointed / sharp-edged equipment / appliances and fragile glassware such as beakers and test tubes. No utensils should be taken out of the kitchen.

Extreme care should be taken when handling hot liquid (e.g. boiling and steaming), hot oil (e.g. deep frying) and hot oven (e.g. baking). The handles of pots and pans should be turned inwards and away from the edge of the stove to prevent knocking over.

Open the lids of hot pots, steamers and pans away from your face. Stand back when opening the oven or microwave oven door to prevent being scalded by hot air/steam.

Use oven gloves when removing hot food from the oven or stove.

Report all breakages and accidents such as cuts, scalds, burns to the teacher in charge for immediate first aid treatment.

Clean up spills on the floor immediately to prevent slips or falls.

All chairs should be kept away when a practical session is on-going to prevent tripping.

The stove should not be left unattended when cooking. All gas control valves should be turned off when not in use. All stoves and ovens must be properly switched off when not in use.

Food that is prepared during NFS lessons should be consumed within two hours after preparation.

SAFETY RULES IN THE SCIENCE LABORATORIES

Do not enter or work in the laboratory unless a teacher is present.

You are not allowed to take any apparatus or chemicals out of the laboratory.

Always work quietly and thoughtfully. Horseplay, practical jokes and other acts of carelessness are strictly prohibited.

Do not store, prepare or consume food or drinks in the laboratory.

Always wear safety spectacles or goggles when mixing, heating or handling chemicals.

Never pipette poisonous substances, hot solutions and corrosive liquids by mouth. Use a pipette filter.

Do not take chemicals from unlabelled containers. Report unlabelled containers to the teacher.

Report to the teacher any damaged equipment, bottles, or containers.

Instructions for the performance of an experiment should be thoroughly understood and must be followed exactly. In case of any doubt, do not proceed. Ask the teacher.

The storerooms and preparation rooms are out of bounds to all students.

Keep your bench tidy and uncluttered as you carry out your experiment.

Chemicals, once poured and removed from the bottles, must not be put back into the bottles unless instructed to do so by the teacher.

Never use flammable liquids near a naked flame.

Report all breakages, accidents and spillage immediately to the teacher. Do not handle breakages, accidents and spillage on your own.

Waste and surplus materials must be disposed of in accordance with instructions.

Wash hands thoroughly, with anti-bacterial soap, before and after all practical work.

RULES TO BE OBSERVED IN THE BOOK NOOK

Opening Hours (Term Time)

Monday to Friday (7.50am to 5.00pm)

General Rules to be Observed in The Book Nook:

Talking loudly is strictly forbidden.

Seats may not be reserved.

Food and drinks are not to be consumed. Only plain water is allowed.

Bags are not allowed to be brought in.

Mobile phones cannot be used during curriculum time.

Any student caught damaging or stealing library materials will be referred to the Discipline Committee.

The librarian has the right to ask anyone causing disturbance to leave.

Cooperation with the librarian is expected and he or she may request to check the belongings of students leaving the library.

Rules to be observed when borrowing books:

Every student can borrow a maximum of 5 books/graphic novels for 2 weeks.

Magazines and reference materials cannot be borrowed.

Students must produce their student passes when borrowing books.

Loss of the student pass must be reported immediately to the librarian to prevent any unauthorised use of the pass.

Students are responsible for all loans made in their names.

Students must not borrow books on behalf of others.

Students must check and report any damage to the books before borrowing.

Rules to be observed when returning books:

Students must return or renew their books when due.

All books must be returned promptly when recalled.

Books are deemed to be on loan to students until loans are cancelled.

Students must ensure that the due date is cancelled when returning books.

The loan of any book can only be renewed once.

Students who damage/lose books must pay for the cost of replacing them.

Rule to be observed when borrowing non-print materials: Students can borrow music CDs and VCDs for viewing and listening in the library only.

Rules to be observed when borrowing laptops:

Students must surrender their EZ-link card or NRIC with their photos

EZ-link cards or NRIC will be returned upon the return of all items.

Students are responsible for all damaged items. They are expected to check the items carefully before signing them out.

Students are not allowed to take the laptop out of the library.

Students are only allowed to use the laptop for school work or projects.

Accessing social networking sites (e.g. Facebook, Twitter) and playing games of any kind are not allowed.

Any student in violation of the above may lose this laptop borrowing privilege indefinitely and disciplinary action will be taken when necessary.

RULES AND REGULATIONS ON THE USE OF ICT INFRASTRUCTURE

General Rules

- Do not damage or tamper with any parts of the learning devices and its peripherals.
- Do not play games or use the learning devices for entertainment.
- Do not plug in your own storage devices into any learning devices without permission.
- Do not make illegal copies of software. Observe copyright laws.
- Do not access websites which contain objectionable material.
- Do not use the account of another user when using the computers. Approach the staff at the ICT Hub if you need to reset your password.
- Report any hardware or software problems to your teacher or staff from the ICT Hub.
- After using the computers/mobile learning devices, perform the proper shut down procedures.
- Switch off power to printers and scanners after use (if applicable).
- The Segregated Wireless Network (SWN) and pdlp@SSOE network available in school can only be used for learning purposes.

Computer Laboratories

- Do not enter the laboratory without the presence of a teacher.
- Do not bring or consume food or drinks in the laboratory.
- Leave your bags in front of the laboratory.
- Keep the laboratory clean and tidy. Tables and chairs are to be arranged neatly after use.

Disciplinary Action

- Disciplinary action will be taken against any student caught infringing any of the rules.
- Students may also be prosecuted in court under criminal law for serious offences, such as willful damage to government properties or theft.

Technical Support

- If you encounter any technical issues with the computer or network during lesson, you may approach your subject teacher who will in turn refer your case to the TA.
- Alternatively, you may approach the TA directly for technical support or password reset.
 - Venue: ICT Hub (Level 2 of Technology Block)
 - Operating Hours: 7:00 am – 4:30 pm
 - Contact number: 6879 3969

Tips for Students Using, Carrying and Protecting the Learning Devices (E.g. Personal Learning Device (PLD), Notebooks, iPads etc.)

1 DOs

- Fully close the device, with nothing in between the lid and the keyboard, prior to carrying it.
- Carry the device securely using both hands. Alternatively, use the provided carrying case to carry the device from one location to another.
- Unplug the AC power adaptor, and other peripheral devices when moving it.
- Keep liquids, such as coffee, water, or cleaning solvents away from the device.
- Use the device on a hard and flat surface.

2 DON'Ts

- Do not put objects, such as pens and paper between the keyboard and screen and then attempt to carry the partially closed unit. The objects may scratch or damage the LCD screen, which will be classified as 'user-caused damages'.
- Do not place heavy objects, such as files and books, on top of the device.
- Do not carry the device with the lid open or by its hinges.
- Do not put the device in a carrying case, bag, or backpack while power is on or the notebook is in standby or hibernation. Doing so can cause heat to build up inside the notebook's enclosure and lead to heat damage to the memory, system board, CPU, or other components.
- Do not leave accessories or AC power adaptor connected to a device while moving it.
- Do not eat or drink while using a device. Protect the components from liquid sources.
- Do not use the device on soft surfaces, such as a sofa or a carpeted floor. Such surfaces can block the fan vents and can cause heat to build up within the device's enclosure. This may lead to heat damage to the memory, system board, CPU, or other components.

INSTRUCTIONS FOR CANDIDATES TAKING INTERNAL EXAMINATIONS

1. EXAMINATION RULES AND REGULATIONS

All candidates must read and know the examination rules and regulations before sitting for examinations conducted by the school. Candidates are expected to comply with these rules and regulations.

- 1.1 A candidate may have his/her results terminated or receive a grade penalty in the following situations:

Description	Consequences
Possession of unauthorised devices and materials 1. Possession of electronic or communication devices (e.g. mobile phones, tablets) or computerised aids (e.g. computerised wrist watches) capable of storing, displaying and / or transmitting visual and verbal information in the examination venue. 2. Possession of any unauthorised equipment or materials (e.g. notes) even if the candidate does not intend to use them	<ul style="list-style-type: none">• Student will be given a verbal warning in the first instance of offence.• Student may be awarded '0' or be barred from the rest of the exam for subsequent and repeated offences.
Cheating cases 1. Obtains or attempts to obtain examination material before, during or after the examination. 2. Communicates or attempts to communicate with any other candidate / person inside or outside the examination during the examination. 3. Commits an act of dishonesty.	<ul style="list-style-type: none">• Student will be awarded '0' for the paper(s) concerned.
Subjects with coursework components such as Design & Technology, Food & Nutrition, Computer Application and Art 1. Commits plagiarism (i.e. using someone else's work such as phrasing, findings, statistics, graphs, drawings etc., without acknowledging the source of that information). 2. Submits coursework which has been submitted for past examinations or submits identical or similar (partial or whole) work for more than one paper in the present year of examination. 3. Sabotages other candidates' examination materials.	<ul style="list-style-type: none">• Student will be awarded '0' for the paper(s) concerned.

Description	Consequences
Misconduct 1. Unruly behaviour. 2. Inappropriate attire (e.g. dyed hair).	<ul style="list-style-type: none"> • Student will be given a verbal warning in the first instance of the offence. • Student will be awarded '0' for repeated offence(s). • Student will be warned and he/she will sit for the paper in isolation. • Student will be barred from subsequent papers for repeated offence(s).
Others 1. Writes offensive or obscene remarks in his / her answer scripts. 2. Takes away from the examination venue any answer scripts, writing paper, storage devices and other used or unused exam stationery.	<ul style="list-style-type: none"> • Student will be awarded '0' for the paper(s) concerned.

1.2 **Late-comers**

- 1.2.1 Candidates who are late for any paper by 30 minutes or more may not be permitted to sit for the paper, unless permission is granted by the Principal, Vice-Principal or the School Examination Committee.
- 1.2.2 All late-comers must proceed to the General Office to obtain a late coming slip from the General Office. The slip must be submitted to the invigilator.
- 1.2.3 No extra time will be given to late-comers to complete their papers.

1.3 **Absenteeism**

The school applies the rules for absenteeism outlined by the SEAB to our internal examinations.

1.3.1 **Absent without a valid reason**

It is compulsory for candidates to sit for all registered components of a subject. Components include Oral, Listening Comprehension, Coursework, Practical and Written Papers. Candidates will be issued 'Absent' for a subject if they are absent from one or more components of that subject unless they have been granted prior exemption for the component(s) by the examining authority.

1.3.2 **Absent with valid reasons**

Candidates who are absent from the entire exam or components of the exam with a valid reasons, must provide a medical report/statement from a qualified medical practitioner or relevant supporting documents (e.g. death certificate). The medical report/statement must clearly state the doctor's diagnosis and certify that the candidate was unwell while taking the examination. Medical certificate without the doctor's diagnosis is not a valid supporting document. Medical certificates issued by doctors of Traditional Chinese Medicine and letters from parents will not be accepted.

Candidates must submit all relevant documents for their absence to their Form Teacher once they return to school or not more than 3 days after the examination.

If a candidate is absent from one component of the examination (e.g. oral/practical / listening comprehension) and **has** completed a minimum of 50% of the total assessment based on the weightings given to each paper of the subject, his marks for the examination will be adjusted.

If a candidate is absent from one component of the examination (e.g. oral/practical/ listening comprehension) and **has not** completed a minimum of 50% of the total assessment based on the weightings given to each paper of the subject, he will be deemed Absent with Valid Reason. This will be reflected as VR or MC in his/her report.

1.4 Access Arrangements

1.4.1 Access Arrangements are arrangements granted to candidates with specific learning and physical needs before the examination to enable them to sit for the examination without compromising assessment objectives. Access arrangements are not intended to give the candidate an unfair advantage over candidates in the same examination.

1.4.2 Access arrangements are subject to approval by school and SEAB. Secondary 1 – 3 candidates are required to submit the necessary documents to support their application 1 month before the school examination. Secondary 4 and 5 candidates are required to apply for access arrangements before the deadline given by SEAB.

2. EXAMINATION INSTRUCTIONS

2.1 Before the Examination

2.1.1 Candidates who are taking their paper in the school hall should check the seating plan at least one day before the paper to locate their seat for each paper.

2.1.2 Candidates are expected to attend the morning assembly if the examination commences at 0800 hrs, otherwise, all candidates are required to be seated at their assigned desks at least 15 minutes before the commencement of the examination. No make-up time will be provided to candidates who are late.

2.1.3 Candidates should be properly attired when they present themselves for the examination. Candidates are expected to be in their full school uniform complete with school badge.

2.1.4 Candidates are required to bring their own stationery and mathematical instruments for certain subjects such as calculators, set squares, compasses, protractors and rulers, as these will not be supplied. Borrowing of stationery is not allowed during the examination.

2.1.5 Candidates are required to surrender all unauthorised materials and/or electronic devices or leave these materials and devices in their bags before the start of the examination.

2.1.6 Candidates are required to leave their bags in front of the classroom or at the back of the hall before the examination commences.

2.1.7 Candidates must refrain from talking once they are in the examination venue.

2.2 During the Examination

- 2.2.1 The duration of each paper includes the time for reading the questions, studying the maps etc.
- 2.2.2 Candidates are not permitted to turn over the question paper until the invigilator gives instructions to do so.
- 2.2.3 Candidates are required to write their names, index numbers and subject title on the cover page of the answer scripts. If loose writing paper is used, they should also write their name and index number on every sheet.
- 2.2.4 Candidates need to write clearly the question numbers (including the alpha character, if any) in the left margin of the writing paper. No answers should be written in the right margins of the writing paper.
- 2.2.5 Candidates are required to write with a permanent black or blue ball-point pen during the examination. Candidates must not use correction fluid or tape during the examination.
- 2.2.6 Candidates are not permitted to consume any form of food in the examination venue. However, candidates are allowed to drink water in the examination venue. Candidates are advised to place their water bottles on the floor next to their seats in the examination venue.
- 2.2.7 Candidates are not allowed to leave the examination venue before the end of the paper.
- 2.2.8 Candidates will be accompanied by a teacher if he/she needs to visit the washroom.

2.3 After the Examination

- 2.3.1 At the end of the examination, candidates should stop writing immediately when told to do so by the invigilator. If writing paper is used, they should arrange their answers in the numerical sequence of the questions, with the smallest number on top.
- 2.3.2 The answer scripts, together with the cover page, if applicable, should be tied together at the top left-hand corner with the string provided.
- 2.3.3 Candidates should remain seated and silent at their respective desks while the answer scripts are being collected and accounted for.
- 2.3.4 Candidates should leave the examination venue in an orderly manner when dismissed by the invigilator. They should not linger along the corridor.

3. EXAMINATION INSTRUCTIONS, RULES AND REGULATIONS FOR COMPONENTS AND SUBJECTS

3.1 Examination Papers with Multiple Choice Questions

- 3.1.1 Candidates will be issued answer sheets called Optical Answer Sheets (referred to in these instructions as "OTAS") to shade their answers for the examination papers with Multiple-Choice questions. Candidates are reminded that they must use a soft-lead pencil (e.g. 2B) to shade their answers in the OTAS. A soft eraser must be used if they wish to change their answers.

3.2 Oral Examination

- 3.2.1 Candidates will be scheduled to sit for their oral examination on one specific day during the examination period.
- 3.2.2 On the day of the examination, candidates will be required to report to the waiting room/area and wait for their turns to be examined by the oral examiners. Candidates may be quarantined after the examination.
- 3.2.3 Upon reporting to the waiting room, candidates must surrender all unauthorised materials and/or electronic devices. Candidates found in possession of such materials and/or electronic devices within the premises of the oral examinations (e.g. waiting room, quarantine room or examination room) will be deemed to have committed an act of dishonesty.

3.3 Combined Science Practical (Preliminary Examination)

- 3.3.1 Science practical examinations are conducted in shifts. Candidates are required to report to the waiting room before the start of the examination and candidates must report to the quarantine room after their examination. Latecomers may not be allowed to sit for the Science Practical examination if they report after the scheduled reporting time for the allocated shift.
- 3.3.2 Candidates will be quarantined before and after the examinations. When reporting to the quarantine room, candidates must surrender all unauthorised materials and/or electronic devices. Candidates found in possession of such materials and/or electronic devices during the quarantine, whether before or after they have done their Science Practical Examination, are liable to the same penalty as those who commit an act of dishonesty.
- 3.3.3 Candidates are not allowed to bring in any reference materials and/or any unauthorised materials, including the Periodic Tables and/or devices as stipulated in the Examination Rules and Regulations (Section 1.1) into the science laboratory.

3.5 Geography

- 3.5.1 All question papers, inserts and topographical maps used in Geography papers must be returned to the invigilators at the end of the examinations.
- 3.5.2 Use of a protractor and approved calculator are allowed during the examination.

3.6 Art

- 3.6.1 Candidates will be provided with drawing papers. Candidates should bring their own drawing boards, drawing pins, paints (a quick-drying medium should be used for the examination, brushes, ink, pens, erasers, water jars, fixative or varnishes and other drawing and painting materials.
- 3.6.2 Candidates who wish to use tracing papers for design outcomes or as a painting/collage media should bring their own supply. The tracing papers must be completely blank and cannot be used to trace the preparatory studies directly.
- 3.6.3 The drawing papers supplied are of A3 size (42cm by 30cm) and A2 size (42cm by 60cm). However, candidates are only allowed to use their own paper of a different colour, texture and size, subject to a minimum size of 42 cm by 30cm (A3 size) and maximum size of 42 cm by 60cm (A2 size) . Candidates must adhere to this minimum and maximum size.

- 3.6.4 Candidates who use their own papers have to submit the papers to the Subject Supervisor (Art) for verification 3 days before the examination. Papers must not have been worked on prior to the examination such as previously coloured, dyed, and/or textured by the candidate. Paper must be entirely blank except for the candidate's name, school and index number, which should be written on the top right hand corner of the front paper.
- 3.6.5 Candidates may use any medium they consider suitable for their work. However, candidates are reminded to use a quick drying medium for painting to ensure that they work is dry before submission. A fixative should be applied if the painting or drawing is likely to be smudge.

3.7 Computer Applications

- 3.7.1 Candidates will require a valid username and password for access to the school computers.
- 3.7.2 Candidates will be required to check their seating arrangement prior to the practical examination.
- 3.7.3 Candidates are required to report to the examination venue at least 20 minutes before the start of the examination.

3.8 e-Examination

- 3.8.1 The English Language and Mother Tongue oral examinations will be conducted via the e-Examination format using video as test stimulus.
- 3.8.2 Candidates will be sitting for the examination at the centre, utilising the required computer devices and necessary IT support provided by the centre.

4. LIST OF APPROVED DICTIONARIES

The following rules are to be adhered to where the use of dictionaries is allowed in the examinations. A candidate who breaches any examination rules will be deemed to have committed an act of dishonesty and may be expelled from the examination room and / or refused entry for subsequent papers.

- 4.1 Candidates who sit for the Mother Tongue Paper 1 (composition and letter writing) will be allowed to use approved dictionaries.
- 4.2 Candidates will be allowed to use handheld electronic Chinese and Malay Language (CL/ML) dictionaries in the examinations. The electronic dictionaries must be silent and battery operated. Candidates are advised that the working condition of the dictionaries (including the power supply) is the responsibility of the candidates and a fault in the dictionaries will not be considered as justifying the giving of special consideration to the candidate. Ear-pieces are not permitted in the examination venues.
- 4.3 Candidates are to refer to the website, <http://www.seab.gov.sg/oLevel/oLevel.html> dictionaries and approved models of handheld electronic Chinese, Malay and Tamil Language (CL/ML/TL) dictionaries.
- 4.4 Candidates are not allowed to borrow dictionaries from other candidates during the examinations for any reason.
- 4.5 Candidates are only allowed to use monolingual dictionaries during the examinations. The dictionaries used must not have any annotations on any of the pages.

- 4.6 For Non-Tamil Indian Languages (NTIL), there is no approved list of dictionaries. Candidates may bring in any monolingual dictionary that has no annotations on any of the pages.

5. LIST OF APPROVED CALCULATORS

The following rules are to be adhered to where the use of scientific calculators is allowed in the examinations. A candidate who breaches any examination rules will be deemed to have committed an act of dishonesty and may be expelled from the examination room and / or refused entry for subsequent papers.

- 5.1 Candidates are to refer to the website, <http://www.seab.gov.sg/calculatorList/GuidelinesCalculators.pdf>, for the list of approved calculators.
- 5.2 Candidates are informed that:
- 5.2.1 the calculator must be silent, with a visual display only.
 - 5.2.2 the working condition of the calculator (including the power supply) is the responsibility of the candidates and a fault in a calculator will not be normally considered as justifying the giving of special consideration to the candidate.
 - 5.2.3 instruction leaflets or instructions and formulae printed on the lid or cover of a calculator or similar material must not be in the possession of candidates during the examination (where instructions cannot be removed, they should be securely covered).
 - 5.2.4 external storage media, (e.g. card, tape and plug-in modules) must not be in the possession of candidates during the examination.
 - 5.2.5 calculators must not be borrowed from other candidates in the course of the examinations for any reasons.

GENERAL SPORT SAFETY GUIDELINES

North Vista Secondary encourages appropriate safety measures so as to ensure a fun, invigorating and safe sporting experience. Students must be aware of the prevailing national guidelines; and adhere strictly to safe distancing and safe management measures when participating in physical activities and sports.

Personal Precautions

It is recommended that you take these precautions to avoid dehydration or overheating during sports activities:

- Bring along a bottle of water for any sports activity
- Drink sufficient fluids to prevent your body from overheating; passing clear or light-coloured urine is a sign that you are adequately hydrated
- Avoid consuming too much caffeine as it can cause dehydration
- Ideally, drink about 500ml of water 30 minutes before exercise, 250ml to 500ml every half-hour during exercise and 1000ml after exercise

Sports Attire and Equipment

You must wear appropriate sports attire, protective sports gear and use the correct sports equipment which reduces the risk of injury and harm. Examples of protective gear include helmets for cyclists and shin guards for soccer or hockey players.

Precautions to be taken before and after sports activity

To keep yourself injury-free, ensure that you have a proper warm-up and cool down before and after any sports activity.

Warm-up and stretching exercises prepare your mind, heart, muscles and joints for higher levels of exertion during sports activities. They also improve performance and prevent injuries.

Cardiovascular exercises involving your heart, lungs and leg muscles, such as jogging, brisk walking or jumping jacks, can help you to warm up.

All sporting activities should end with static stretching and cool down exercises to loosen muscles and reduce discomfort and soreness.

Fair Play

You must understand the rules of the game, employ proper techniques and engage in fair play to reduce the risk of injuring yourself or harming others.

Environmental Considerations

The environment should be safe and suitable for the sport you participate in. You must observe the safety guidelines pertaining to the use of school facilities such as the Indoor

Sports Hall, School Gym, iSquare, School Field, Parade Square and Outdoor Basketball Courts. There should be **NO** climbing onto football goal posts/nets or basketball posts.

To avoid getting caught in bad weather, check the weather forecast before a sports activity. Cancel or postpone any outdoor activity if there are signs of lightning. If you are caught in stormy weather, seek shelter immediately. There should be no outdoor activities when the lightning risk alert is on.

Adapted from Sports Singapore's Sports Safety & Health Check -

<https://www.sportsingapore.gov.sg/sports-education/sports-safety/sports-safety-and-health-check>

REQUIREMENTS FOR ADMISSION TO THE PRE-UNIVERSITY COURSE

The 2-year Pre-University Course is offered only in Junior Colleges (JC). To be eligible for admission to a JC course, applicants must satisfy the following criteria:

Aggregate Range for L1R5 (excludes bonus points) <i>Please see Table 1 for details on computing the aggregate.</i>	Meet Subject Requirements:	
	English Language	A1 – C6
	Mother Tongue Language	A1 – D7
	OR Higher MTL	A1 – E8
	OR MTL(B)	Merit or Pass
	Mathematics	A1 – D7
	OR Additional Mathematics	A1 – D7
	YES	NO
≤ 15	Eligible	Eligible for <i>Conditional Admission*</i>
16 – 20		Eligible for <i>Conditional Admission*</i> only if students have grades of 'A1' or 'A2' in all the R5 subjects

Table 1: Computation of Aggregate for L1R5

L1R5 : For Junior College Course (2 years)		
L1	First Language	English / Higher Mother Tongue
R5	Relevant Subject 1	Humanities / Higher Art / Higher Music
	Relevant Subject 2	Mathematics / Science
	Relevant Subject 3	Humanities / Higher Art / Higher Music / Mathematics / Science
	Relevant Subject 4	Any GCE O-Level subjects excluding CCA and Religious Knowledge
	Relevant Subject 5	Any GCE O-Level subjects excluding CCA and Religious Knowledge

*If you are admitted conditionally to the JC course, you are required to re-sit the relevant language and/or mathematics papers by the following year's GCE O-Level Examination.

For Students Admitted Conditionally to JC

If you fail to obtain the requisite language and/or mathematics grades at the GCE O-Level Examination by the end of JC-1, you will be transferred to 2nd year of the Millennia Institute (MI) course. You have to leave the JC course regardless of whether you have been promoted to JC-2 based on internal examination results. If you still fail to obtain the requisite language and/or mathematics grades at the GCE O-Level examination by the end of MI-2, you will be asked to leave the MI course.

The 3-year Pre-University course is offered only in Millennia Institute (MI). To be eligible for admission to the MI course, applicants must satisfy the following criteria:

Aggregate Range for L1R4 (excludes bonus points)	Meet Subject Requirements:	
	English Language	A1 – C6
<i>Please see Table 2 for details on computing the aggregate.</i>	Mother Tongue Language	A1 – D7
	OR Higher MTL	A1 – E8
	OR MTL(B)	Merit or Pass
	Mathematics	A1 – D7
	OR Additional Mathematics	A1 – D7
	YES	NO
≤ 15	Eligible	Eligible for <i>Conditional Admission*</i>
16 – 20		Eligible for <i>Conditional Admission*</i> only if students have grades of 'A1' or 'A2' in all the R4 subjects

Table 2: Computation of Aggregate for L1R4

L1R4 : For Millennia Institute Course (3 years)		
L1	First Language	English / Higher Mother Tongue
R4	Relevant Subject 1	Humanities / Higher Art / Higher Music / Mathematics / Science
	Relevant Subject 2	Humanities / Higher Art / Higher Music / Mathematics / Science
	Relevant Subject 3	Any GCE O-Level subjects excluding Religious Knowledge
	Relevant Subject 4	Any GCE O-Level subjects excluding Religious Knowledge

For Students Admitted Conditionally to MI

If you fail to obtain the requisite language and/or mathematics grades at the GCE O-Level Examination by the end of MI-1, you will be given another year to obtain it (either in MI-1 or MI-2 depending on whether you pass the internal examination). If you still fail to obtain the requisite language and/or mathematics grades at the GCE O-Level examination by the end of that year, you will be asked to leave the MI course.

REQUIREMENTS FOR ADMISSION TO THE POLYTECHNIC COURSE

Entry Requirement to Polytechnics

- Applicants must obtain 26 points or better for ELR2B2 aggregate score:
 - EL – English Language
 - R2 – 2 Relevant subjects
 - B2 – Best 2 other subjects (excluding CCA)

AND

- Meet the minimum entry requirements of the specific course for which they are applying.

REQUIREMENTS FOR ADMISSION TO THE ITE COURSE

GCE N-Level / O-Level holders can apply for the full-time National ITE Certificate (Nitec) courses.

Applicants may choose up to a maximum of 12 choices. Each choice will comprise the course and college based on best 3 GCE 'N' subjects including pre-requisites and bonus points.

ITE EARLY ADMISSIONS EXERCISE (EAE)

ITE EAE is an aptitude-based admissions exercise that allows students to apply and receive conditional offers for admission to ITE based on their aptitude and interest, prior to receiving their final *Nitec*, GCE N-Level or O-Level examination results. It allows ITE greater flexibility in selecting students on a broader measure of criteria other than academic grades, thus allowing a wider range of talents to be recognised

Entry Requirements

For O-Level or GCE N-Level Students:

Singapore Citizens (SC) and Singapore Permanent Residents (SPR) who have registered to sit for the GCE N-Level or O-Level examinations in the year of the ITE EAE application;

International Students (IS) enrolled in Government, Government-aided and Independent Schools during the year of the ITE EAE application, and who have registered to sit for the GCE N-Level or O-Level examinations in the year of the ITE EAE application; and

SC, SPR who have sat for the GCE N-Level or O-Level examinations previously.

For more details please visit: <https://www.ite.edu.sg>

DIRECT SCHOOL ADMISSION EXERCISE (DSA)

DSA-JC is an admission exercise to allow JCs to select some Secondary 4/5 students for admission to JC1 based on their achievements and talents before the GCE O-Level examination results are released. The DSA-JC is to provide students an opportunity to demonstrate a more diverse range of achievements and talents in seeking admission to a JC/Institution.

Eligibility Criteria For Admission To Junior Colleges

Aggregate Score (L1R5)	Meet Subject Requirements (See Table 3)	
	Yes	No
≤ 15	Eligible	Eligible for Conditional Admission
16 – 20		Eligible for Conditional Admission only if students have grades <u>'A1' or 'A2' in all the R5 subjects</u>

Table 3: Subject Requirements

Subjects	Requirements
English Language	A1 to C6
Mother Tongue (CL, ML, TL) *	A1 to D7
<u>Or</u> Higher Chinese	A1 to E8
<u>Or</u> Chinese (Basic)	Merit or Pass
Mathematics	A1 to D7
<u>Or</u> Additional Mathematics	A1 to D7

** Or non-Tamil Indian Languages (viz. Bengali, Gujarati, Hindi, Punjabi and Urdu) and Asian/Foreign Languages (viz. Arabic, Burmese, French, German, Japanese and Thai) approved by the Ministry of Education in lieu of an Official Mother Tongue Language. These subjects may be considered in lieu of the Mother Tongue Language in deciding admission eligibility.*

For more information on the DSA-JC please visit:

<http://www.moe.gov.sg/education/admissions/dsa-jc/>

EARLY ADMISSION EXERCISE (EAE)

The EAE will give the polytechnics greater flexibility to select students on criteria other than GCE O-Level results, thus allowing a wider range of talents to be recognised. The EAE also allows students who are interested in, and who have the aptitude for applied learning, to confirm places in polytechnic courses prior to taking their GCE O-Level examinations. Students accepted to polytechnics through the EAE can also benefit from special programmes in the polytechnics, before the start of the formal polytechnic classes in April.

Eligibility Criteria:

- a. Singapore Citizens and Permanent Residents who have registered to sit for the GCE O-Level Examination in the year of the EAE; and
- b. International Students enrolled in Government, Government-aided and Independent Schools during the year of the application, and who have registered to sit for the GCE O-Level Examination in the year of the EAE.

Student Selection:

- a. In selecting students, the polytechnics will take into account their abilities, strengths and interests in the specific courses that they have applied for. Students with other outstanding talents and achievements, such as in sports, arts, leadership, entrepreneurship and community service, may also be considered.
- b. The polytechnics have the discretion to determine how they assess applicants' interests, strengths and aptitudes. The modes of assessment may include portfolios and interviews. Each individual polytechnic course will set its own respective selection criteria. More information on the polytechnics, the courses they offer and their selection criteria can be found on the polytechnics' websites.
- c. While interest in a field of study is important, to better assure that students admitted through EAE are able to cope with the rigours of a polytechnic education, applicants will have to meet the prevailing polytechnic admission criteria, which are as follows:
 - i. A net ELR2B2 score of 26 points or better for the GCE O-Level Examination; and
 - ii. Minimum Entry Requirements (MER) for their respective polytechnic courses. The MER for each polytechnic course can be found on the polytechnics' websites.

Students who have secured a place in a polytechnic by accepting an EAE offer will not be eligible to take part in the Joint Admissions Exercise (JAE) or other polytechnic admissions exercises.

For more information, please visit: <http://www.polytechnic.edu.sg/>

POLYTECHNIC FOUNDATION PROGRAMME (PFP)

The Polytechnic Foundation Programme (PFP) is a one-year programme that offers a practice-oriented curriculum taught by polytechnic lecturers, to better prepare polytechnic-bound N(A) students for entry into the relevant Polytechnic Diploma courses. This is an alternative to the Sec 5 year.

PFP students are given provisional places in diploma programmes, subject to them passing all modules in the one-year PFP. The requirement to pass all modules ensures that students continue to work hard during their PFP year and are well prepared for polytechnic studies. Students who apply effort should have no difficulties in meeting the requirement.

The PFP caters to students of the Sec 4N(A) cohort in the preceding year. The PFP will have about 1,200 places set aside each year. It will be offered by all five Polytechnics. More than 80% of Polytechnic Diploma courses will be offered under the PFP.

For more information, please visit: <https://pfp.polytechnic.edu.sg>

DIRECT-ENTRY-SCHEME TO POLYTECHNIC PROGRAMME (DPP)

The DPP prepares Secondary 4 Normal (Academic) [N(A)] students for progression into selected polytechnic diploma courses via a two-year Higher Nitec course at the Institute of Technical Education (ITE). DPP students who successfully complete their Higher Nitec courses and attain the required minimum qualifying Higher Nitec Grade Point Average (GPA) scores are guaranteed a place in one of the polytechnic diploma courses that are mapped to their Higher Nitec course.

Secondary 4 N(A) students who have sat for their GCE N-Level examinations met the following requirements are eligible to apply.

- a. Obtained an ELMAB3 aggregate of 19 points or better (excluding CCA bonus points); and

b. Met the following course-specific requirements:

For Applied Sciences, Engineering and Info-Communications Technology courses:

GCE N-Level subjects	Minimum Required Grades
English Language Syllabus A	4
Mathematics (Syllabus A/ Additional)	4
Any three other subjects excluding CCA	5

For Business & Services courses:

GCE N-Level subjects	Minimum Required Grades
English Language Syllabus A	3
Mathematics (Syllabus A/ Additional)	4
Any three other subjects excluding CCA	5

Secondary 4N(A) students who offered GCE O-Level examination in 2022 may use the following grade conversion for computation of their ELMAB3.

GCE O-Level Grade	Converted Grade
A1-B3	1
B4-C6	2
D7-E8	3

The GCE O-Level grade of F9 and GCE N(A) grade of U will not be considered for computation of the ELMAB3 aggregate score. If a student has taken the same subject at both the GCE N- and GCE O-Level examinations, only the better grade will be used in the computation of his/her ELMAB3 aggregate to determine DPP eligibility. Students are also advised to note that eligibility to apply for the DPP does not guarantee placement in a DPP course.

For more information, please visit:

<https://www.ite.edu.sg>

CO-CURRICULAR ACTIVITIES

Introduction

Co-curricular Activities (CCA) in schools play a significant role in the holistic development of our students. Well-organised and implemented, CCA can fuel in the individual a life-long love for a particular activity, be it a sport or a musical pursuit. They have always been an integral part of the school curriculum and complement the formal education.

Policy

- ◆ CCA is compulsory and every student must participate in at least one CCA.
- ◆ Students who wish to participate in a 2nd CCA have to first seek permission from HOD PE/CCA.
- ◆ Change of CCA can only take place during the first month of each year.
- ◆ All requests for a change of CCA must be made using the 'Change of CCA Form' and must be submitted to HOD PE/CCA for approval.
- ◆ Students in the mandatory CCA, such as NPCC and NCC, are not permitted to change their CCA, except for medical reasons, or once at the end of Secondary One or Two.
- ◆ CCA training will take place on the following days:
 - ~ 3.30 pm – 6.30 pm on Monday to Wednesday
 - ~ 2.00 pm – 6.30 pm on Fridays
 - ~ No training on Saturdays (unless it is really necessary)

CCA Activities

North Vista Secondary offers a wide range of activities so as to accommodate to the diverse interests and capabilities of all Vistarians. The CCA programme comprises activities from the following categories:

Uniformed Groups	Sports	Performing Arts	Clubs
NCC NPCC Girl Guides St John Brigade	Athletics Basketball Football Netball Outdoor Activities Club (ODAC) Golf	Band Choir Chinese Dance Modern Dance Drama Club String Ensemble	Infocomm Service Learning

CCA GRADING SCHEME – LEAPS 2.0

Introduction

LEAPS 2.0 recognises students' experiential learning and attainment in four domains of the co-curriculum as they progress through their secondary school years. The four domains are: Participation, Achievement, Leadership and Service.

PARTICIPATION

This domain recognises the student's sustained participation in a school-based CCA, be it in Uniformed Groups (UG), Sports, Performing Arts and Clubs, listed in the table below.

Uniformed Groups	Sports	Performing Arts	Clubs
NCC NPCC Girl Guides St John Brigade	Athletics Basketball Football Netball Outdoor Activities Club (ODAC) Golf	Band Choir Chinese Dance Modern Dance Drama Club String Ensemble	Infocomm Service Learning

The levels of attainment are as follows:

- Levels 1, 2, 3 and 4 recognise the student's participation in a CCA for two, three, four and five years with at least 75% attendance respectively
- Levels 3 to 5 also recognise the student's exemplary conduct and active contribution to the CCA.
- Levels 4 and 5 also recognise the student's continuous involvement in and commitment to the same CCA.

ACHIEVEMENT

This domain recognises the different levels of representation and accomplishment in the student's co-curricular involvement in school or other external organisations. Representation refers to being selected and endorsed by an organisation (e.g. the school or community club) to contribute, compete or perform at an event. Self-representation or personal participation (e.g. performing at a concert with no endorsement from any organisation) is not recognised.

The levels of attainment are as follow:

Level 1 recognises student representation at intra-school events for a year or more. He/she can represent his/her class, house or CCA at an intra-school event. Intra-school events may include inter-class games, quizzes, performances at school concerts, or school assembly sessions.

Level 2 recognises the student who represents his/her school or an external organisation at local / international events for a year. Representation of school or an external organisation at an international event for one year is also pegged at Level 2 as the standards of international competitions can vary widely.

Level 3 recognises the student who represents his/her school or an external organisation at local / international events for two years. The student can also be recognised for his/her representation in two different genres of activities as long as the two events fall in different years. This level also recognizes the student who represents his/her school or an external organisation at local / international events and wins accolades / awards for one year.

Level 4 recognises the student who represents his/her school or an external organisation at local / international events for three years or more, as well as the student who represents the UG HQ in international events (excluding competitions). A student who wins accolades / awards for two years or more will also be awarded this level.

Level 5 recognises the high-ability student who represents MOE, the Singapore Schools Sports Teams, National Projects of Excellence (e.g. Singapore Youth Orchestra and Singapore Youth Chinese Orchestra) or the nation in local / international events. It also recognises the student who represents the UG HQ in international competitions. This level affirms those who have displayed exceptional talent in their specialised area and a high level of commitment and rigour over time.

Levels 1 to 5 also recognises the progressive attainment of UG badges. Level 5 in particular recognises students with outstanding contribution to the UG, which are comparable to the high-ability students who have represented MOE and the nation (or equivalent).

LEADERSHIP

This domain recognises the student's leadership development in terms of participation in student leadership modules, formal leadership appointments, the National Youth Achievement Award (NYAA) and leadership positions in student-initiated/student-led projects.

The levels of attainment are as follows:

At Level 1, the student should complete at least two modules of leadership training that will prepare him/her for leadership roles in the future.

Level 2 recognises the student who takes initiative, actively contributes and makes an impact on the class or small groups within the CCA. It also recognises the student who embarks on the NYAA and obtains a Bronze Award.

Level 3 recognises the student who demonstrates confidence and strong leadership skills in assuming responsibilities which impact peers from other classes, CCA and even the whole cohort. It also recognises the student who has sustained NYAA activities and obtains a Silver Award or beyond.

Levels 4 and 5 recognise the student who holds top leadership positions in school or at the national level. He/she displays exceptional ability in leading and mentoring big groups across all levels or the whole school. He/she is often seen as a role model who is able to inspire the masses towards accomplishing tasks that have higher purposes.

SERVICE

This domain recognises student involvement in community service and learning experience through service activities and Values-in-Action(VIA) projects. Every secondary school student is expected to contribute to the community for at least 6 hours per school year, i.e. at least 24 hours by the end of his/her secondary education. On average, the duration of a VIA project, which includes planning, service and reflection, can range from 8 to 14 hours.

The levels of attainment are as follow:

At Level 1, the expectation is to fulfill the basic range of hours of service to the school or community, which starts from the minimum of 24 hours and ends at less than 30 hours.

Level 2 recognises service of at least 30 hours up to less than 36 hours. Alternatively, it recognises a student who has completed at least one VIA project that has impact on the school or community.

Level 3 recognises service of at least 36 hours. Similar to Level 2, it also recognises a student who has completed at least two VIA projects that have impact on the school or community, or completed at least 24 hours of service and completed at least a VIA project.

Please note that there is no provision to recognise only service hours for Levels 4 and 5.

To qualify for Level 4, a student needs to fulfill service of at least 24 hours and at least two VIA projects that impact the school or community.

Level 5 recognises students who role model a spirit of service to the community. These students fulfill at least 24 hours of service and at least two VIA projects, of which at least one is a student-initiated VIA project that impacts the community. Student initiative could take the form of proposing ideas for a student group's VIA project, facilitated by the teacher, e.g. identifying what community issues the group would like to address and how the group can help address those issues.

RECOGNITION OF STUDENTS' CO-CURRICULAR ATTAINMENT

At the end of the graduating year, students' co-curricular attainment will be recognised according to the table below. This recognition will be translated to bonus point(s) which can be used for admission to Junior Colleges/Polytechnics/Institutes of Technical Education (JC/Poly/ITE).

Co-curricular Attainment	Descriptor
Excellent	The student has fulfilled the requirements for holistic development and achieved quality learning in the co-curriculum.
Good	The student has fulfilled the requirements for holistic development in the co-curriculum.
Fair	The student is working towards holistic development in the co-curriculum.

For an **Excellent** co-curricular attainment, which is translated to **two bonus points**, the student should attain a minimum Level 3 in all four domains with at least Level 4 in one domain.

For a **Good** co-curricular attainment, which is translated to **one bonus point**, the student should have attained a minimum Level 1 in all four domains with any one of the following:

- At least Level 2 in three domains;
- At least Level 2 in one domain and at least Level 3 in another domain; or
- At least level 4 in one domain.

A **Fair** co-curricular attainment **will not translate into any bonus points** as the student has not met the minimum criteria for a Good co-curricular attainment.

CCA Bonus Points for Admission to Pre-U and Polytechnic Courses

- 2-year Pre-U courses : For admission to junior colleges, the minimum entry requirements remain unchanged. Co-curricular attainment will be translated to bonus point(s) to give a student an advantage in gaining admission to a junior college of his/her choice. An "Excellent" co-curricular attainment will translate to two bonus points. A "Good" co-curricular attainment will translate to one bonus point.
- 3-year Pre-U courses : Co-curricular attainments will continue to be converted into a CCA grade for admission into Millennia Institute.
- Polytechnics : CCA bonus points can be used to compete for places in polytechnics.

MOE AWARDS FOR SECONDARY SCHOOL STUDENTS

AWARDS	CRITERIA	QUANTUM
1. EDUSAVE SCHOLARSHIPS	<ul style="list-style-type: none"> Singaporean students Top 10% of students of their level and stream based on their overall school examination results for the year 	\$500
2. EDUSAVE MERIT BURSARIES	<ul style="list-style-type: none"> Singaporean students <u>who are not recipients of any Edusave Scholarship</u> Within the top 25% of each level and stream in their schools and meet the means-testing criteria of not exceeding \$5,000 monthly gross household income <p>OR</p> <p>per capita household income does not exceed \$1,250</p>	\$350
3. GOOD PROGRESS AWARDS	<ul style="list-style-type: none"> Singaporean students <u>who are not recipients of any Edusave Scholarship or Edusave Merit Bursary</u> Top 10% who have made significant improvement in their academic performance based on their overall examination results compared to the previous year. 	\$200

AWARDS	CRITERIA	QUANTUM
4. EDUSAVE AWARDS FOR ACHIEVEMENT, GOOD LEADERSHIP AND SERVICE	<ul style="list-style-type: none"> • Singaporean students who display good leadership, service to community and school or excellence in non-academic activities. • The award is given based on their achievements in co-curricular activities and contribution to community services over a one-year period. 	\$350
5. EDUSAVE CHARACTER AWARDS (ECHA)	<ul style="list-style-type: none"> • Singaporean students • To recognise students for demonstrating exemplary character and outstanding personal qualities through their behaviour and actions. 	\$500
6. SINGAPORE SCHOOL SPORTS COUNCIL SCHOOL COLOURS AWARD (NATIONAL)	<ul style="list-style-type: none"> • This award is given to students who have represented Singapore Schools or the National Team for their excellent achievements at the National School Games. 	

A student is eligible for only one Edusave academic award, and/or ECHA award and/or EAGLES award, up to a maximum of 3 awards. Such cases of students receiving multiple awards should be the exception and they must be truly outstanding and deserving.

NORTH VISTA SECONDARY AWARDS

The Vistarian of Distinction Award

The Vistarian of Distinction Award, sponsored by the School Advisory Committee, is given to students who have demonstrated strength of character and qualities that reflect school values. He/she is motivated to excel in everything that he/she undertakes, despite personal challenges. He/she has attained good academic results and contributed to the overall good image of the school.

Academic Awards

Awards for Top Students in Subjects

Awards for Top Students in level/stream

Awards for Top Students in National Examinations

The Outstanding Leadership Award

This award is presented to a student who has contributed significantly to the Prefectorial Board or CCA beyond what is expected of his/her role as a leader. The student has displayed leadership qualities that reflect the school values, demonstrated initiative and dedication in carrying out duties and shown a willingness to serve others.

Values Ambassador Award

This award is presented to students who consistently demonstrate the school values of Care, Respect, Discipline & Enterprise.

Mdm Lai Ching Ming NV Talent Award

The Mdm Lai Ching Ming NV Talent Award was launched in February 2016 when the school celebrated its 60th Anniversary. The first award was presented at the 60th Speech Day on 11 March 2016.

The award, kindly sponsored by an anonymous *Dexin* (德新) alumnus, recognises students with excellent talents in their co-curricular activities or in the academic fields of languages, science, mathematics, humanities and the creative arts. Awardees must have contributed significantly to their CCA or displayed academic excellence and have strong leadership potential. Each Mdm Lai Ching Ming NV Talent Award consists of an annual sponsorship of S\$1,000 and is renewable over three years¹. A maximum of 10 awards will be given out in each academic year².

ELIGIBILITY

The eligibility criteria:

All students who are Singapore citizens and students of North Vista Secondary may apply for the award.

Applicants must not be currently in receipt of any other scholarship, e.g. Singapore Olympic Foundation Peter Lim Sports Scholarship.

Applicants who are in receipt of MOE FAS, School-Based FAS or other company sponsored bursaries are eligible for the Mdm Lai Ching Ming NV Talent Award.

The applicant must have a good discipline record and must not have committed any offence in the year of application.

¹ Each award is valid for a year and the student is allowed to reapply for the next year, subject to approval from the Selection Panel.

² A maximum of 10 awards will be presented yearly, subject to applicants meeting the award criteria. There is no minimum number of awards to be presented yearly.

The applicant must have been actively involved in CCA or academic competition for the year of application, and preferably in the preceding year.
The applicant must have maintained at least 90% attendance for the year in CCA.

APPLICATION

The application process:

Application opens in January 2022.³
Application forms can be downloaded from the NV website.
A hardcopy of the application form can be picked up at the General Office.

SELECTION PROCESS

The selection process:

On receiving the application form, the Selection Panel⁴ will consider the applicant for the category that is most suitable.
Selection is based on a set of pre-determined criteria, which includes amongst other things, standard of achievement, attendance, level of contribution, scale and number of projects, demonstration of character, leadership skills, sportsmanship and school values. Short-listed applicants will be required to attend an interview session with the Selection Panel.
The selection of applicants will be left to the Selection Panel and the decision of the Selection Panel members is final.

³The award will be presented on Speech Day.

⁴The Selection Panel will comprise the Principal, a Vice-Principal, Year Head and a Head of Department.

Mdm Lai Ching Ming NV Talent Award Qualifying Criteria

ACADEMIC

The candidate must be outstanding in the specific discipline, make significant achievements in the discipline and possess the following qualities.

The applicant:

Subject Area	Qualifying Criteria
English Language	<ul style="list-style-type: none">• is a confident speaker and writer of the English Language• contributes meaningfully to class discussions• is able to engage in meaningful discussions on a wide range of topics• has participated in at least one external English Language Competition
Chinese Language	<ul style="list-style-type: none">• is a confident speaker and writer of Chinese Language• is able to engage in meaningful discussions in Chinese Language• has clinched top three positions in National, Zonal or Cluster competitions. (eg writing competitions, Chinese Poetry Recital Competition, Chinese Short Film Competition, Debate, Current Affairs Competition, Xiangsheng Competition (Cross talk))
Malay Language	<ul style="list-style-type: none">• is a highly motivated individual who possesses a flare for the Malay Language• is able to write and speak confidently in Malay Language• participates actively in class discussions• submits assignments on time• has participated in at least one Malay Language Competition
Science (Physics, Chemistry, Biology)	<ul style="list-style-type: none">• is a highly motivated and passionate individual who shows keen interest in science• possesses an inquiring mind that constantly seeks to acquire new knowledge in the fields of science• participates actively in class discussions• has obtained at least a credit in UNSW Science Competition or has represented school in other science competitions

Subject Area	Qualifying Criteria
Humanities (Geography & History)	<ul style="list-style-type: none"> • is a highly intellectual individual who exhibits a keen interest in Geography or History • is able to engage in a meaningful discussion on global issues and considers multiple perspectives of the topic • shows positive learning attitude in class (on-task, participation in discussions, attentive) • supports the learning of peers by actively helping classmates in the subject • is consistent in the submission of good quality work (homework & classwork)
Mathematics	<ul style="list-style-type: none"> • is a highly motivated individual who possesses an inquiring mind • has performed consistently well in mathematics • shows perseverance in working out problems in mathematics • has obtained top three placing and/or commendations for academic competitions at National Level
Visual Arts	<ul style="list-style-type: none"> • is a highly motivated and artistic individual who shows a keen interest in the visual arts • shows a willingness to explore all possible facets of art through experimentation in genres and mediums • is able to articulate the thought processes involved in the making of art • exhibits responsibility and resilience in the making of art • attained a distinction in Exploration and Development as shown in Prep Work
Design & Technology	<ul style="list-style-type: none"> • is a highly motivated individual that thinks critically and creatively. • is community-minded and shows a desire to make improvements to existing structures and processes. • has participated in a project that solves a problem for a real user, organization or community
FCE (Sec 2) F & N (Upper Secondary)	<ul style="list-style-type: none"> • is a principled and caring individual who shows a keen interest in the subject area and caters to the needs of the community at large • possesses qualities of punctuality, good attitude and discipline

SCHOOL TRAFFIC MANAGEMENT PLAN

Introduction

- The main objective of the school traffic management plan are as follows:-
 - To ensure safety usage of the roads in the school
 - To ensure all pedestrians and vehicles enter and exit the school safely
 - To minimise traffic congestion and ensure smooth traffic flow in the school

Operating Hours of School Gates

For vehicles and cyclists

- Main Entrance and Exit Gates operating hours (regardless of any weather) except Saturday, Sunday and public holidays

Peak Hours - Main Entrance & Exit Gates

- 6.30am to 7.25am (Mon-Fri) : OPEN (Electromechanical barrier UP)

Off peak Hours

- 7.35am to 7.00pm (Mon-Fri) : Entrance Gate 1 - Open (Electromechanical barrier DOWN)
- 7.25am – 7.00pm (Mon-Fri) : Exit Gate 2 - Closed (Electromechanical barrier UP)

Note: Exit Gate 2 will only be opened for heavy vehicles/buses to exit, when necessary.

- Cyclist Gate operating hours (regardless of any weather) except Saturdays, Sundays and public holidays
 - 6.30am – 7.25am (Open)
 - 7.25am – 7.00pm (Closed)

For Pedestrians

- Side Gates operating hours except Saturday, Sunday and Public Holidays.

Peak Hours

- 6.30am to 7.25am (Mon – Fri) : Gate 3 Open (near bus-stop – along Sengkang East Ave)
- 6.00am to 7.30am (Mon – Fri) : Side Gate 1 Open (Rivervale Link)

Note: All students coming from the direction of Sengkang East Ave are to use Gate 3 for entry into the school. Side Gate 1, which is located next to Main Entrance Gate 1, will only be accessible to students coming from the direction of Buangkok Drive.

Off-peak Hours

- 7.35am to 7.00pm (Mon – Fri) : Side Gate 1 - Open
- 1.00pm to 6.30pm (Mon to Thur) : Gate 3 - Open
- 12.30pm to 6.30pm (Fri) : Gate 3 – Open

Remarks: Gate 3(turnstile) is accessible to all staff via the access card outside the operating hours.

Safe Routes for Vehicles

6.30am to 7.25am

- To avoid congestion at the major road (Rivervale Link), vehicles coming in to the school between 6.00am to 7.25am are allowed to drive in double lane.
- Students are to alight at the school porch in double lane.
- All vehicles are not allowed to make right turn at the exit gate to Rivervale Link between 6.50am to 7.30am
- Refer to Annex A

Safe Routes for Pedestrians

- Pedestrians must use the zebra crossing when they enter the school using the main entrance Side Gate 1
- Refer to Annex B

Safe Routes for Cyclists

- Cyclists are to enter by the side gate (Cyclists Gate) near the bin centre. Cyclists are to dismount and push their bicycle when enter the school premises. Cyclists are to keep to the left outer most lane when exit the school gate.
- Refer to Annex A

Deployment of Staff on Duties for Vehicles, Pedestrians and Cyclists

- Deployment plan - Refer to Annex B
- Duty hours

Peak Hours

- 6.00am to 7.00pm (Mon – Fri) : Side Gate 1
- 6.30am to 7.30am (Mon – Fri) : Gate 3
- 7.00am to 7.30am (Mon – Fri) : Drop-Off Point

**Off-peak Hours

- With the turnstile at Gate 3 in place, a security guard will man the gate for access control, only when necessary.
- Ensure that students, staff and visitor use the zebra crossing while crossing the school road during peak hours
- Ensure visitors report to security officer at the main gate

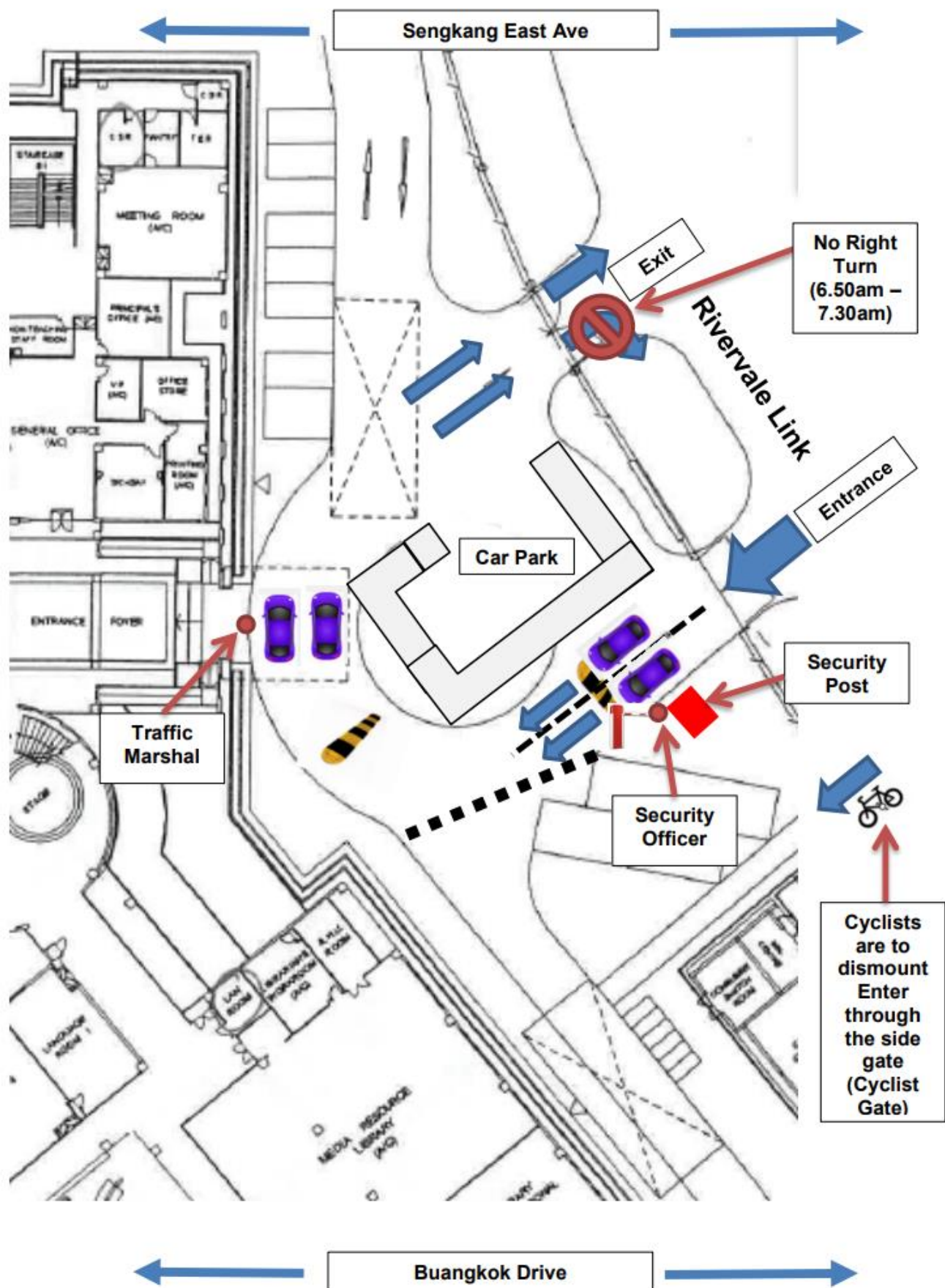
Communication of School Traffic Management Plan

- School Orientation/Induction Program
- During assembly
- School website

Conclusion

- ☐ The school traffic management plan will be reviewed yearly or as and when necessary.

Annex A: Safe Routes for Vehicles and Cyclists



Annex B: Safe Routes for Pedestrians

