

## Annex A: Assessment Policy

Assessment is an integral part of the learning process and provides feedback on the learning progress of each student. It also serves as a tool to gauge if the student is ready to advance to the next level. To provide a balanced approach to assessment, and to develop in students the skills beyond pen-and-paper tests, alternative assessments will also be carried out.

Performance of students at Weighted and Semestral Assessments altogether will determine students' promotion, retention and eligibility to offer subjects at more/less demanding levels.

### Assessment Structure

#### **Semestral Assessment**

There will be one Semestral Assessment held in one academic year. This will comprise:

- End-of-Year Examination (for Sec 1 to 3)
- Preliminary Examination (for Sec 4 & 5)

#### **Weighted Assessments**

Assessment for all subjects will consist of **Weighted Assessments** (WA1, WA2 and WA3 for Sec 2; WA1 and WA2 for Sec 1, Sec 3, Sec 4 and Sec 5), **Preliminary Examination** for Sec 4 and Sec 5 and **End-of-Year Examination** for Sec 1, Sec 2 and Sec 3 (SA2 for all).

Level	Assessments (Weightings)			
	Term 1	Term 2	Term 3	Term 4
Sec 1 & Sec 3	WA1 (15%)		WA2 (15%)	End-of-Year Examinations (70%)
Sec 2	WA1 (10%)	WA2 (10%)	WA3 (10%)	
Sec 4 & Sec 5	WA1 (non-weighted)	WA2 (non-weighted)	Preliminary Examinations (100%)	

#### **Weighted Assessment (WA)**

Weighted Assessment (WA) can be a **Class Test** or an **Alternative Assessment** (AA). AA components may take the form of performance tasks, portfolio work, project work, case studies and practical work.

#### **Important assessment rules to note**

##### (i) Absence

The student must produce a valid document (such as Medical Certificate) or a formal document to support their absence. Failure to comply with this rule will result in the student being awarded a zero mark for the assessment.

If a student is absent from a semestral assessment paper with a medical certificate or valid reason, his/her mark for the semester will be based on other assessments for the same subject that he/she has sat for. The student will still take the assessment paper as a practice paper after the assessment date. The marks will be given as feedback on student's learning but will not be considered.

##### (ii) Cheating/Dishonest Act

Cheating is a serious offence. Students caught cheating will be awarded zero mark for the assessment.

All types of assessment irregularities will be investigated by the school. Students found to have committed a violation

of assessment procedures may be subjected to consequences based on the outcome of the investigation (examples of assessment irregularities may include and not just be limited to plagiarism, sharing or discussing answers with students who have not set for the test, sending questions via the phone, etc.)

(iii) Submission Deadlines for WA projects or AA

Submission deadlines are to be strictly adhered to. **Late submission beyond 3 working days of the deadline will be awarded zero mark.** This is to promote a high level of self-discipline and accountability on the part of the students.

### Assessment Timetable

The Assessment Timetable will be planned to have appropriate implementation frequency and pace so that students will not be too stretched on a specific day or week. There will not be more than 1 Weighted Assessment in a day and not more than 2 Weighted Assessments in a week. Parents will be informed of the weekly schedule for the WAs through Parents' Gateway.

The Examination Timetable will be given in a letter to parents at least 1 month before the start of the examination. Examination papers will be spread out such that students will not have more than 2 papers on each day. The Preliminary Examination timetables for graduating classes will mirror the actual GCE N or O-level examination as much as possible to allow students to be familiar with the demands of the National Examination.

### Progress Report

A Term Progress Report Slip will be issued to parents at the end of the Weighted Assessment period to inform parents of their child's performance in the Weighted Assessments.

A Semestral Assessment Report Slip will be issued at the end of Term 4 to inform of the child's performance in the Semestral Assessment.

## **Grade Structure**

**Marks and Grade Structure for Secondary 4 Express and 5 Normal (Academic) Courses/ Secondary 1 – 3 G3 Course**

<b>Marks</b>	75-100	70-74	65-69	60-64	55-59	50-54	45-49	40-44	0-39
<b>Grades</b>	A1	A2	B3	B4	C5	C6	D7	E8	F9
<b>Pass</b>								<b>Fail</b>	

**Marks and Grade Structure for Secondary 4 Normal (Academic) Course/Secondary 1 – 3 G2 Course**

<b>Marks</b>	75-100	70-74	65-69	60-64	50-59	0-49
<b>Grades</b>	1	2	3	4	5	6
<b>Pass</b>						<b>Fail</b>

**Marks and Grade Structure for Secondary 4 Normal (Technical) Course/Secondary 1 – 3 G1 Course**

<b>Marks</b>	75-100	70-74	60-69	50-59	0-49
<b>Grades</b>	A	B	C	D	E
<b>Pass</b>					<b>Fail</b>

**Marks and Grade Structure for Secondary 1 – 2 Examinable Common Curriculum Subjects**

<b>Marks</b>	70-100	60-69	50-59	<50
<b>Grades</b>	Proficient (PF)	Competent (CP)	Developing (DV)	Beginning (BG)