YISHUN SECONDARY SCHOOL

WE SEEK, WE STRIVE, WE SOAR

STUDENT HANDBOOK
2026

CONTENTS

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SINGAPORE FLAG, NATIONAL ANTHEM, PLEDGE

The Singapore Flag has two equal horizontal sections – red above white. In the upper left section is a crescent moon with five stars in a circle, all in white.

The colour red represents universal brotherhood and equality of man while the colour white signifies purity and virtue.

The crescent represents a young country on the rise 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
Cita-cita kita yang mulia
Berjaya Singapura
Marilah kita bersatu
Dengan semangat yang baru
Semua kita berseru
Majulah Singapura
Majulah Singapura
Marilah kita bersatu
Dengan semangat yang baru
Semua kita berseru
Majulah Singapura
Majulah Singapura

National Anthem

Come, fellow Singaporeans
Let us progress towards happiness together
May our noble aspiration bring
Singapore success
Come, let us unite
In a new spirit
Together we proclaim
Onward Singapore
Onward Singapore
Come, let us unite
In a new spirit
Together we proclaim
Onward Singapore
Onward Singapore

Composed by Zubir Said

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.

Loyalty to Nation

All Singapore Citizens must sing the National Anthem and take the Pledge to show allegiance at the state. At Pledge-taking, we will place our right fist over the heart.

NATIONAL EDUCATION MESSAGE

NE MESSAGES (1997)

- Singapore is our homeland; this is where we belong.
  We treasure our heritage and take pride in shaping our own unique way of life.

- We must preserve racial and religious harmony.
  We value our diversity and are determined to stay a united people.

- We must uphold meritocracy and incorruptibility.
  We provide opportunities for all, according to their ability and effort.

- No one owes Singapore a living.
  We find our own way to survive and prosper, turning challenge into opportunity.

- We must ourselves defend Singapore.
  We are proud to defend Singapore ourselves, no one else is responsible for our security and well-being.

- 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.

HEAD, HEART, HANDS (2007)

- "Head": Think critically about issues and arrive at a deeper understanding of the challenges facing Singapore and what it means to be Singaporean.

- "Heart": Connect emotionally with the Singapore story in order to appreciate Singapore and have a deeper sense of belonging.

- "Hands": Give back to society in various ways, and be empowered to contribute, create and lead Singapore's future, in different fields of society

CITIZENSHIP DISPOSITIONS (2017)

- A Sense of Belonging
  To develop a deeper understanding of who we are, and a shared understanding of the values that are important to us as a nation.

- A Sense of Reality
  To be aware of the contemporary realities — including Singapore's constraints and vulnerabilities — which affect us as a nation amidst the backdrop of a less predictable world.

- A Sense of Hope
  Having confidence and optimism in Singapore's future and the resilience to face the challenges ahead.

- The Will to Act
  To be active citizens who have a collective resolve and a sense of shared mission towards building a Singapore for all.

OUR SHARED VALUES

National before community and society above self.

Family as the basic unit of society.

Community support and respect for the individual.

Consensus, not conflict.

Racial and religious harmony.

SCHOOL LEADERS AND KEY PERSONNEL

SCHOOL LEADERS

Principal	Mrs Regina Lee
Vice-Principals	Mr Tay Hiang Soon
	Mrs Oh Wee Ming
	Mr Jayakumar Navaretnam (VP Administration)

KEY PERSONNEL - CURRICULUM TEAM

Heads of Department (HODs)

English Language & Literature	Mr Richard Damian Armstrong
Humanities	Ms Rekha Manohar Reddy
ICT	Mrs Jacqueline Lee
Mathematics	Mr Chew Kang Wei
PE & CCA	Mr Aidil Bin Idris
Science	Mr Gary Sim Kang Kiang
School Staff Developer	Mrs Patricia Tan

Subject/Level Heads (SH/LHs)

Art	Mr Fahmy Bin Said
Chemistry	Ms Widayah Bte Othman
Chinese Language	Mr Poh Chee Jian
Educational Technology	Ms Pak Wanni
English Language	Mr Daniel Keng
Geography	Mr Kong Rui Jia
Lower Secondary Science	Ms Adeline Chan
PE & CCA	Mr Suhairi Samsudin
Creative Arts & VIA	Ms Nuruljannah Suhaimi
STEM	Ms Angeline Liu
Student Well-Being (Ag)	Ms Crescencia Chay
Student Leadership	Ms Crystal Goh

KEY PERSONNEL - STUDENT DEVELOPMENT TEAM

Year-Heads (YHs)/Heads of Department (HODs)

YH/Upper Secondary	Mr Koh Yong Cheng
YH/Lower Secondary	Mr Tan Kok Young
HOD/Character & Citizenship Education	Ms Lathika d/o Subidor Singh
HOD/Student Management	Mr Muhammad Hafiz Bin Mornin
HOD/Educational Support	Mr Muhammad Baqi Jaafar
HOD/Normal Technical	Ms Hairul Bariyah Bte Maksom

Assistant Year Heads (AYH)

AYH/Secondary 1	Mr P Tamil Selvam
AYH/Secondary 2 (Ag)	Ms Gayathri
AYH/Secondary 3	Ms Evon Tan
AYH/Secondary 4/5	Mr Alvin Hoo

KEY PERSONNEL - LEAD TEACHERS (LTs)/SENIOR TEACHERS (STs)

LT/Biology	Ms Lim Sin Yee
LT/Tamil Language	Dr Santhalingam Kalpana
ST/Chemistry	Ms Ng Puay Hoon
ST/English Language	Ms Darwina Binte Mohamed Sani
ST/Physical Education	Mr A Murugapa
ST/Design & Technology	Mr Ong Chee Kiong

KEY ADMINISTRATIVE STAFF

Admin Managers	Mr Alex Pek & Mr Alan Tan
Operations Manager	Mr Fazal Khan Arunkhan
ICT Manager	Mr Praveen Prakash
Administrative Executive	Mdm Tan Joke Ping (Apple)

STUDENT DEVELOPMENT TEAM (SDT) @ YSS

SDT STRUCTURE

	Level System		Support Structure							
			Discipline	**Counselling**		**Educational Support**	**Student Leadership**	**CCA**	**CCE**	**Student Well-being**
Sec 1	**VP (Lower Sec)** Mrs Oh Wee Ming **HOD NT** Ms Hairul Bariyah Bte Maksom	**Sec 1 AYH + FTs** Mr P Tamil Selvam	**HOD Student Management** Mr Muhammad Hafiz Bin Mornin **Discipline Mistress** Mrs M Jayalaxmi	**Counsellor** Mr Sean Liew	**Teacher Counsellor** Ms Ummu Sumaiyah Binte Eliase	**HOD Educational Support** Mr Muhammad Baqi Bin Jaafar **SEN Officers** Mdm Aisah Bte Bakar **StAR Programme (NT)** Mdm Lim Chuan Sang Eunice	**SH Student Leadership** Ms Crystal Goh	**HOD PE & CCA** Mr Aidil Bin Idris	**HOD CCE** Ms Lathika d/o Subidor Singh **ECG Counsellor** Mdm Teoh Fan Yun	**SH Student Well-being (Ag)** Ms Crescencia Chay
Sec 2	**Lower Sec Year Head** Mr Tan Kok Young	**Sec 2 AYH + FTs** Ms Gayathri			**Teacher Counsellor** Mr Nur Imran Bin Soonan Mdm Malar Velee d/o Perumal					
Sec 3	**VP (Upper Sec)** Mr Tay Hiang Soon **HOD NT** Ms Hairul Bariyah Bte Maksom	**Sec 3 AYH + FTs** Ms Evon Tan		**Counsellor** Mr Muhammad Hilmi Bin Azam	**Teacher Counsellor** Ms Crescencia Chay					
Sec 4/5	**Upper Sec Year Head** Mr Koh Yong Cheng	**Sec 4/5 AYH + FTs** Mr Alvin Hoo			**Teacher Counsellor** Ms Widayah Binte Othman					

The SDT structure of the school comprises HOD/Year Heads (YHs), HOD NT, HOD CCE, HOD Discipline, HOD Educational Support, HOD PE/CCA, HOD Student Leadership, School/Teacher Counsellors, and their respective teams. School Leaders play the vital role as advisors to the Year Heads in academic, co-curriculum and pastoral matters. The structure allows the SDT to focus on the aim to grow a positive school culture by holistically managing and monitoring the well-being of our students collaboratively.

STUDENT DEVELOPMENT TEAM

The Student Development Team oversees the design and delivery of a holistic learning experience that all students undergo throughout their 4/5 years of education in Yishun Secondary School.

Its key role is to enhance the quality of school experience for Yishunites, with emphasis on values education (Respect, Resilience and Integrity) as its core, through the development of students' academic and socioemotional competencies to achieve the desired outcome of all Yishunites.

It begins with Yishunites undergoing the important transitional phase from a primary school environment to a secondary school environment in the first year, with a structured progression to character and citizenship education, leadership development, career guidance and post-secondary education.

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STUDENT WELL-BEING

At Yishun Secondary School, the well-being of our students is of utmost importance to us. We believe that a caring and enabling school environment is essential for the holistic well-being of our students. When students can build healthy relationships with those around them (e.g. with their teachers and their peers), the school environment then becomes one that is conducive for them to flourish and develop a strong sense of self.

The Student Well-Being (SWB) team consists of a dedicated team of teachers whose goal to cultivate such an environment for our students. This is done through:

- leveraging peer support networks and teacher-student relationships
- proactively managing bullying and cyber wellness issues
- developing upstream programmes (e.g. campaigns) that promote mental and emotional well-being, and pro-social behaviours

Peer Support Leaders (PSLs)

The Peer Support Leaders (PSLs) are a dynamic community of Student Leaders who work in tandem with the SWB team to further promote a caring and enabling school environment. Roles and responsibilities of a PSL include:

- Lending a helping hand and listening ear to their peers in need of support
- Being the drivers of SWB upstream programmes
- Role modelling pro-social behaviours

In their journey as a Student Leader, the PSLs undergo rigorous training in both peer support and leadership competencies, ensuring that they are well-equipped to meet the eclectic demands of their role. Some skills that they will learn include:

- Active listening skills
- How to spot signs and symptoms of mental health struggles
- Self-care and emotional regulation
- Project planning and management

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SCHOOL RULES AND REGULATIONS

1. SCHOOL OPERATING HOURS AND ASSEMBLY

- All students are to report to school by 0730h. The Flag-raising ceremony will commence at 0735h daily.

- All students (Singapore Citizens and Non-Citizens) must be present with their respective class and **stand at attention** 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.**

2. ATTENDANCE, PUNCTUALITY, TRUANCY & ABSENTEEISM

a) Attendance in school is compulsory.

b) Students must be punctual for all school activities including flag raising ceremony, lessons, Co-Curricular Activities (CCA) and official school functions.

c) Students who are absent from any of these activities must produce a medical certificate or relevant official documents to explain their absence within 5 working days, upon coming back to school. Failure to do so would mean that the student will be marked absent from school and face disciplinary action.

d) Late-comers will be issued late-coming slips and action will be taken against them (refer to School Rules and Regulations).

e) Students must seek permission from the teacher if there is a need to leave the class. Students will be allowed to leave the class only for urgent and/ or official reasons.

f) Students are not allowed to leave the school premises during school hours without permission.

g) Students are to stay in school while waiting for their after-school activities to commence (e.g. Consultation and Co-Curricular Activities). Students are to have their lunch in the school canteen.

SCHOOL RULES AND REGULATIONS

3a. SCHOOL UNIFORM

a) Students are to wear the prescribed school uniform and modification to the uniform is not allowed. (For example, there should be no tapering of pants, shortening of pants and skirt etc.)

b) Students are to refer to the next page for the School Uniform and Decorum.

c) Students must be in clean and appropriate school attire whenever they are in school, including Saturdays and during the school holidays.

d) Students are to be in school uniform when reporting to school for FRC on Monday morning.

e) Students may report to school in full school uniform, half uniform with their CCA T-shirt, class T-Shirt of the current year, an approved school T-shirt or PE shirt when reporting to school for morning FRC from Tuesdays to Fridays.

f) Only school T-shirts and shorts are to be worn during PE lessons.

g) After their PE lesson, students must change into their school uniform, or one of the following half uniform combinations with their CCA T-shirt*, class T-Shirt* of the current year, an approved school T-shirt or a fresh PE shirt.

h) Students are to be in proper school attire when leaving school.

i) Only dark blue or black-coloured jackets / sweaters are permitted to be worn on rainy days or in special rooms.

j) Sweaters / jackets should be plain and not have objectionable words, messages or designs.

All school T-shirts must have the school logo and be approved by the school.
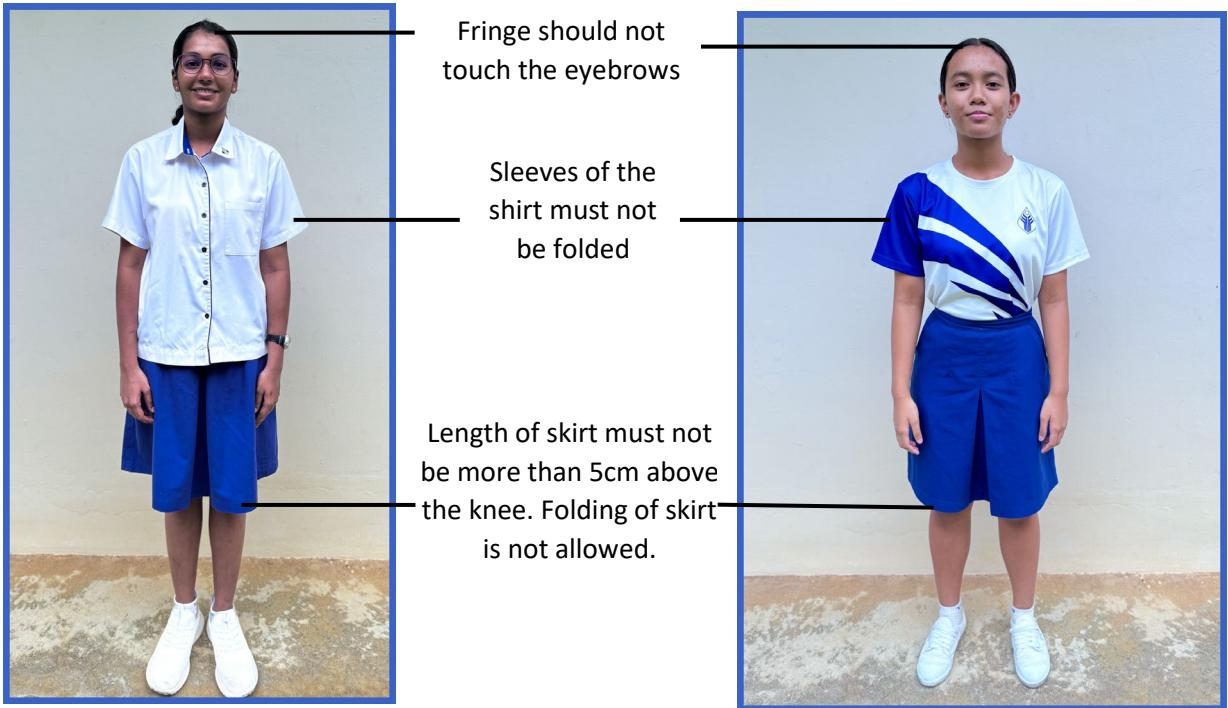
3b. SHOES AND SOCKS

a) Students must wear white school shoes or predominantly white shoes with white laces.

b) Students must wear the approved school socks with the word "YSS" above the ankle joint.

c) Wearing of slippers or sandals will be permitted only with a doctor's letter. Students with foot injuries should seek permission from their Form Teachers before doing so.

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SCHOOL RULES AND REGULATIONS

APPROVED SCHOOL UNIFORM

For Girls:

Fringe should not touch the eyebrows

Sleeves of the shirt must not be folded

Length of skirt must not be more than 5cm above the knee. Folding of skirt is not allowed.

For Boys:

FOR LOWER SECONDARY BOYS

FOR UPPER SECONDARY BOYS

Fringe should not touch the eyebrows

Sleeves of the shirt must not be folded

No alteration of school pants (should not be tapered or baggy)

Predominantly white shoes and YSS white socks are to be worn, with socks clearly visible. Only the logo of the shoes is allowed to be colored.

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SCHOOL RULES AND REGULATIONS

4. APPEARANCE

a) For Boys

- Hair must be short and neat at all times. No outlandish hairstyles are allowed.
- The fringe must not cover the eyebrows. Hair must not touch the ears or shirt collar. Long sideburns are not allowed.
- Hair must be of its natural colour and not tinted or dyed.
- Boys must be clean-shaven. Facial Hair such as a moustache, long sideburns or beard is not allowed.
- 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.

b) For Girls

- Hair must be neat.
- Hair that touches the collar or beyond the shoulders must be tied up or braided.
- If ribbons are used, they must be of one colour (black/blue/white).
- The fringe must not cover the eyes. Hairband or hairpin (black/blue/white) must be used to hold back the fringe.
- Hair must be of its natural colour and not tinted or dyed.
- No make-up is allowed when in school uniform.
- 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 or black ear studs can be worn.
- Only a pair of ear studs is permitted at any one time.
- Only colourless lipgloss is permitted.

c) Students with improper hair styles will only be allowed to attend classes after they have their hair properly trimmed and approved by the school. Students may be given a warning, detention or sent home to rectify their improper or outlandish hair styles.

d) Students must not wear coloured contact lenses.

e) Tattoos and body art (even stickers or non-permanent ink) are not allowed.

f) Students must keep their fingernails short, clean and unvarnished.

5. CANTEEN CONDUCT

a) Students must queue when buying food and drinks in the canteen. Students are not allowed to place order on behalf of their friends.

b) Consumption of food and drinks is permitted and confined to the school canteen only, unless authorised by a teacher.

c) All utensils and cutlery must be returned to the designated bins at the collection point. Litter on the table must be cleared.

d) Dispose used cans, bottles, plastic bags and other containers into bins provided.

e) All students are to proceed to their classroom promptly when the bell rings at the end of recess.

6. USE OF MOBILE PHONES AND MOBILE PHONE ETIQUETTE

a) Mobile phones must be switched off during school hours including recess, breaks, CCA and after-school programmes (e.g. consultation, enrichment programmes and learning journeys). Students are to place their mobile phones in the handphone storage pouch at the front of the classroom before the start of lessons, and will only collect them back after the end of lessons.

b) Parents/guardians are to call the General Office at 68767129 if they wish to contact their child/ward.

c) Mobile phones must not be brought into the examination room or hall during weighted assessment, school examination and national examination. All mobile phones are to be switched off and kept in the students' school bags during examinations.

d) Observe the following etiquette when using mobile phones after school hours:
    • Speak softly and politely in all conversations
    • Ask for permission when using the mobile phone to take photos or videos
    • Use an earpiece when listening to music

e) Students are discouraged from bringing their mobile phones to school. They are responsible for the safekeeping of their mobile phones. The school will not be responsible for any loss or damages.

7. ELECTRONIC DEVICES

a) Students are not allowed to wear smartwatches to school.

b) Students are not allowed to use any electronic devices except their personal learning devices (PLDs) during lessons.

c) Students are discouraged from bringing any electronic devices other than their PLDs to school. They are responsible for the safekeeping of their devices. The school will not be responsible for any loss or damages.

8. USE OF SCHOOL FACILITIES AND CLEANLINESS

a) Students must at all times observe the rules on the proper use of all school facilities and equipment.

b) Furniture should not be removed from any room without the permission of any of the school staff. Any borrowed furniture should be returned to its original place.

c) Cleanliness of the school must be maintained at all times.

9. OTHERS

a) Students should be loyal to the country and show respect for the Head of State, the National Anthem, the State Flag and our country's leaders.

b) Students are to greet the Principal, Vice-Principals and all staff upon meeting them.

c) Students must not indulge in any activity that will harm, inconvenience or disturb the other students in the school in any way.

d) Students can remain in the school premises after school hours if they are engaged in an organised or approved activity.

e) During curriculum time, students should not be found loitering around school facilities where teaching and learning is taking place.

f) Students who cycle to school are to wear proper headgear. No e-bicycle is allowed in the school premises.

g) All students are not allowed to have any form of weapons in their possession. They are also not allowed to bring any weapon-like items which could be used or intended to be used to cause harm.

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h) All serious offences committed will be entered into the School Cockpit System. This can severely impact a student's conduct grading, testimonials and the awarding of the Edusave Bursary and Scholarship.

Our Discipline Policy (I) – Framework

a) Discipline is an educative process to guide students to develop self-management and good character. Disciplinary measures help them to learn the consequences of their inappropriate actions and poor choices and take responsibility not to repeat their mistakes.

b) Effective discipline helps students learn values and social and emotional skills to problem-solve and cope with challenges. This is achieved when:

- There is a safe, caring and supportive environment at school and at home.
- Teachers teach values, provide opportunities for students to exercise and reinforce good behaviour, and guide them to manage their behaviour and restore affected relationships.
- School counsellors address underlying social-emotional issues.
- Peers provide positive influence and support.
- Parents, the community and other stakeholders work with schools to help students learn and grow.

Our Discipline Policy (II) – Minor Offences

Minor Offence		Possible Consequences
Attendance	**Damage to property or resources**	• Restorative Reflection Period (R^{2}P)
• Late-coming • Skipping classes	• Negligent damage of property	• Informing parents • Confiscation of item • Counselling/warning
Inappropriate Behaviours	**Others**	• Partial or full payment for damages
• Insensitive acts/remarks • Playful uncooperative behaviours • Online misconduct • Using vulgar/abusive language or gestures	• Unauthorised use of electronic devices during curriculum hours • Improper attire & grooming • Littering • Not doing assignments	• disciplinary action deemed necessary by the school
Minor offences committed persistently will be considered as serious offences		

NOTE:
a) For offences that are not listed, the school reserves full discretion on any consequences meted out.
b) Students who commit major offences may not be considered for leadership positions, camps/overseas trips and school representation. They may also be removed from their position or withdrawn from a programme/competition.

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SCHOOL RULES AND REGULATIONS

Our Discipline Policy (II) – Serious Offences

Serious Offence	Possible Consequences
An offence is considered serious when a student: a) causes serious harm and/or disruption to self and/or others, whether physical, psychological or social; and/or b) causes serious damage to property or resources; and/or c) shows defiance against authorities	

Attendance	Defiant Behaviours	Possible Consequences
• Leaving school grounds without permission • Truancy	• Open defiance (e.g. rudeness)	• Counselling / Referral to external agencies • Suspension from School • Compensation • Informing parents • Partial or full payment for damages • Police assistance • No marks will be awarded for cheating in weighted assessment/examination • Conduct Grade adjustment (where relevant) • Ineligibility for Scholarships/Awards, Leadership Appointments, Overseas Trips, School Team Representation • Other appropriate disciplinary action deemed necessary by the school
Damage/Infringement to Property and Resources	**Dishonest Behaviours**	
• Cybersecurity violations • Trespassing and unauthorised access • Vandalism • Arson	• Cheating in assessments • Forgery • Scams and frauds • Theft	
Hurtful Behaviours	**Sexual Misconduct**	
• Bullying (cyber, physical, social, verbal) • Gangsterism • Fighting • Assault	• Pornography • Sexual harassment • Sexual exploitation • Sexual abuse/assault • Other forms of sexual misconduct	
Substance Abuse	**Others**	
• Alcohol • Inhalant • Smoking • Vaping • Drug	• Disruptive behaviour • Gambling • Possession of weapons	

NOTE:
a) For offences that are not listed, the school reserves full discretion on any consequences meted out.
b) Students who commit major offences may not be considered for leadership positions, camps/overseas trips and school representation. They may also be removed from their position or withdrawn from a programme/competition.

Our Discipline Policy (III) – Anti-Bullying

a) Bullying is defined as persistent, intentional hurtful acts that cause physical, emotional or psychological harm. It may take different forms: verbal, physical, social or cyber.

b) This school maintains a zero-tolerance approach to any form of bullying. Every member and staff of our school community has the right to feel safe and respected. Hence, no one should be bullied or engage in any forms of bullying behaviour.

c) Reporting procedures: Students may report any forms of bullying to teachers, counsellors or school leaders. All reports will be taken seriously and treated with the utmost confidentiality.

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EXPECTED STUDENT CONDUCT

RESPECT

- Show respect for your nation
- Show respect for your school
- Show respect to members of the school community and take good care of all school property and premises.

RESILIENCE

- Believe you can be a better version of yourself
- Learn from setbacks and come back stronger
- Be committed in your personal and academic growth. Seek help if you need to.

INTEGRITY

- Be ethical and behave in a honest and trustworthy behaviour.
- Be responsible and accountable for your actions, good and bad.
- Be reliable and trustworthy in all aspects of school and personal life

___ G.R.A.S.P. ___
CLASSROOM ROUTINES

Greet your teachers	• Stand up and greet before and after lessons
Respect your teachers and friends	• Keep your classroom clean and neat • Accept different opinions • Speak politely
Attentive in class	• Pay attention during lessons • Place bag on the floor/ Place books and file on the table
Submit mobile phone	• Place mobile phone in the collection box at the start of the lesson
Punctual for lessons	• Move quickly to another venue for lessons • Seek permission to go to the toilet
RESPECT INTEGRITY RESILIENCE	

PERSONAL LEARNING DEVICE (PLD) ROUTINES

During Lessons

- Ensure that your device is **connected to the school's Wi-Fi** correctly
- **Mute** your device during lesson time

Outside of Lessons

- **Keep your device or accessories** securely with you all the time (Classroom must be locked when there is no one in the class e.g. recess, lunch, PE lessons, etc)
- **Ensure your device is fully prepared** for the next lesson
- **Close any unnecessary applications** to conserve as much battery as possible

Outside of School

- **Ensure that your device is attended to** at all times
- **Keep food and drinks away from your device** to avoid water damage or dirtying it
- Connect only to **secured and trusted Wi-Fi networks**
- **Charge your device fully** at home

Housekeeping Matters

- **Organise** your files and applications on your device
- Use folders or Google calendar to keep track of your activities
- **Remember** your password and keep them **safe and confidential** (Use phrases to help you to remember your password)
- Do not leave papers containing your passwords unattended

Loss of PLD

- **Inform** your form teachers, HOD ICT or ICT manager immediately if your PLD is lost
- **Make a police report** and report the matter to the school
- You may be required to **purchase a replacement PLD** if the device cannot be recovered after investigations or if the loss is due to negligence

Technical Issues

- **Seek help** when facing issues with your device

<u>School ICT Team</u>

ICT Manager: **Mr Praveen** (General Office)
Desktop Engineer: **Mr Sarves** (Computer Lab 2)

Operating Day(s): **School Days**

Operating Hours: **2:30pm to 3:30pm**

INFORMATION AND TECHNOLOGY RULES

COMMUNICATION

1. Students must use school-approved platforms such as **SLS, school email, class noticeboards, or Google Classroom** for all class or subject-related communication.
2. Students must observe the minimum age requirements when using digital communication platforms. For example, Secondary 1 students should not use WhatsApp, in accordance with its minimum age requirement of 13.

GENERAL RULES (COMPUTER LABORATORIES)

1. Students are to line up in pairs outside the laboratory while waiting for permission to be given to enter by the teacher or instructor-in-charge.
2. Students are to place their school bags (if any) in front of the computer labs when they enter.
3. Students are not allowed to be in the laboratory without the presence of a teacher or instructor-in-charge.
4. Students are not allowed to consume any food and/or drinks in the laboratory.
5. Students are not allowed to use any unauthorised storage devices without the permission of the teacher or instructor-in-charge.
6. Students are strongly encouraged to help keep the laboratory in good condition by ensuring that before leaving the laboratory:
    (i)   PC is properly shut down
    (ii) Printer is switched off
    (iii) Chair is properly pushed in
    (iv) Litter is disposed of properly

USE OF COMPUTERS IN THE LABORATORIES

1. Switch on computers and peripherals only when instructed to by the teacher or instructor- in-charge.
2. Switch off computers and peripherals following proper "shut down" procedures. Do not simply switch off the power.
3. Keep to the activity that the teacher or instructor-in-charge has assigned to you.
4. Settings in the computer should not be changed unless instructed to do so.
5. Students are strongly encouraged to observe good cyberwellness practices such as **responsible online behavior, safeguarding personal information, and reporting suspicious online activity**.
6. Sharing of accounts for computer system provided to students by the school (e.g. Student's Desktop and E-learning accounts) or MOE is strictly prohibited.
7. Vandalism of computers and peripherals and theft of computer parts will not be tolerated. Offenders will be severely dealt with.

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ACCEPTABLE USE POLICY (AUP) FOR USE OF EDTECH RESOURCES

Purpose of the Acceptable Use Policy (AUP)

- Technology is an essential part of learning in today's world.

- This Acceptable Use Policy (AUP) establishes guidelines on the appropriate use of EdTech resources to help you understand how to use these resources safely and responsibly, in line with efforts to develop your digital literacies and growth as digitally responsible citizens.

- EdTech resources include the following, but are not limited to:
  - Learning devices (e.g. Personal Learning Devices (PLDs), school devices)
  - ICT system accounts (e.g. Singapore Student Learning Space (SLS), iCON); and school internet networks.

- For more information, please refer to:

  Student Kit on Cyber Wellness and Learning with a Personal Learning Device (Secondary) – https://go.gov.sg/cw-studentkit

General

1. You should not attempt to access data, system and information that you are not authorised to.

2. You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.

Using your PLD

3. You are responsible for your PLD. ***In the event of loss or theft of the device, you must make a police report and report the matter to the school.***

4. In order to have a positive learning experience, you should ensure that your PLD is fully charged before bringing it to school.

5. You are reminded to keep your PLD updated by installing the relevant patches and updates when being prompted by the system.

6. All PLDs are installed with a Device Management Application (DMA) to support a safe and conducive learning environment. ***You should not attempt to bypass the DMA***.

7. You are responsible for regularly backing up your learning materials in your PLD to prevent data loss. You can access this SLS module to find out more about File Management and Data Backup:

   https://vle.learning.moe.edu.sg/moe-library/module/attempt/38b3fc23-6bd9-45df-b431-c5341347c164

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ACCEPTABLE USE POLICY (AUP) FOR USE OF EDTECH RESOURCES

Being a Responsible Digital Citizen

8. You should interact with others in a respectful and responsible way. You should not post online remarks that are

   • racially and/or religiously insensitive,

   • vulgar and/or offensive, or

   • hurtful to others.

9. You should not use any devices to

   • store, modify, create or share content (e.g. documents, presentations, pictures and videos) that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).

   • make threats, cause harassment or embarrassment, impersonate or intimidate others.

10. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).

    Non-compliance with the above will lead to disciplinary action in accordance with the school's discipline policy. You can refer to the 'Our Discipline Policy'.

Respecting Copyright

11. You are reminded to obtain explicit permission from the content owner(s) before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).

12. You should not use, copy, edit or share digital files in an unauthorised or illegal manner.

Using Artificial Intelligence (AI)

13. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.

14. If the use of AI is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.

15. You are to practise academic integrity and be responsible for your own learning when using AI. Understand that you are ultimately short-changing yourself if you pass off other people's work as your own.

ACCEPTABLE USE POLICY (AUP) FOR USE OF EDTECH RESOURCES

Staying Safe and Secure Online

16. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to your form teachers, the ICT HOD or the ICT Manager.

17. You are reminded to develop online safety habits. This includes not disclosing personal access credentials (e.g. MIMS password, PLD passcode, etc.), sensitive personal data (e.g. home address, passwords) online or on AI platforms, verifying credibility of online content before sharing, avoiding clicking on suspicious links or downloading unknown files, and being cautious when interacting with others online (e.g. on social media) by not engaging with strangers.

18. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

Digital Wellbeing and Balance

19. You are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.

20. You should avoid excessive use of your devices outside learning hours.

21. You should take regular breaks to rest your eyes and mind.

22. You are reminded to practise good sleep hygiene by not using your devices one hour before bedtime.

THE SPACE (SCHOOL LIBRARY) – RULES

The SPACE is the school's Media Resource Centre and it is located on the third level. The large, spacious, air-conditioned room houses the Library and Instructional Room. The print collection of books, magazines and newsletters covers a wide variety of subjects and caters to students' academic as well as leisure needs.

Opening Hours:	**Monday to Thursday:** 8:00 am to 5:30 pm **Friday:** 8:00 am to 4:30 pm

RULES AND REGULATIONS:

GENERAL

1. Every student is allowed to borrow 2 books at any one time for a maximum period of two weeks.
2. When a student does not return the books after the due date, his/her account will be suspended until further notice.
3. Bags brought into The SPACE must be left on the shelves at the front of the library. Students who refuse to comply will not be allowed to enter the library.
4. Eating and drinking are not allowed. Students are expected to be well-behaved and obey the school librarian. The librarian reserves the right to ask students to leave The SPACE if their behaviour is found to be unsatisfactory.
5. Only students in proper school attire will be allowed into The SPACE [i.e. school uniform]. Students in PE attire will not be allowed entry into The SPACE.
6. Silence is to be maintained in The SPACE.
7. It is the student's responsibility to ensure that books are properly returned.
8. Students must submit books to the librarian at the checkpoint before leaving The SPACE.
9. Students may use hearing devices with their PLDs to listen to educational materials provided that it does not create disturbances to others.

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THE SPACE (SCHOOL LIBRARY) – RULES

PENALTIES

1. Books that are not returned after the final reminder will be considered lost, and students will be required to replace them.
2. Students are not allowed to borrow books for others using their member ID. Students found doing so will be severely dealt with. Lost books and IDs must be reported to the librarian at once.
3. If books are found to be damaged or tampered with, students have to replace the books.

USE OF COMPUTERS

1. Students are to register their names with the librarian before using the computers.
2. Students are to be considerate and should not use the devices for more than half an hour consecutively if there is a queue.
3. Students who vandalise the devices will be dealt with severely.
4. Students who browse undesirable or prohibited sites on the Internet will be dealt with severely.

CRAFT & TECHNOLOGY SAFETY RULES

No students are to enter these special rooms without the presence of a teacher. All accidents and injuries must be reported to the General Office and recorded immediately. Do not choke the sinks with litter or waste materials. Ensure that the rooms are well-ventilated when in use.

FOOD LABORATORIES

1. No practical lesson is to be carried out without teacher supervision.
2. Follow the teacher's instructions very carefully whenever you are doing practical work.
3. White aprons must be worn for practical lessons. Bring a tea towel, a dish cloth and a suitable food container for every cooking lesson. Do not use recycled plastic bags to keep food.
4. Fingernails should be kept clean and short.
5. No running around the food laboratories.
6. Turn off the gas taps and switch off the oven after each lesson.
7. Report any gas leakage or damaged equipment immediately.

DESIGN & TECHNOLOGY ROOMS

1. The machine room is out of bounds to all students at all times.
2. No workshop practical is to be carried out by students without teacher or instructor supervision.
3. Observe all safety precautions when handling tools and machines.
4. Always use the right tools and return them to its proper place after use.
5. All students and workshop personnel should wear aprons or overalls during practical sessions.

ART ROOMS

1. Handle all sharp equipment, electrical appliances or hot materials carefully.
2. Do not allow easels, pails, drawing items to block passageways.

Other rules:

(i) Bring all necessary art materials required for every lesson so that you can complete all your assignments effectively. Basic Art materials include a soft eraser, poster paints, palette, water container, 3-5 sizes of brushes and drawing papers.
(ii) Cover the table tops with newspaper before each painting session.

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SCIENCE LABORATORY SAFETY RULES

GENERAL RULES

1. Students are not allowed to enter the laboratories without the presence or permission of the teacher.

2. Bags must be neatly placed at the shelves or on the floor near the entrance. Bring only the required materials.

3. Students must not touch any materials, chemicals or apparatus in the laboratories unless permission is given by the teacher.

4. Students must not scribble or carve on the laboratory benches. This is **vandalism**.

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

6. **No eating or drinking in the laboratories.** Water bottles must be placed on the shelves or on the floor near the entrance.

7. For Girls:
   - Hair must be neat.
   - Hair that touches the collar or beyond the shoulders must be tied up or braided.
   - If ribbons are used, they must be of one colour (black/blue/white).
   - The fringe must not cover the eyes. Hairband or hairpin (black/blue/white) must be used to hold back the fringe.

8. Students must stop work five minutes before lesson ends to tidy up the laboratory benches and return ALL apparatus to the teacher.

9. Students are to wash their hands thoroughly after all practical sessions.

RULES AROUND PRACTICAL WORK

10. Always use the right amount of chemicals or reagents as instructed.

11. Chemicals, once removed from the bottles, must not be put back into the bottle unless instructed by the teacher.

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

13. All breakages and accidents, however slight, must be reported to the teacher immediately.

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

15. Keep your bench tidy and uncluttered as you carry out your experiments.

HANGOUTZ @ YSS

HangOutz is Yishun Secondary School's dedicated recreational space where students can study, relax, build friendships, and participate in meaningful activities in a safe and supportive environment. It is designed to promote positive well-being, encourage responsible decision-making, and provide students with a comfortable place to unwind.

What You Can Do at HangOutz

- Quiet study and homework
- Play board games or console games responsibly
- Spend time with friends in a safe environment

Opening Hours

Monday – Friday

9:00am to 4:30pm

Students are encouraged to use the space meaningfully and follow all HangOutz expectations and guidelines.

YOUTH ENGAGEMENT @ HANGOUTZ (YE@H)

Youth Engagement @ Hangoutz (YE@H) is an after-school programme designed to help students discover their interests, build confidence, and develop new skills in a fun and supportive environment. Through a range of hands-on activities and guided sessions, YE@H encourages students to stay meaningfully engaged after school while learning alongside friends and mentors.

Weekly After-School Sessions

- **Monday – Arts Programme**
  Hands-on creative projects such as crafts, design, and visual arts.

- **Tuesday – Sports Programme**
  Learn sports skills, teamwork, and officiating through fun and active sessions.

- **Thursday – Enrichment Programme**
  Workshops and activities such as IT, life skills, creativity, and special interest modules.

Timing
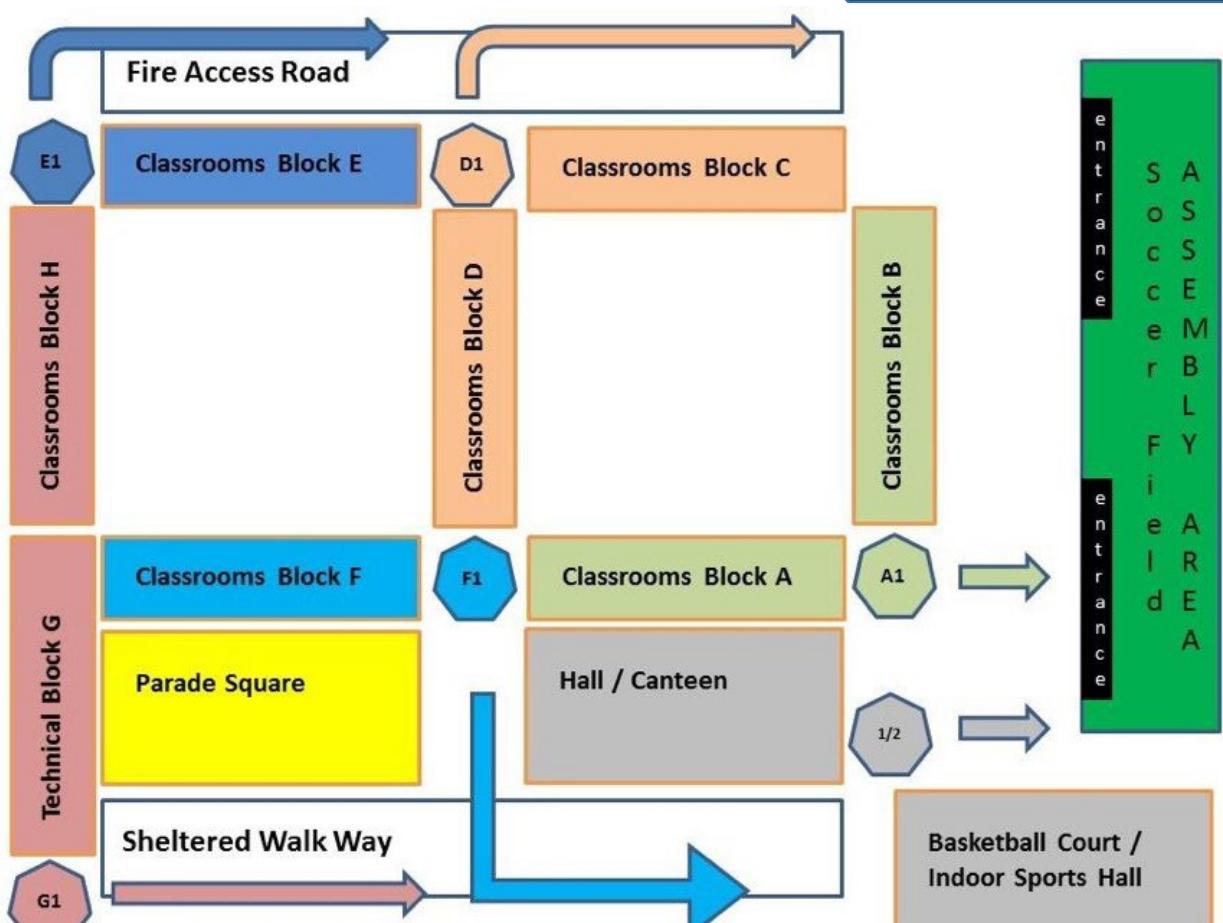
3:00pm – 4:30pm

Students are encouraged to commit to the sessions, participate actively, and uphold Hangoutz expectations.
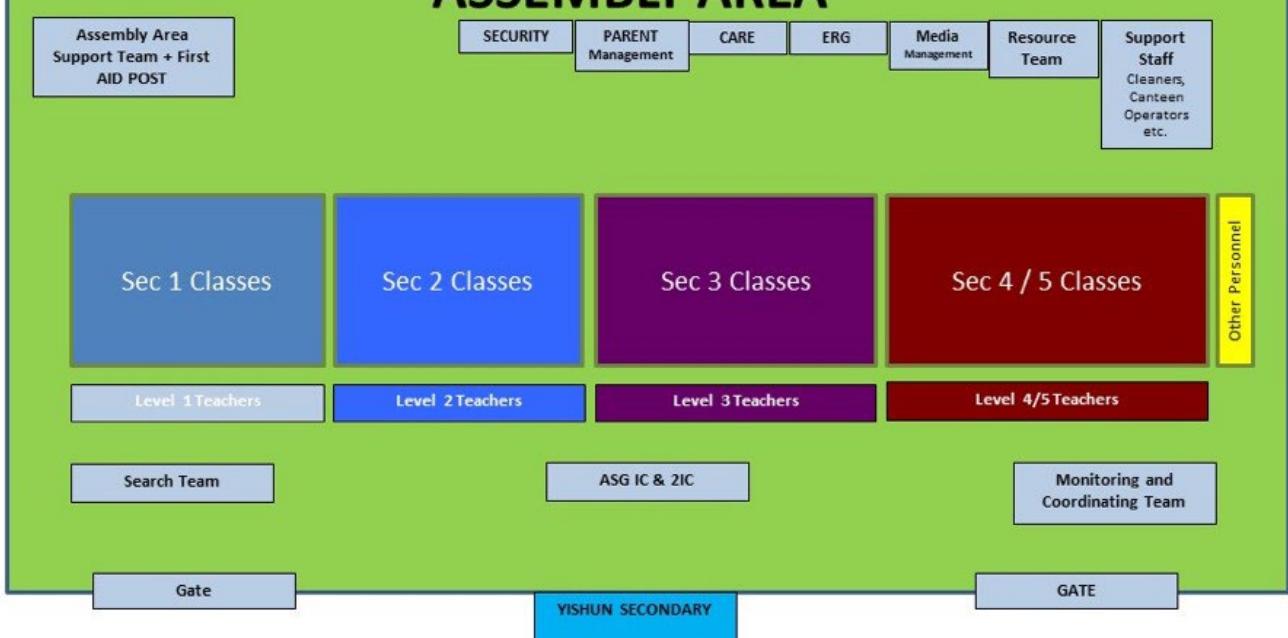
EMERGENCY EVACUATION PROCEDURES

1. When the emergency bell sounds, the Chairperson from each class are to listen to the instructions given over the PA system carefully.

2. Students are to assemble in pairs outside the class and they are NOT allowed to bring their bags.

3. Class Chairperson are to ensure that all students are accounted for. If there are students missing, the Chairperson are to take note of the missing students. Do not wait for the missing students.

4. Students are to move using the allocated staircase in pairs quickly and quietly. Go down the staircase in an orderly manner and proceed towards the assembly area quickly.

5. Once the class is at the assembly area, the Chairperson are to ensure that the class assembles in pairs and students are quietly waiting for instructions from teachers at the assembly area.

6. Class Chairperson are to mark the attendance of the students and report to the teachers at the assembly point on the strength of the class and students who are missing.

7. Once the attendance taking is completed, the class Chairperson are to ensure that the class is quiet and awaiting instructions.

8. Once the clear signal is given, the class Chairperson are to ensure that the class assembles in pairs.

9. The class Chairperson are to bring the students back to the classroom using the path that they took to come down to the assembly area.

EMERGENCY EVACUATION PROCEDURES

Fire Access Road

E1 · Classrooms Block E · D1 · Classrooms Block C

Classrooms Block H

Classrooms Block D

Classrooms Block B

entrance · Soccer Field · entrance · ASSEMBLY AREA

Technical Block G

Classrooms Block F · F1 · Classrooms Block A · A1

Parade Square · Hall / Canteen · 1/2

Sheltered Walk Way

G1

Basketball Court / Indoor Sports Hall

JIEMIN PRIMARY

ASSEMBLY AREA

Assembly Area Support Team + First AID POST

SECURITY · PARENT Management · CARE · ERG · Media Management · Resource Team · Support Staff Cleaners, Canteen Operators etc.

Sec 1 Classes · Sec 2 Classes · Sec 3 Classes · Sec 4 / 5 Classes · Other Personnel

Level 1 Teachers · Level 2 Teachers · Level 3 Teachers · Level 4/5 Teachers

Search Team · ASG IC & 2IC · Monitoring and Coordinating Team

Gate · GATE

YISHUN SECONDARY

ROAD SAFETY

WALKING

a. Cross at traffic junctions or pedestrian crossings:
   - i. Refrain from using mobile phones or other electronic audio devices when crossing
   - ii. STOP, look right, look left, and then look right again
   - iii. Wait for vehicles to come to a complete STOP before crossing
   - iv. Raise hand to attract the attention of drivers when crossing
   - v. Cross briskly and observe oncoming traffic
b. Use footpaths and overhead bridges instead of crossing at dangerous corners and intersections.
c. At bus stops, do not cross immediately in front of the bus after alighting.
d. Obey school patrol marshals and police.
e. Wear light-coloured clothing at night.
f. Conduct yourself properly especially when in school attire.

CYCLING

a. When using a public road, all bicycle riders must obey the same rules as other vehicles. A cyclist may be punished under the Penal Code/Road Traffic Act should he/she act rashly or negligently to endanger human life or the personal safety of others.
b. Cyclists should not unreasonably obstruct or prevent free passage of a vehicle or pedestrian upon a path or road.
c. Bicycles are not permitted to be towed by any other vehicle when on the road.
d. No pillion passenger shall be carried on a bicycle unless it is designed to do so.
e. A child under 12 years of age may be carried on a properly constructed child seat affixed firmly to the bicycle.
f. Cycling abreast is prohibited.
g. Bicycles are not allowed to be ridden in the school compound, and where bicycle riding is prohibited e.g. expressways, road tunnels and areas demarcated with prohibitive signs.
h. Do not cycle across overhead pedestrian bridges or pedestrian crossings. Dismount and push your bicycle and practise proper kerb drills before crossing the road.
i. Always use the correct hand signals when turning left or right or stopping. Make these signals in sufficient time to enable other motorists to take appropriate action.
j. Students who cycle to school are to wear proper headgear.
k. No E-Bicycle or E-Scooter is allowed in the school.
l. Conduct yourself properly especially when in school attire.

SAFETY AND GENERAL DISCIPLINE ON SCHOOL BUSES

1. When on CCA trips or outings, the school bus should be considered an extension of the classroom, and discipline will be administered by the teachers.
2. Be in proper school attire and conduct yourself properly
3. All school policies that apply to student conduct and other student-related activities apply when on the school bus.
4. Where seat belts are provided by bus/coach hired by the school, students and staff are obliged to use the seat belt for personal safety; teacher in charge of excursion/visits will ensure seat belts are fastened before allowing the bus driver to proceed with the journey. Watch out for vehicles when alighting from the bus.

HEALTH-RELATED MATTERS – TEMPERATURE TAKING

The Temperature-Taking Exercise is a practice to safeguard the health of all students and staff in Yishun Secondary School. Temperature-Taking Exercises are conducted twice a year during the first week of every new semester. Students or visitors will be monitored further in isolation or otherwise if they

   (i)   record a temperature of 38.0°C and above,
   (ii) display flu-like symptoms and
   (iii) have travelled to affected countries 7 days prior to the date of exercise.

INSPECT YOUR ORAL DIGITAL THERMOMETER (ODT) REGULARLY.

Parts of ODT	Description
Body of ODT	a) Are there visible cracks on the body of the ODT? b) Is the probe tip of the ODT intact?
Button/Digital Display	a) Is the button working? Press the on/off button to activate the ODT. b) Is the digital display functioning properly? Look at the LCD display window. For some ODTs, it should display L with the flashing °C when the ODT is ready to take a temperature reading.
Battery	a) Does the battery in the ODT need to be replaced? If yes, please do so as soon as possible.

INSTRUCTIONS FOR STUDENTS TO TAKE TEMPERATURE USING THE ODT
✓ Switch on ODT and the display should show L°C, with °C flashing.
✓ Place the thermometer under your tongue until you hear a 'Beep' sound.
✓ Read your temperature and show to the person next to you before recording in the class list.
✓ Take a tissue and wipe the ODT and put it back in the container.
✓ Dispose of the used tissue in the waste paper basket properly and wash the ODT when possible.

INTERNAL EXAMINATION RULES AND REGULATIONS

1.1. You must not have in your possession:

    1.1.1. Any unauthorised electronic, communication, entertainment or gaming devices capable of capturing, storing, displaying and/or transmitting or receiving visual, audio or verbal information within the examination premises (e.g. examination venue, quarantine room, waiting room).

    1.1.2. Examples of unauthorised devices include (but not limited to) mobile phones, cameras, tablets, earphones/earpieces (wired or wireless), fitness trackers, smartwatches/glasses, pens with built-in earpiece and wireless communication functions and/or image capturing capabilities, game consoles or music players and wallets.

    1.1.3. Any unauthorised reference materials or notes. All stationery/belongings taken into the examination venue (e.g. pencil case, calculator(s), mathematical set, ruler, entry proof) must not have any unauthorised notes/information written on them.

    1.1.4. Examples of unauthorised materials include (but are not limited to) conversion table/ mathematical formula sheet enclosed in or printed on the mathematical instrument box, study notes, personal writing paper, or any examination question papers.

    1.1.5. Any calculator or dictionary that are not listed in the list of approved calculators/dictionaries. You can refer to https://www.seab.gov.sg for the list of approved calculators and dictionaries.

1.2. **You must not commit or attempt any acts of dishonesty, or support such acts**. For example, writing information/notes on any part of your body, taking the examination on someone else's behalf, using unauthorised devices, or giving answers to or obtaining answers from another candidate.

1.3. **You must not commit plagiarism, or support such acts.** For example, using someone else's work or findings without acknowledging the source of that information.

1.4. **You must not communicate or attempt to communicate** with any other candidate/unauthorized person during the examination or any other occasion when communication is strictly prohibited. For example, when answer scripts are being collected, or during movement to the quarantine area.

1.5. **You must not turn around and should only face the front** during the examination.

1.6. **You must not write any offensive or obscene materials** in your answers.

1.7. **You must not exhibit improper conduct or misbehaviour** during the examination. For example, disturbing other candidates or disobeying instructions from examination personnel.

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1.8. You must not leave the examination venue, quarantine or holding room unescorted or without permission from the examination personnel.

1.9. You must not flip open or turn over the question paper placed on your desk until instructed to do so at the time of commencement of the examination.

1.10. You must stop writing after the invigilator has made the announcement to do so. You are to remain seated quietly while your answer scripts are being collected and counted.

1.11. You must not remove any examination material and stationery without permission. These can include:
   • Any answer booklet, writing paper, storage devices and other used or unused examination stationery from the examination venue;
   • Any coursework material/artefact from the school without seeking prior approval from the school.

1.12. **You must not submit coursework** (in part or whole) which has been submitted for past examination. The same coursework (in part or whole) must not be submitted for more than one paper in the present year of examination.

1.13. **If you are wearing outerwear (e.g. jackets, cardigan, windbreaker, sweater) into the examination venue**, you must ensure that they do not have any unauthorised materials or devices in them. You may be asked to remove the outerwear for checking before or during the examination.

Use of Calculators and Dictionaries

1.14. You must adhere to the following rules where the use of scientific calculators and dictionaries is allowed in the examination. Any non-compliance will be considered as a breach of the examination regulations and you may be subject to the penalty measures.

1.15. **Use of calculators**

You are only allowed to use the approved calculator models listed under **https://www.seab.gov.sg**. The calculators used in the national examination should have the following minimum features:

   • four arithmetic operations (+, -, x, ÷) including the order of operations and use of brackets,
   • fractional function which retains the fraction in the form 'a/b' and 'a b/c',
   • square root ($\sqrt{}$)and cube root ($\sqrt[3]{}$) functions, and
   • value of Pi (π)

The use of any calculator with unacceptable features or for retrieval of information/programmes during the examination is an infringement of the regulations.

INTERNAL EXAMINATION RULES AND REGULATIONS

1.15.1. Your calculator must be silent and with a visual display only.

1.15.2. You are to ensure that the calculator is in working condition (including the power supply) and any fault in the calculator will not be considered as justification for Special Consideration.

1.15.3. You are not allowed to share calculator with another candidate during the examination.

1.15.4. You are not allowed to use the following types of calculators:

- Calculators with an external storage function that allow users to input and store data via external storage media (e.g. memory cards, tapes, and plug-in modules)
- Calculators with wireless communication capability with other machines (e.g. infrared communication capability)
- Calculators with capabilities for storing and displaying verbal information

1.15.5. Your calculator and its cover must not have any mathematical formula, conversion table or instructions. Any such information on the calculator that cannot be removed must be securely covered and you must inform the examination personnel before the start of the examination.

1.15.6. The original model number and brand must be indicated clearly on the calculator for verification purposes.

1.15.7. Your scientific calculator must not be programmable or with permanent features of a programmed kind (e.g. calculators capable of numerical integration and/or numerical differentiation).

1.15.8. It is an infringement of the examination regulations if you use a calculator with unacceptable features or retrieve information/programmes from the calculator during the examinations.

1.16. **Use of Dictionaries**

- **You are only allowed to use approved printed dictionaries or handheld electronic dictionaries (e-dictionaries) for subjects that are listed in Annex B-1 [N(A)- & OLevel] or Annex B-2 [A-Level]. The list of approved dictionaries is in https://www.seab.gov.sg.**

- There is no approved list of dictionaries for Non-Tamil Indian Languages (NTIL), Arabic as 3rd Language [O-Level] and Bahasa Indonesia as 3rd language [O-Level]. Any monolingual dictionary for the examination subject language may be used.

- No annotation on any page of the printed dictionary is allowed (e.g. written notes, post-it pads, highlights and quick tabs).

1.16.1. **You must not possess** any dictionary in examination where the use of a dictionary is prohibited.

1.16.2. Your e-dictionary must be silent and battery operated. Ear-pieces/headphones are not permitted in the examination venue. Note: You should ensure that a replacement set of batteries is available.

1.16.3. No allowance will be made should your e-dictionary fail to function during the examination.

1.16.4. **You must remove any external storage media** (e.g. memory card and plug-in modules) before the examination if your e-dictionary has an external storage function.

1.16.5. You are not allowed to share your dictionary with or borrow a dictionary from another candidate during the examination.

1.16.6. Pictorial dictionaries such as "The Facts on File English/Chinese Visual Dictionary" which function like an encyclopaedia or compendium are not allowed.

INSTRUCTIONS FOR TAKING THE EXAMINATION

2.1. Reporting for examination

2.1.1. You are required to report to school in your school uniform or half uniform at least 30 minutes before the start of the examination. You have to be seated at your assigned desk at least 15 minutes before the start of the examination. Students are to ensure all their bags are placed outside the hall or outside the classroom.

2.1.2. You will not be given any make-up time if you report late for examination. If you report after the end of the examination, you will be marked as absent for the paper and will receive an "ABSENT" grade for the subject.

2.1.3. All students must attend morning assembly (at 7:30 am) if their papers begin at/before 8:00 am.

2.1.4. If two papers are scheduled on the same day, students are to stay at the canteen or designated studying area. Students are not allowed to leave the school or loiter along the corridor.

2.2. During internal and external examinations

2.2.1. You must not open the question paper and answer booklets or start reading and writing unless you are told to do so by the examination personnel.

2.2.2. You must place your Entry Proof, NRIC or foreign identification documents on your desk throughout the examination (for GCE O and N Level Examination and Sec 4/5 Prelim Examination)

2.2.3. Access Arrangement: If you are granted access arrangements, you should present the approved outcome letter to the examination personnel before the start of the examination (for GCE O and N Level Examination). You must alert the examination personnel immediately if your approved access arrangement is not given to you.

2.2.4. You should use a pencil for shading of the Personalised Multiple Choice Answer Sheet (PMCAS).

2.2.5. You must submit your answers in the language in which the question paper is set, unless otherwise instructed by the questions.

2.2.6. You should not use correction tape or fluid on the answer script or writing paper as it may affect the legibility of your answers.

2.2.7. You must not eat in the examination venue. However, you are allowed to drink water and the water bottle must be placed on the floor next to your seat.

2.2.8. All writing materials placed in a transparent bag or pencil case are allowed in the examination venue.

INSTRUCTIONS FOR UNEXPECTED SITUATIONS

If you are hospitalised or suffering from any contagious disease (e.g. chicken pox), you **must inform the school before the start of the examination.**

3.1. If you are **unable to sit for an examination or have sat the examination under adverse conditions** (e.g. medical reasons, bereavement, physical injuries), you must produce a medical certificate and medical report/statement from a qualified medical practitioner. Failing to do so will result in students not being given any marks. There is no resitting of missed papers.

3.2. **Major Train Service Disruptions**

In the event of a major train service disruption, you do not have to obtain an excuse chit from the train operators. You must contact the school immediately if you have any enquiries regarding the major train service disruption. If you can arrive at school before the end of the paper, you will be given the full duration to sit the paper as long as you arrive before the end of the paper.

3.3. **Other Unexpected Situations**

3.3.1. For any unexpected situations where you are not able to reach the school on time for the examination (e.g. caught in massive traffic jam or flood), you must contact the school immediately for assistance.

GRADING SYSTEM

EXPRESS / G3

Marks	Grade
75 and above	A1
70 – 74	A2
65 – 69	B3
60 – 64	B4
55 – 59	C5
50 – 54	C6
45 – 49	D7
40 – 44	E8
Below 40	9

NORMAL (A) / G2

Marks	Grade
75 and above	1
70 – 74	2
65 – 69	3
60 – 64	4
50 – 59	5
Below 50	6

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GRADING SYSTEM

NORMAL (T) / G1

Marks	Grade
75 and above	A
70 – 74	B
60 – 69	C
50 – 59	D
Below 50	E

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ASSESSMENT WEIGHTING FOR INTERNAL EXAMINATION

There will be no more than one weighted assessment per subject, per school term.

Component \ Level	Terms 1 & 2		Terms 3 & 4	
	Weighted Assessment 1 (WA1)	Weighted Assessment 2 (WA2)	Weighted Assessment 3 (WA3)	End-of-Year Examination (EYE)
Sec 1	15%	15%	15%	55%
Sec 2 to Sec 3	15%	15%	15%	55%

Component \ Level	Terms 1 & 2		Terms 3 & 4
	Weighted Assessment 1 (WA1)	Weighted Assessment 2 (WA2)	Preliminary Examination
Sec 4 and 5	N.A.	N.A.	100%

ABSENCE FROM TESTS AND EXAMINATIONS

A student who is absent for a paper due to illness must produce a medical certificate to cover his/her absence. The medical report/statement **must clearly state the doctor's diagnosis and certify that the student was unfit to take the test**. Medical certificate without the doctor's diagnosis is not a valid supporting document. Students without a medical certificate will be given zero mark for the paper that they missed. Medical certificates issued by Traditional Chinese Medicine (TCM) practitioners.

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

GCE O-Level/N-Level

Students who are currently in Secondary 4/5 in 2026 should refer to the GCE O-Level/N-Level section as they will be taking the GCE O-Level and N-Level examinations.

Singapore-Cambridge Secondary Education Certificate (SEC) Examination

Students who are currently in Secondary 1, 2, and 3 in 2026 should refer to the SEC Exam section as they will be taking the SEC examination where they will receive a common national certification.

1. ADMISSION CRITERIA TO JUNIOR COLLEGES AND MILLENNIA INSTITUTE

1.1. The 2-year Pre-U course is offered only in Junior Colleges (JC). To be eligible for admission to a JC course, students must satisfy the criteria specified in Table 1:

GCE O-LEVEL/N-LEVEL

Table 1
Eligibility Criteria For Admission To Junior Colleges

Aggregate Range for L1R5 (excludes bonus points) For further details on computing the aggregate, please refer to Table 4.	Meet Subject Requirements as specified in Table 3?	
	Yes	**No**
$\leq$15	Eligible	Eligible for Conditional Admission
16 – 20		Eligible for Conditional Admission only if students have grades of 'A1' or 'A2' in all the R5 subjects

SEC EXAM

Table 1
Eligibility Criteria For Admission To Junior Colleges

Aggregate Range for L1R4 (excludes bonus points) For further details on computing the aggregate, please refer to Table 4.	Meet Subject Requirements as specified in Table 3?	
	Yes	**No**
$\leq$12	Eligible	Eligible for Conditional Admission
13 – 16		Eligible for Conditional Admission only if students have grades of 'A1' or 'A2' in all the R4 subjects

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

1.1. The 3-year Pre-U course is offered only in Millennia Institute (MI). To be eligible for admission to the MI course, students must satisfy the criteria specified in Table 2:

GCE O-LEVEL/N-LEVEL AND SEC EXAM

Table 2
Eligibility Criteria For Admission To Millennia Institute

Aggregate Range for L1R4 (excludes bonus points) For further details on computing the aggregate, please refer to Table 4.	Meet Subject Requirements as specified in Table 3?	
	Yes	No
≤15	Eligible	Eligible for Conditional Admission
16 – 20		Eligible for Conditional Admission only if students have grades of 'A1' or 'A2' in all the R4 subjects

GCE O-LEVEL/N-LEVEL

Table 3

Subject Requirements

Subject	Requirement
English Language	A1 to C6
Mother Tongue Language* :	
Chinese Language, Malay Language, Tamil Language **OR**	A1 to D7
Higher Chinese Language, Higher Malay Language, Higher Tamil Language **OR**	A1 to E8
Chinese Language 'B' Syllabus (CLB), Malay Language 'B' Syllabus (MLB), Tamil Language 'B' Syllabus (TLB)	Merit or Pass
Mathematics:	
Mathematics **OR**	A1 to D7
Additional Mathematics	A1 to D7

* Official Mother Tongue Languages refer to Chinese Language (CL), Malay Language (ML) and Tamil Language (TL) taken at the Singapore-Cambridge GCE 'O' Level Examination.

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.

SEC EXAM

Table 3

Subject Requirements

Subject	Requirement
English Language	A1 to C6 at G3
Any 1 Mathematics	A1 to D7 at D3
Any 1 Mother Tongue Language (MTL): • Any 1 Mother Tongue Language (MTL): • MTL: Chinese, Malay, Tamil • MTL approved by MOE in lieu of an official MTL (MTL-in-lieu): Bengali, Gujarati, Hindi, Punjabi, Urdu, French, German, Japanese, Arabic, Burmese, Thai	HMTL: A1-E8 at G3 MTL: A1-D7 at G3 1-5 at G2 A-D at G1

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

2. AGGREGATE COMPUTATION AND SUBJECT DESCRIPTIONS

Aggregate Computation

3.1. The aggregate computation for admission to a Junior College (JC), Millennia Institute (MI), Polytechnic (Poly) or Institute of Technical Education (ITE) courses are shown in Table 4 below.

3.2. The admission criteria for various JC, MI, Poly and ITE courses are specified in Tables 1 to 4.

GCE O-LEVEL/N-LEVEL Table 4

L1R5: For Junior College Course		
L1	First Language	English/Higher Mother Tongue
R5	Relevant Subject 1	Any 1 best-scoring subject from Humanities
	Relevant Subject 2	Any 1 best-scoring subject from Mathematics or Science
	Relevant Subject 3	Any 1 best-scoring subject from Humanities, Mathematics or Science
	Relevant Subject 4	Any 1 best-scoring subject
	Relevant Subject 5	Any 1 best-scoring subject
L1R4: For MI Course		
L1	First Language	English/Higher Mother Tongue
R4	Relevant Subject 1	Any 1 best-scoring subject from Humanities
	Relevant Subject 2	Any 1 best-scoring subject from Mathematics or Science
	Relevant Subject 3	Any 1 best-scoring subject from Humanities, Mathematics or Science
	Relevant Subject 4	Any 1 best-scoring subject

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SEC EXAM

Table 4

L1R4: For Junior College Course		
L1	First Language	English/Higher Mother Tongue
R4	Relevant Subject 1	Any 1 best-scoring subject from Humanities
	Relevant Subject 2	Any 1 best-scoring subject from Mathematics or Science
	Relevant Subject 3	Any 1 best-scoring subject from Humanities, Mathematics or Science
	Relevant Subject 4	Any 1 best-scoring subject
L1R4: For MI Course		
L1	First Language	English/Higher Mother Tongue
R4	Relevant Subject 1	Any 1 best-scoring subject from Humanities
	Relevant Subject 2	Any 1 best-scoring subject from Mathematics or Science
	Relevant Subject 3	Any 1 best-scoring subject from Humanities, Mathematics or Science
	Relevant Subject 4	Any 1 best-scoring subject

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

GCE O-LEVEL/N-LEVEL

To be eligible for admission into a polytechnic diploma course, students must meet these **2 criteria**:

1. Their **ELR2B2 net aggregate score (after including CCA bonus points)** must not exceed 26. The exception is the Diploma in Nursing, whereby their ELR2B2-C net aggregate score must not exceed 28.

2. Meet the minimum entry requirements (MER) of the course that they are applying for. Find out the MER of specific courses on CourseFinder.

ELR2B2 : For Polytechnic Courses				
Aggregate Type	**ELR2B2 -A**	**ELR2B2-B**	**ELR2B2-C**	**ELR2B2-D**
EL	English			
R2 — 1st Group of Relevant Subjects	Art/Art & Design Business Studies Combined Humanities Commerce Commercial Studies Economics Geography Higher Art Higher Music History Humanities (Social Studies, Literature in English) Humanities (Social Studies, Literature in Chinese) Humanities (Social Studies, Literature in Malay) Humanities (Social Studies, Literature in Tamil) Humanities (Social Studies, History) Humanities (Social Studies, Geography) Intro to Enterprise Development Literature in English Literature in Chinese Literature in Malay Literature in Tamil Media Studies (English) Media Studies (Chinese) Music	Elementary Mathematics Additional Mathematics		

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

ELR2B2 : For Polytechnic Courses				
Aggregate Type	**ELR2B2 -A**	**ELR2B2-B**	**ELR2B2-C**	**ELR2B2-D**
EL	English			
R2 2nd Group of Relevant Subjects	Additional Mathematics Art/Art & Design Business Studies Chinese Combined Humanities Commerce Commercial Studies Creative 3D Animation Design & Technology Design Studies Economics Elementary Mathematics Food & Nutrition Geography Higher Art Higher Chinese Higher Malay Higher Music Higher Tamil History Humanities (Social Studies, Literature in English) Humanities (Social Studies, Literature in Chinese) Humanities (Social Studies, Literature in Malay) Humanities (Social Studies, Literature in Tamil) Humanities (Social Studies, History) Humanities (Social Studies, Geography) Intro to Enterprise Development Literature in English Literature in Chinese Literature in Malay Literature in Tamil Malay Media Studies (English) Media Studies(Chinese) Music Principles of Accounts Tamil	Art/Art & Design Business Studies Combined Humanities Commerce Commercial Studies Economics Geography Higher Art Higher Music History Humanities (Social Studies, Literature in English) Humanities (Social Studies, Literature in Chinese) Humanities (Social Studies, Literature in Malay) Humanities (Social Studies, Literature in Tamil) Humanities (Social Studies, History) Humanities (Social Studies, Geography) Intro to Enterprise Development Literature in English Literature in Chinese Literature in Malay Literature in Tamil Media Studies (English) Media Studies (Chinese) Music Principles of Accounts	Add^n Combined Science Additional Science Biology Biotechnology Chemistry Combined Science Computing/Computer Studies Creative 3D Animation Design & Technology Food & Nutrition Electronics/Fundamentals of Electronics General Science Human & Social Biology Integrated Science Physics/Engineering Science Science (Chem, Bio) Science (Phy, Bio) Science (Phy, Chem)/ Physical Science Science (Phy, Chem, Bio)	Add^n Combined Science Additional Science Art/Art & Design Biology Biotechnology Chemistry Combined Science Computing/Computer Studies Creative 3D Animation Design & Technology Design Studies Food & Nutrition Electronics/Fundamentals of Electronics General Science Higher Art Human & Social Biology Integrated Science Media Studies (English) Media Studies (Chinese) Physics/Engineering Science Science (Chem, Bio) Science (Phy, Bio) Science (Phy, Chem)/ Physical Science Science (Phy, Chem, Bio)
B2	Best 2 other subjects excluding CCA			

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

SEC EXAM

For admission to Polytechnic Year 1, starting from the Academic Year 2028 intake, students can offer one [B] subject taken at either G2 or G3 in their ELR2B2 aggregate score. The remaining four subjects must continue to be offered at G3 to ensure that students can cope with the academic rigour in the polytechnics. Students who offer both [B] subjects at G3 will have their [B] subject with a lower grade mapped from G3 to G2. Correspondingly, the net aggregate cut-off for admission to Polytechnic Year 1 will be adjusted from 26 points to 22 points.

ELR2B2	
Subjects	**Subject Level**
English Language (EL)	G3
2 Relevant subjects (R2)	
One of the [B] subjects	
2nd [B] subject	G2 (G3 subjects to be mapped to G2 grade)

Grade Mapping Table from G3 to G2	
G3	G2
A1, A2, B3	1
B4, C5, C6	2
D7	3
E8	4
9	5
-	6

ENTRY REQUIREMENT OF COURSE TO HIGHER INSTITUTIONS

Note: (Aggregate Types)

1. Grades for both Higher Mother Tongue Language (viz. Higher Chinese, Higher Malay and Higher Tamil) and Mother Tongue Language (viz. Chinese, Malay and Tamil) cannot be used in the same aggregate computation.

2. "Merit" and "Pass" grades for the Mother Tongue 'B' Syllabus (viz. Chinese 'B', Malay 'B' and Tamil 'B') cannot be used for the computation of aggregate points.

3. CCAs may be included in the computation of the L1R5/L1R4 aggregate for admission to the MI, provided that all the requirements on English, Mother Tongue Language and Mathematics are satisfied. You may wish to refer to Table 3 under Subject Requirements.

4. To be eligible for consideration for admission to the Higher Nitec courses under JAE, applicants must have the minimum result requirements in the courses and have sat for at least 5 GCE 'O' level subjects over a maximum of 2 years. CCA cannot be used to meet the minimum entry requirements.

More details can be on obtained from JAE website at www.moe.gov.sg/post-secondary/admissions/jae*, Section 3 on bonus points & Section 6 on Polytechnics/ITE course requirements.*

THE CO-CURRICULAR ACTIVITIES (CCA) PROGRAMME

COMPULSORY PARTICIPATION IN CCA

The Ministry of Education (MOE) in its drive towards providing an ability-driven education changed the Extra-Curricular Activities (ECA) conducted in school to Co-Curricular Activities (CCA). The move was to ensure that students adopt a holistic approach towards education and are developed as all-rounded individuals. According to MOE's guidelines, it is compulsory for all students in a secondary school to have a core CCA. This change has increased the importance of CCA among students and reflects CCA as an integral component in a secondary school student's life.

In line with MOE's policies, the school takes a serious approach towards ensuring that our students have at least one core CCA. We aim to achieve our vision of providing our students with a holistic education. As such, it is important for our students to participate in a core CCA in school.

A student who does not have a core CCA or does not attain 75% attendance in his/her core CCA will be given a FAIR conduct grade in his/her examination result slip. This may impact the student's chances of receiving awards or qualifying for overseas learning trips that may be available to him/her. Being absent from CCA without a valid reason is an act of truancy. Students would have to bear the consequences as per school rules under truancy.

CO-CURRICULAR ACTIVITIES (CCA)

1. Introduction

As CCA is an integral part of our educational system, the school has planned and implemented a programme that is consistent with the national educational objectives. The school offers a range of CCA which cater to the varied interests and abilities of the students.

2. Aim

The CCA Programme provides students with a platform to discover their interests and talents. Well-organised and implemented, they can fuel in the individual a lifelong love for a particular activity, be it a sport or a musical pursuit. This helps the individual to lead a balanced life in adulthood.

3. Policy

3.1. Every student is expected to participate actively in one CCA, which could be a Sport, a Uniformed group, a Visual and Performing Arts group or a club/society from the core CCA list below.

3.2. Students are encouraged to pursue and specialise in one core CCA throughout their secondary school education. Participation in a second CCA from the core activity list may be allowed only if it is at the school representation level. Students will have to demonstrate that participation in a second CCA will not affect his/her academic performance and main CCA.

Students who wish to represent outside organisations in competitions must seek approval from HOD/PE& CCA. Participation in an external CCA cannot be in place of a school-based core CCA.

THE CO-CURRICULAR ACTIVITIES (CCA) PROGRAMME

3.3. The CCA Department will assess requests for change of CCA from students in the mandatory CCA (NCC, NPCC & NCDCC) on a case by case basis, and may allow for one change in CCA either at the end of Secondary One or Secondary Two. Students who are members of the mandatory CCA are strongly encouraged to remain with the CCA throughout secondary school as the National UG are strongly positioned to nurture national values and develop character, ruggedness and resilience.

For non-mandatory CCA, students who are keen to experience the different CCA in school may opt for a change at the beginning of each academic year. (Rationale: In line with student-centricity, students are provided with opportunities to pursue their diverse interests as long as they change CCA with school's approval on a case by case basis). Nonetheless, LEAPS 2.0 will continue to accord higher recognition to students with sustained participation in the same CCA to encourage progressive CCA-specific development and character development.)

CORE CCAs

Sports & Games*	Uniformed Groups*	Clubs & Societies	Visual & Performing Arts
Badminton	National Cadet Corps (NCC) (boys only)	Media	Choir
Basketball	National Police Cadet Corps (NPCC)	Robotics	Modern Dance
Netball (girls only)	Girl Guides (GG)		Malay Dance
Football	National Civil Defence Cadet Corps (NCDCC)		Indian Dance
Volleyball (girls only)			D'Lite (English Drama)
Wushu [Cluster CCA Based in Chung Cheng High (Yishun)]			Concert band
			Guzheng

* Only CCAs that are gender based are specified.

LEAPS – CCA GRADING SCHEME 2.0

LEAPS 2.0

1. LEAPS 2.0 seeks to shape Co-Curricular experiences that encourage students to develop skills and competencies that would enable them to lead meaningful and purposeful lives, and be prepared for an uncertain and changing world.

2. LEAPS 2.0 recognises students' experiential learning and attainment in the four domains of the Co-Curriculum as they progress through their secondary school years.

3. The four domains are:

   a) Participation - Affirms students' sustained development in school-based CCA throughout secondary school - Students can choose from Sports, Performing Arts, Uniformed Groups, Clubs and Societies.

   b) Achievement - Affirms students' character development and efforts in representing the school/external organisations in events. - Students' diverse interests and talents are recognised as events can go beyond CCA and beyond school.

   c) Leadership - Affirms students' development as a leader - Students are developed through leadership modules, National Youth Achievement Award and leadership positions.

   d) Service - Affirms students' contributions to the community and development as responsible and active citizens. - Students serve the community through schools' Values-In-Action programmes

4. There are 5 levels of attainment in each domain. Refer to Table 3. The levels of attainment in each domain are designed such that Level 1 in each domain is the baseline standard expected of every student, Level 3 in each domain is the standard that most students should be able to achieve with hard work and determination, and Level 5 in each domain is the highest standard achievable for the student at that point in time.

5. At the end of the graduating year, students' Co-Curricular attainment will be recognised.

6. 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).

7. The Enrichment domain complements the other domains for students' holistic development

   - Will be recognised in School Graduation Certificate
   - Will not have levels of attainment

LEAPS – CCA GRADING SCHEME 2.0

LEVELS OF ATTAINMENT: TABLE 3

Leadership	Achievement	Participation	Service
Level 1 Completed 2 modules on leadership (min. 3 hours per module)	**Level 1** Represented class at Intra-school level	**Level 1** At least 75% attendance each year Participated in any CCA for 2 years	**Level 1** Service to the school or community 6 hours per year (24-29 hours)
Level 2 Class Committee, Lower Sec CCA Comm, Comm for student initiated/led projects, NYAA (Bronze)	**Level 2** Represented school/external organisation at local/international event for 1 year	**Level 2** Participated in any CCA for 3 years with at least 75% for each year.	**Level 2** Service to the school or community (30-36 hours) or 1 VIA project that has impact on the school, community
Level 3 Class Chairperson/Vice-Chairperson CCA EXCO, Upper Sec CCA Committee, Councillor NYAA (Silver)	**Level 3** Represented school/ external organisation at local/international event for 2 years and obtained Team placing: Top 4 Individual placing: Top 8 Award/Certification: SYF Certification of Distinction/Accomplishment	**Level 3** Participated in any CCA for 4 years or participated in any CCA for 3 years at least **75% attendance for each year Demonstrated exemplary conduct and active contribution**	**Level 3** Service of at least 36 Hours or 2 VIA projects that impact the school or Completed 24 hours of service and completed a VIA project
Level 4 Chairperson/Vice-Chairperson for schoolwide events, Senior Councilors	**Level 4** Represented school/external organisation for 2-3 years and obtained Team placing: Top 4 Individual placing: Top 8 Award/Certification: SYF Certificate of Distinction/Accomplish-ment	**Level 4** Participated in any CCA for 5 years or participated in any CCA for 4 years at least 75% attendance for each year. Demonstrated exemplary conduct and active contribution. Participated in the same CCA for 4 years with at least 75% attendance for each year.	**Level 4** 24 hours of service and 2 VIA projects that impact community or school

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LEAPS – CCA GRADING SCHEME 2.0

Leadership	Achievement	Participation	Service
Level 5 CCA Chair/V-Chair/ Captain/V-Captain; Student Council EXCO	**Level 5** Represented Singapore/ MOE/Singapore Schools International Events and obtained Team placing: Top 4 Individual placing: Top 8 Presented research paper	**Level 5** Participated in the same CCA for 4 years with at least 75% attendance for each year and demonstrated exemplary conduct and active contribution. Participated in the same CCA for 5 years	**Level 5** 24 hours of service and at least 2 VIA projects – at least one which is student-initiated VIA project that impact the community beyond the school and at least one other VIA project
Increase leadership opportunities for students	*Based on highest level attained in either: Representation Accomplishment UG Achievement Badges*	*Rewarding loyalty in the same CCA Removing penalty on attendance*	*Approach to VIA is Service Learning. Time spent on VIA projects including the planning, service and reflection components, which range from 8-14 hours.*

RECOGNITION OF STUDENTS' CO-CURRICULAR ATTAINMENT

Co-Curricular Attainment	Descriptor	Bonus Point(s)
Excellent	The student has fulfilled the requirements for holistic development and achieved quality learning in the Co-Curriculum.	2
Good	The student has fulfilled the requirements for holistic development in the Co-Curriculum.	1
Fair	The student is working towards holistic development in the Co-Curriculum.	0

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LEAPS – CCA GRADING SCHEME 2.0

- For an <u>Excellent</u> Co-Curricular attainment, which is translated to <u>two bonus points</u>, the student should have attained a minimum Level 3 in all four domains with at least Level 4 in one domain.

- For a <u>Good</u> Co-Curricular attainment, which is translated to <u>one bonus point</u>, the student should have attained a minimum Level 1 in all four domains with any **one** of the following:

    a. At least Level 2 in three domains;
    b. At least Level 2 in one domain and at least Level 3 in another domain; or
    c. At least Level 4 in one domain

- A <u>Fair</u> Co-Curricular attainment translates to <u>zero bonus points</u> as the student has not met the minimum criteria for a Good co-curricular attainment.

- For enquiries, please contact HOD/PE & CCA or SH/CCA at 68767126.

Examples
The following tables are examples that illustrate how the co-curricular attainments are awarded:

Example A:

Domain	Description of Attainment	Level
Participation	Participated in the same CCA for 4 years with at least 75% attendance for each year	4
Achievement	Represented school at local competition/conference/ festival/exhibition for 2 years	3
Leadership	Committee for school-wide events	3
Service	Completed at least 24 hours of service and at least one VIA project that impacts the school or community	3

The student has attained a minimum Level 3 in all four domains and at least Level 4 in one domain (Participation). Hence, the student's co-curricular attainment is recognized as **Excellent (2 bonus points).**

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LEAPS – CCA GRADING SCHEME 2.0

Example B:

Domain	Description of Attainment	Level
Participation	Participated in the same CCA for 3 years with at least 75% attendance for each year	2
Achievement	Represented class/house/CCA at intra-school event	1
Leadership	Class committee	2
Service	Completed at least one VIA project that impacts the school or community	2

The student has attained a minimum of Level 1 in all domains with at least Level 2 in three domains. Hence, the student's co-curricular attainment is recognized as **Good (1 bonus point).**

Example C:

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 4 years with at least 75% attendance for each year	3
Achievement	Represented school at local competition/conference/ festival/exhibition for 1 year	2
Leadership	Lance Corporal (NCDCC)	1
Service	Completed at least 24 to less than 30 hours of service	1

The student has attained a minimum of Level 1 in all domains, with at least Level 2 in one domain (Achievement) and Level 3 for another domain (Participation). Hence, the student's co-curricular attainment is recognized as **Good**.

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Example D:

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 4 years with at least 75% attendance for each year	3
Achievement	Did not represent class/house/CCA/school in any event	0
Leadership	Completed 2 modules on Leadership	1
Service	Completed at least 24 to less than 30 hours of service	1

The student has not met the criteria for a Good co-curricular attainment. Hence, the student's co-curricular attainment is recognized as **Fair**.

NAPFA STANDARDS (SECONDARY)

STANDARDS FOR FEMALES

Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
12	A	5	>29	>167cm	>39cm	>15	<11.5 sec	<14:41
	B	4	25-29	159-167	37-39	13-15	11.5-11.9	14:41-15:40
	C	3	21-24	150-158	34-36	10-12	12.0-12.3	15:41-16:40
	D	2	17-20	141-149	30-33	7-9	12.4-12.7	16:41-17:40
	E	1	13-16	132-140	25-29	3-6	12.8-13.2	17:41-18:40
13	A	5	>30	>170cm	>41cm	>16	<11.3 sec	<14:31
	B	4	26-30	162-170	39-41	13-16	11.3-11.7	14:31-15:30
	C	3	22-25	153-161	36-38	10-12	11.8-12.2	15:31-16:30
	D	2	18-21	144-152	32-35	7-9	12.3-12.7	16:31-17:30
	E	1	14-17	135-143	27-31	3-6	12.8-13.2	17:31-18:30
14	A	5	>30	>177cm	>43cm	>16	<11.5 sec	<14:21
	B	4	28-30	169-177	41-43	14-16	11.5-11.8	14:21-15:20
	C	3	24-27	160-168	38-40	10-13	11.9-12.2	15:21-16:20
	D	2	20-23	151-159	34-37	7-9	12.3-12.6	16:21-17:20
	E	1	16-19	142-150	29-33	3-6	12.7-13.0	17:21-18:20
15	A	5	>30	>182cm	>45cm	>16	<11.3 sec	<14:11
	B	4	29-30	174-182	43-45	14-16	11.3-11.6	14:11-15:10
	C	3	25-28	165-173	39-42	10-13	11.7-12.0	15:11-16:10
	D	2	21-24	156-164	35-38	7-9	12.1-12.4	16:11-17:10
	E	1	17-20	147-155	30-34	3-6	12.5-12.8	17:11-18:10
16	A	5	>30	>186cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	178-186	44-46	14-17	11.3-11.5	14:01-15:00
	C	3	26-28	169-177	40-43	11-13	11.6-11.8	15:01-16:00
	D	2	22-25	160-168	36-39	7-10	11.9-12.2	16:01-17:00
	E	1	18-21	151-159	31-35	3-6	12.3-12.6	17:01-17:50
17	A	5	>30	>189cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	181-189	44-46	14-17	11.3-11.5	14:01-14:50
	C	3	27-28	172-180	40-43	11-13	11.6-11.8	14:51-15:50
	D	2	23-26	163-171	36-39	7-10	11.9-12.1	15:51-16:40
	E	1	19-22	154-162	32-35	3-6	12.2-12.5	16:41-17:30
18	A	5	>30	>192cm	>46cm	>17	<11.3 sec	<14:01
	B	4	29-30	183-192	44-46	15-17	11.3-11.5	14:01-14:50
	C	3	27-28	174-182	40-43	11-14	11.6-11.8	14:51-15:40
	D	2	24-26	165-173	36-39	8-10	11.9-12.1	15:41-16:30
	E	1	20-23	156-164	32-35	4-7	12.2-12.4	16:31-17:20
19	A	5	>30	>195cm	>45cm	>17	<11.3 sec	<14:21
	B	4	29-30	185-195	43-45	15-17	11.3-11.5	14:21-14:50
	C	3	27-28	174-184	39-42	11-14	11.6-11.8	14:51-15:30
	D	2	24-26	165-173	36-38	8-10	11.9-12.1	15:31-16:20
	E	1	21-23	156-164	32-35	5-7	12.2-12.4	16:21-17:10

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NAPFA STANDARDS (SECONDARY))

STANDARDS FOR MALES

Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Inclined Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
12	A	5	>41	>202cm	>39cm	>24	<10.4 sec	<12:01
	B	4	36-41	189-202	36-39	21-24	10.4-10.9	12:01-13:10
	C	3	32-35	176-188	32-35	16-20	11.0-11.3	13:11-14:20
	D	2	27-31	163-175	28-31	11-15	11.4-11.7	14:21-15:30
	E	1	22-26	150-162	23-27	5-10	11.8-12.2	15:31-16:50
13	A	5	>42	>214cm	>41cm	>25	<10.3 sec	<11:31
	B	4	38-42	202-214	38-41	22-25	10.3-10.7	11:31-12:30
	C	3	34-37	189-201	34-37	17-21	10.8-11.1	12:31-13:40
	D	2	29-33	176-188	30-33	12-16	11.2-11.5	13:41-14:50
	E	1	25-28	164-175	25-29	7-11	11.6-11.9	14:51-16:00
14	A	5	>42	>225cm	>43cm	>26	<10.2 sec	<11:01
	B	4	40-42	216-225	40-43	23-26	10.2-10.4	11:01-12:00
	C	3	37-39	206-215	36-39	18-22	10.5-10.8	12:01-13:00
	D	2	33-36	196-205	32-35	13-17	10.9-11.2	13:01-14:10
	E	1	29-32	186-195	27-31	8-12	11.3-11.6	14:11-15:20

Age group	Performance grade	Points	No. of Sit-ups in 1 min	Standing Broad Jump	Sit & Reach Distance	No. of Pull-ups in 30 sec	4 X 10m Shuttle Run Time	2.4 km Run-Walk time (min : sec)
15	A	5	>42	>237cm	>45cm	>7	<10.2 sec	<10:41
	B	4	40-42	228-237	42-45	6-7	10.2-10.3	10:41-11:40
	C	3	37-39	218-227	38-41	5	10.4-10.5	11:41-12:40
	D	2	34-36	208-217	34-37	3-4	10.6-10.9	12:41-13:40
	E	1	30-33	198-207	29-33	1-2	11.0-11.3	13:41-14:40
16	A	5	>42	>245cm	>47cm	>8	<10.2 sec	<10:31
	B	4	40 – 42	236–245	44-47	7-8	10.2-10.3	10:31-11:30
	C	3	37 - 39	226-235	40-43	5-6	10.4-10.5	11:31-12:20
	D	2	34 - 36	216-225	36-39	3-4	10.6-10.7	12:21-13:20
	E	1	31 - 33	206-215	31-35	1-2	10.8-11.1	13:21-14:10
17	A	5	>42	>249cm	>48cm	>9	<10.2 sec	<10:21
	B	4	40-42	240-249	45-48	8-9	10.2-10.3	10:21-11:10
	C	3	37-39	230-239	41-44	6-7	10.4-10.5	11:11-12:00
	D	2	34-36	220-229	37-40	4-5	10.6-10.7	12:01-12:50
	E	1	31-33	210-219	32-36	2-3	10.8-10.9	12:51-13:40
18	A	5	>42	>251cm	>48cm	>10	<10.2 sec	<10:21
	B	4	40-42	242-251	45-48	9-10	10.2-10.3	10:21-11:10
	C	3	37-39	232-241	41-44	7-8	10.4-10.5	11:11-11:50
	D	2	34-36	222-231	37-40	5-6	10.6-10.7	11:51-12:40
	E	1	31-33	212-221	32-36	3-4	10.8-10.9	12:41-13:30
19	A	5	>42	>251cm	>48cm	>10	<10.2 sec	<10:21
	B	4	40-42	242-251	45-48	9-10	10.2-10.3	10:21-11:00
	C	3	37-39	232-241	41-44	7-8	10.4-10.5	11:01-11:40
	D	2	34-36	222-231	37-40	5-6	10.6-10.7	11:41-12:30
	E	1	31-33	212-221	32-36	3-4	10.8-10.9	12:31-13:20

THE CHARACTER & CITIZENSHIP EDUCATION (CCE) PROGRAMME

CCE Vision: Values-driven Citizens

CCE Mission: To create a nurturing environment to develop Yishunites holistically

	SECONDARY ONE	**SECONDARY TWO**	**SECONDARY THREE**	**SECONDARY FOUR/FIVE**
LEVEL THEME	Building My Character Foundation	Building My Character Foundation	Leading Character Through Action	Leading with Character & Preparing for Life Ahead
STUDENT OUTCOME	Learning about self, values, emotions, and school expectations.	Taking responsibility for actions and personal growth.	Demonstrating values through behaviour, teamwork, and contribution.	Exercising leadership, integrity, and future readiness.
LEVEL VALUESIN-ACTION (VIA) THEME	Our School, Our Home	Our Environment	Our Community	Our Community & Nation
LEVEL EDUCATION AND CAREER GUIDANCE (ECG) THEME	Knowing Myself As a Learner	Knowing Myself As a Learner	Leading Myself	Charting My path forward

EDUSAVE AWARDS

These awards are given to students from Secondary 1 to 5 for academic and non-academic achievements.

Types of Awards	Eligibility	Value of Awards

Edusave Character Award (ECHA)	The student must
	1. be a Singapore citizen
	2. on a consistent basis, **demonstrate good character and values.** In particular, demonstrating the following types of qualities:
	    i. School values and/or character traits
	    ii. A high level of civic responsibility
	    iii. Qualities associated with resilience
		$500

EAGLES Award	The student must 1. score an overall percentage pass of at least 50% 2. be a Singapore citizen 3. have a record of good conduct 4. satisfy the other criteria laid down by the school for leadership qualities, service and excellence in nonacademic activities	$350
Edusave Scholarship (ESSS)	The student must 1. be the top 10% of each level and stream 2. score an overall percentage pass of at least 50% 3. be a Singapore citizen 4. have a record of good conduct	$500
Edusave Merit Bursary (EMB)	The student must 1. be the top 11 to 25% of each level 2. score an overall percentage pass of at least 50% 3. be a Singapore citizen 4. have a record of good conduct 5. come from a family whose gross household income is below $5000 per month or per capita income is not more than $1500 6. is not a recipient of ESSS	$350
Edusave Good Progress Award (GPA)	The student must 1. be the best 10% of each level and stream based on good progress 2. score an overall percentage pass of at least 50% 3. achieve at least 10% improvement in rank 4. be a Singapore citizen 5. have a record of good conduct 6. is not a recipient of ESSS or EMB	$200

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EDUSAVE FOR ACHIEVEMENT, GOOD LEADERSHIP AND SERVICE (EAGLES)

ELIGIBILITY CRITERIA

A student must satisfy a set of 2-tier eligibility criteria before he/she can be awarded an EAGLES awards.

CRITERIA

Student must meet the first tier for the award; (A) and (B) with either (C), (D) or E as applicable.

a) Singapore Citizen

b) Pass their school examination and attain a conduct grade of good or better

c) For awards in Leadership, have assumed leadership appointments in core activities recognised by MOE for computing CCA Grade

d) For awards in Achievement, have represented their schools in competitions, exhibitions or performances recognised by MOE for computing CCA Grade

e) For awards in Service, rendered to the school or the community, have completed a minimum 6 hours of service to the school or under the Values-In-Action (VIA) programme

f) For awards in Service, make exemplary contributions to the co-curricular programme through supportive roles in at least 2 of the following areas:

- have demonstrated enthusiasm and positively impacted peers' learning and development through direct involvement, such as through sharing sessions
- have made and been involved in implementing suggestions that improved or value-added to the cocurricular programme or consistently contributed quality service in areas not formally recognised for leadership under the LEAPS 2.0 schemes
- have made significant progress in the mastery of skills and/or knowledge which enabled contributions to the co-curricular programme beyond the individual level

OUTSTANDING ALL-ROUNDER STUDENTS (OARS) AWARDS & YISHUNITE OF THE YEAR AWARD

YISHUNITE OF THE YEAR AWARD

This award is given annually to the student who has demonstrated overall excellence in academia, conduct, co-curricular and community involvement throughout his or her four or five years of education in Yishun Secondary School.

Selection Criteria:

1. Academic performance
2. CCA and VIA involvement
3. Conduct grade

NORTHWEST COMMUNITY DEVELOPMENT COUNCIL OUTSTANDING ALLROUNDER STUDENTS' (OARS) AWARDS

The OARS Awards hopes to recognise the good qualities in students and encourage them to be 'allrounders' in their pursuit of knowledge as well as to develop a positive mindset and resourcefulness in what they do. Outstanding students will be nominated for the CDC-level OARS Awards.

Selection Criteria:

1. Academic performance
2. Conduct grade
3. Leadership role in school
4. CCA Achievements
5. Community service
6. Creativity and innovation skills
7. Care for others
8. Care of environment
9. Participation in Northwest Community Development Council events

STUDENT RECOGNITION AWARD

	Award Title	Award Details
YSS AWARDS		
	YSS Values Inculcation Awards (Semesterly) Semester 1 (Nomination by Teachers) "I am a Respectful Yishunite"/ "Yishunite with Integrity award"/" I am a Resilient Yishunite" award Semester 2 (Nomination by Students) "Caring Buddy Award" (Nomination by Students)	The award recognises role models who exemplify our school values of *Respect • Integrity • Resilience* and embody the Desired Outcomes of a Yishunite: *Thinker • Innovator • Contributor* • **Respect** – Respects self, treats others with kindness and shows care for school property and the environment. • **Integrity** – Is honest in words and actions, and takes responsibility for choices • **Resilience** – Bounces back from setbacks, stays positive and perseveres to overcome challenges • **A Thinker** – demonstrates critical and reflective thinking skills • **An Innovator** – embraces creativity and adaptability in solving challenges • **A Contributor** – actively makes a positive impact in school and community.

INNOVATIVE AWARDS

	Award Title	Award Details
YSS Award		
	Endeavour Award	The Endeavour Award is presented to students who have • taken the initiative and excelled in or developed their interests in writing, reading, Mathematics, a game or sporting activity. The award is aimed to encourage students to develop a deeper interest in learning or acquiring a skill.

FINANCIAL ASSISTANCE SCHEMES

1. MOE FINANCIAL ASSISTANCE SCHEME (MOE FAS)

The MOE FAS is to help needy Singaporean students to meet basic schooling expenses. Eligible students will receive full waiver of school fees and standard miscellaneous fees, free textbooks, free school attire, transport subsidy for students taking public transport and school meals subsidy (only during the school term).

  Eligibility: - Student is a Singapore Citizen

      - Family's gross household income does not exceed $4000 per month, or per capita income does not exceed $1000 per month

2. SCHOOL-BASED FINANCIAL ASSISTANCE SCHEME

The School Based FAS provides financial assistance to needy students who do not qualify for MOE FAS. Eligible students will receive free textbooks and free school attire. Transport subsidy for students taking public transport and subsidy for school meals will be provided only during the school term.

  Eligibility: - Student is a Singapore Citizen

      - Family's gross household income does not exceed $5500 per month, or per capita income does not exceed $1375 per month

Financial assistance is applicable on a yearly basis i.e. a student who qualifies for financial assistance for the current year will need to re-apply for the following year. Please contact General Office for assistance.

SETTING GOALS

GOALS TO BE ACCOMPLISHED

Use this section to develop your goals. These goals may arise out of a parent-teacher-student conference, a teacher-student evaluation or a parent-child chat at home. Some examples might be: to participate verbally in classroom discussions, to review my Science homework each night, to do my homework as soon as I arrive home from school, to pay attention in class or to cover two chapters each day.

Make sure you:

1. Carefully identify and list your study goals for each subject
2. Plan and carry out the necessary steps to achieve your goals
3. Check regularly to see how you are moving towards your goals

> Example:
> Goal Statement: To improve my English mark this term from 50% to 60%.
> Date: 9 March

Steps to take to accomplish my goals:

1. Do all my homework
2. See my teachers after school for extra help
3. Ask more questions in class if I am confused
4. Read more articles every day
5. Write at least a paragraph on any topic every night

Being a successful student is not a matter of chance. It is a matter of recognising your destination and making sure that you reach it fully prepared. Setting goals help you to work with purpose. It provides you with a proven formula for success.

USE OF PHOTOGRAPHS, VIDEOS AND OTHER MEDIA BY THE SCHOOL

PHOTOGRAPHS AND VIDEOS OF STUDENTS IN SCHOOL PUBLICATIONS

It is the practice of the school to document school events with photographs and videos, which are published on our official media platforms (both online and hard copy publications) – such as our website, termly newsletter, yearbook, official social media accounts and publicity materials – as well as on posters and banners within our premises and on our external walls.

Photographs or video images of you or your legal guardians may be taken during school activities and events such as classroom lessons, CCA, school camps, or school concerts. The school may use and publish such photographs or video recordings in school publications, the school's website, social media channels, or other communication channels.

We wish to assure you that we will always portray our students with respect and dignity. We will also ensure no personal information or identification of your child will be made with the pictures (with the exception of the school yearbook and/or newsletter quarterly which are hardcopy publications). If specific identification of your child is required on any other publications, your consent will be sought first.

We seek your cooperation to acknowledge your consent to such use, which will be in force for the years of your child's education journey with us at secondary school. If you have any queries, please email us at yishun_ss@moe.edu.sg.

EFFECTIVE STUDY METHODS AND HABITS

You have studied very hard for your examination. Why is it that you are still not getting the desired results for your examination? Is it because you have been using the wrong study habits and methods?

Below are some points to help you study more effectively.

1. PLACE HABIT
- Always have a fixed place to study, e.g. your study table in your own study room, so that your mind is conditioned to start work immediately
- Never study with loud music on (e.g. loud music in the background or, worse, with a stereo headphone in your ears)
- Do not lie on the bed to study

2. TIME HABIT
- You should choose wisely the most quiet and conducive hours to study
- If you have fixed your hours of study then all other activities should revolve around the study time and not replace it

3. PERSONAL TIME-TABLE
- A personal time-table is a must for all students. When planning a time-table, bear in mind the need to balance work and recreation (e.g. games) and rest
- All work and no play will make you a dull and uninteresting person

4. BASIC REQUIREMENTS FOR STUDY
- You will need a proper study table, a comfortable chair, adequate lighting and proper ventilation
- Make sure also that your dictionary and stationery are near at hand

5. MAKING THE MOST OUT OF YOUR READING
- Study the title carefully
- Look out for words in italics or in bold print
- Highlight or underline key words or facts
- Try to give your own title to every paragraph
- Pause to absorb and reflect on what you have read
- Try to formulate questions on what you have just read
- Read different books on the same topic
- Memorise key points (visualise, draw pictures, use mnemonics and mind-maps to help you memorise).
- Check the glossary and index for references
- Scan through to see the 'Big Picture', followed by a more detailed reading for in-depth study, i.e. use SQ3R method (Scan, Question, Read, Recall and Review)
- Review occasionally with one or more friends
- Write your own notes/summaries on study cards (See below)

6. STUDY CARDS

- If you just read and do nothing, you will recall very little later on. Why not jot down points, notes and underline the key concepts while you read?
- Better still, write your points on a study card. This study card is a useful tool to carry around with you during 'waiting time' when you revise for your examinations.

7. OTHER IMPORTANT STUDY PRINCIPLES YOU SHOULD KNOW

- Never skip classes
- Be prepared for lessons – read beforehand if possible
- Take good notes – jot down key ideas and phrases
- Allot study time regularly for each subject. Do not do last-minute work
- Do all assignments given to you. This is a good practice for examinations and good reinforcement of lessons that are taught
- Ask for help if you face any difficulties. Consult your teachers and friends. Do not leave any doubt or question on lessons unanswered. Lessons are conducted in progressive steps. If you do not understand an earlier chapter e.g. in Mathematics, you will most likely not be able to cope with the next chapter. So ask questions when in doubt before it is too late
- Form study groups. Discuss your lessons and help one another. However, do not turn this session into a chit-chat session
- Exercise regularly, have sufficient sleep, eat wisely and put aside time for relaxation. A healthy mind and body helps you to concentrate better and study more effectively
- Do not study continuously without a break. For every one hour of study give yourself fifteen minutes of rest. In this way, your mind will stay fresh and you will study better

EFFECTIVE EXAMINATION TECHNIQUES

Examination techniques are skills which can be acquired. As students, you should master examination techniques so that you can excel in your examinations.

Below are some useful examination tips to help you.

A. PREPARING FOR EXAMINATION

1. Study your notes and textbooks well
- Do not skip something you do not understand. Do not 'spot' questions to study

2. Make summary notes on study cards
- Summarise what you study and write it down on study cards. Your summary should be short and contain key concepts in point form

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3. Plan an examination study timetable

- When you plan your examination study timetable, do not skip any topics
- Plan your time for study each day. Choose a time period in the day or night when your mind is most alert and prepared for serious study
- Plan your examination timetable well in advance

4. Ask for help

- When you encounter difficulties in understanding, do not hesitate to ask your classmates and teachers

B. BEFORE AN EXAMINATION BEGINS

- Check the venue of the examination. Check calculators, batteries (make sure you have spare batteries in case of emergency), compasses, set squares, curve rulers and other essential stationery items
- Ensure that you arrive at the examination venue before the examination begins (at least half an hour)
- Calm down
- Avoid unnecessary stress

C. DURING AN EXAMINATION

- Read instructions carefully. How many questions do you have to answer? Do you have a choice of questions?
- Read all questions carefully. Do not assume the questions to be the same as what you have encountered before
- Select your questions carefully
- Study the question. Analyse it. What is asked? What are the key words? Is the question asking you "What?", "Why?", "How?"?Answer appropriately
- Start with questions that you are most confident of. However, beware of being carried away by such questions

D. ANSWERING EXAMINATION QUESTIONS

Here are some practical tips on answering examination questions, especially essay-type questions. (The abbreviations in brackets next to the points are for teachers to use to identify students' weaknesses in their answer scripts.)

1. Don't assume too much (DATM)

- Do not make sweeping statements or give one-word answers, expecting the examiner to fill in the gap for you. Give specific examples. Show the examiners how much you know

2. Plan your time (T)

- Before you sit for your examination, work out the amount of time you need to spend on one question. For example, if you are given 2 ½ hours to answer 5 questions, the time allocated for each question should be ½ hour

3. Write in paragraphs (//)

- Examiners love paragraphs because it is easier for them to follow your thoughts and to give marks
- Every paragraph should contain one main point
- Please note that paragraphing is not only confined to essay questions. For short questions which require a fairly long answer, it is also a good idea to write in paragraphs

4. Read the question carefully and identify the key words in the question (KQ)

- Do not write out of point
- Read the question carefully
- Make it a habit to underline the key words in the question before attempting an answer
- It is important to really understand what each key word requires you to do

For example,
State, Name, List - Do as told; these do not require explanation or details.

Comment: This is something worth saying e.g. something in the news, an issue, an opinion which someone has expressed

Discuss: This demands that both sides of the argument must be expressed and you must come to a conclusion (not necessarily one-sided, but can be neutral)

This is not a debating question where you give viewpoints for one side leaving the other side to argue the other viewpoints

Explain: You need to convince the examiner that you know the answer. You can do this by carefully explaining your answer and giving suitable examples to support your points

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5. Plan your essay/jot down points (P/JDP)

- Always jot down your points (not sentences) before attempting any essay question
- You can jot down your points in any order as it comes to your mind
- After this is done, group similar points together
- Remember, each paragraph should contain only one main point or idea
- Jotting down points should not take more than 5 to 10 minutes
- If you plan your essay well, your essay will be very well organised and will cover all the points that the examiner wants
- Remember: If you fail to plan, you are actually planning to fail

6. Amount to write should commensurate with marks assigned for a particular question (MAT)

- You must write according to the number of marks given. Consider this question. "What is the role of government in society?"
- If the question carries 4 marks, it requires a mere listing or very simple explanation of the role of government in society
- If the question carries 8 marks, a well-structured paragraph is required
- If the question carries 20 marks, it requires an essay with many paragraphs
- 2 marks can mean 2 points are required or 1 point plus some development of points

7. State/develop/give examples (ED Eg)

- In writing paragraphs, it is useful to remember to state, develop and give examples. It is very important for you to get into the habit of giving examples even when the question does not ask for it; otherwise, you will be penalised for assuming too much or writing too little on a particular point

8. Cover more points (CMP)

- One sure way of getting low marks is to dwell on one point or a few points when there are so many other points to cover
- To avoid this mistake of beating around the bush over one or a few points in an essay and getting very few marks in the process, you should learn to jot down your points first
- When you jot down points, you have assured yourselves that all points on the questions would be covered

9. Right on target (TGT)

- Time is precious. Do not waste time by beating around the bush. It is frustrating for the examiner to have to hunt down your points. You must learn to get directly to the point. Learn to be concise, but not to the extent of assuming too much without giving examples

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10. Disorganised presentation (DP)

- In writing an essay, you must have a proper introduction, a body and a conclusion. Where relevant, it would be useful to have sub-headings that are properly underlined. A disorganised presentation is a sign of a disorganised mind. Remember, you lose marks for poor organization

11. Untidy presentation (UTDY)

- If the examiner cannot read your handwriting, there is no way he/she is able to award marks for your answers. So it is in your interest to write legibly

12. Spelling (SP)

- Ensure that you have spelt correctly. Otherwise, you may make serious mistakes such as 'The boss always gives massages to his secretary' when it should be "The boss always gives messages to his secretary"

13. Express yourself clearly (EXP)

- Do not write unnecessary long sentences. A well-expressed sentence means that the point has been brought across and marks will be awarded. On the other hand, a poorly expressed, lengthy sentence will confuse the examiner

14. Label your diagrams (LYD)

- Diagrams must be sufficiently large and clearly labelled with headings where possible

15. Short-note type of questions

- Usually you have very limited time for such questions. Make sure you have allocated sufficient time for each question
- Answer to the point and do not regurgitate whole essays or lecture notes.
- Write clearly and legibly

16. End of examination

- Arrange your answers in proper sequence
- Tie your papers securely
- Read through your answers
- Avoid rushing to put in the last few words

HELPLINES

Organisation	Helpline	Days	Times
Suicide Prevention & Crisis			
SOS (Samaritans of Singapore)	1800 221 4444	Daily	24 hours
Internet Related Issues			
HELP123 (TOUCH Community and Fei Yue Community Services) Provides basic counselling for young people, parents and educators on cyber wellness related issues. Webchat is available at https://www.help123.sg/	1800-6123 123	Mon - Fri Mon - Fri	10 am to 6 pm Webchat is available from 2pm to 10pm.
TOUCHLine (TOUCH Community Services) Provides emotional support and practical advice for ages 12 to 25 years old on gaming addiction, Internet related issues and information on youth programmes.	1800 377 2252	Mon - Fri	9 am – 6 pm
Pregnancy			
Pregnancy Crisis Centre (Family Life Society)	6339 9770	Mon - Fri Saturday	9 am - 5 pm 9 am - 1 pm

HELPLINES

Organisation	Helpline	Days	Times
Mental Health			
Singapore Association for Mental Health (SAMH)	1800 2837019	Mon – Fri	9 am - 1 pm, 2 pm - 6 pm
Emergency Helpline (IMH)	6389 2222	Daily	24 hours
Eating Disorders Helpline	6321 4377	Daily	9 am – 5 pm Email: eatingdisorders@sgh.com.sg
Helpline (Clarity S'pore Ltd) Provide emotional support for individuals experiencing stress, anxiety, anger and depression	6757 7990	Mon & Fri Tues – Thur Saturdays	8.30 am – 5.30 pm 9 am – 6 pm 9 am – 4 pm
Substance Addiction and Abuse			
Smoking QuitLine	1800 438 2000	Mon – Fri Sat	8.30 am - 5 pm 8.30 am - 1 pm
All Addictions Helpline/National Addictions Management Service	Tel: 6-RECOVER (6-7326837)	Daily	24 hours

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