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23 Aug 2021

Year 1 – 3 Parents/Guardians

Through: Deputy Principal, Academic Studies (Year 1-4)

Dear Parents/Guardians,

## 2021 END OF YEAR EXAMINATIONS

It is the time of the year to share information with you on your son/ward's upcoming End of Year Examinations (EYE) in Term 4.

2 To help our students better manage their academic load in a year that is disrupted by the Covid-19 pandemic, the scope of the EYE papers will be adjusted accordingly. Certain topics or skills will not be tested. The subject teachers will communicate the specifics directly to their students.

3 The Examination Timetable and General Instructions to Students for Examinations are appended in Annex A and Annex B respectively.

4 As communicated at the start of the year, the EYE carries 60% of the total assessment weighting for the year in each subject. To prepare well for time-based examinations of this nature, students will need to be disciplined and focused in revising their work in the weeks ahead. We seek your support in encouraging and guiding your son/ward in this part of his journey.

5 Should you need clarification, do contact Mr Kelwyn Ng, Head/ Systems at [kelwyn.ng@ri.edu.sg](mailto:kelwyn.ng@ri.edu.sg).

With best wishes,

Mr Desmond Tan  
Dean / Academic Studies (Year 1-4)



**RAFFLES INSTITUTION**  
**2021 END OF YEAR EXAMINATION**  
**YEAR 3 TIMETABLE**

DATE	SUBJECT	DURATION	TIME	VENUE	RECESS
1 Oct (Fri)	MEP P3	15 min	1330 -	ARTSpace Gallery	---
4 Oct (Mon)	HCL P1	2 h	0825 - 1025	3A – 3M (Own Classrooms)	1025 - 1140
	HML P1				
	HTL P1				
	CL P1				
	ML P1				
	HCL P2	1 h 45 min	1140 - 1325	3A – 3M (Own Classrooms)	
	HML P2				
	HTL P2				
	CL P2	1 h 30 min	1140 - 1310		
ML P2					
5 Oct (Tue)	ENGLISH LANGUAGE P1	1 h 15 min	0825 - 0940	3A – 3M (Own Classrooms)	0940 - 1040
	ENGLISH LANGUAGE P2	1 h 50 min	1040 - 1230		
6 Oct (Wed)	HISTORY (RP/RA)	1 h 45 min	0825 - 1010	3A – 3M (Own Classrooms)	1010 - 1110
	GEOGRAPHY (RP/RA)				
	ENGLISH LITERATURE P1 (RP/RA)	2 h	1110 - 1310		
7 Oct (Thu)	MATHEMATICS 2 (RP/RA)	2 h	0825 - 1025	3A – 3M (Own Classrooms)	1025 - 1125
	BIOLOGY (RP/RA)	2 h	1125 - 1325		
8 Oct (Fri)	SOCIAL STUDIES	1 h 15 min	0825 - 0940	3A – 3M (Own Classrooms)	0940 - 1040
	PHILOSOPHY	1 h 15 min	1040 - 1155		
11 Oct (Mon)	CHEMISTRY (RP/RA)	2 h	0825 - 1025	3A – 3M (Own Classrooms)	1025 - 1125
	PHYSICS (RP/RA)	2 h	1125 - 1325		
12 Oct (Tue)	MATHEMATICS 1 (RP/RA)	2 h	0825 - 1025	3A – 3M (Own Classrooms)	1025 - 1125
	ENGLISH LITERATURE P2 (RP/RA)	1 h	1125 - 1225		
13 Oct (Wed)	HCL P3 ORAL	15 min	0825 -	S Rajaratnam Block Classrooms	---
	HML P3 ORAL				
	HTL P3 ORAL				
	CL P3 ORAL				
	ML P3 ORAL				
14 Oct (Thu)	MSP P1	1 h 45 min	0825 - 1010	Sem Rm 3	1010 - 1055
	MSP P2	1 h 15 min	1055 - 1210		
	MEP P1	1 h 30 min	0825 - 0955	ARTSpace Music Rm 3	---

Note: MEP  
 15 - 19 Oct  
 20 - 22 Oct  
 25 - 28 Oct  
 29 Oct

MEP P2 is coursework submission  
 Marking Days (Students need not report)  
 Check and Review of Scripts  
 Post Exam Activities / Subject Reflect and Review  
 Last Day of School and Release of APRs

## RAFFLES INSTITUTION

## GENERAL INSTRUCTIONS TO STUDENTS FOR EXAMINATIONS (2021)

(With Additional Precautionary Measures due to Covid-19 Pandemic)

**1. Before the Examinations**

- If you are on **Home Quarantine Order, Stay-Home Notice, Approved Absence or medical leave**, do not report for the examination. Inform your form teacher and stay at home. Students will be updated on the latest Covid-19 Safe Management Measures closer to the examination period.
- If you are not well, e.g. having a fever (38°C and above), exhibiting flu-like symptoms, do not report for the examination. **Students who are unwell or with fever or flu-like symptoms will not be permitted to enter the examination venues.**
- All Students must wear their own **face mask** at all times during the examination.
- Students must bring along their **thermometers** for the examinations.
- Students are to report to the examination venue **30 minutes before the start of the first paper** each day for temperature-taking by the teacher.
- No extra time will be given if a student is late for any paper without valid reason.

**2. During the Examinations**

- The duration of each paper includes the time for reading the instructions, studying the maps, etc.
- Check the question papers as instructed by the invigilator before the start of each paper. Begin writing only when instructed to do so.
- You are required to write your name, class, index numbers and the subject titles on the cover page and all writing paper within the stipulated time.
- Write in dark blue or black pen on both sides of the writing paper. You may use a pencil for diagrams or graphs.
- If you need to use the toilet during the paper, you must record your movement on the "Monitoring of Toilet Breaks" Form – i.e. record the 'time out from class' and 'time back from toilet', and sign.
- You are not allowed to leave the examination room before the end of the full duration of the paper.

**3. After the Examinations**

- At the end of the examination, **you should stop writing immediately when told to do so by the invigilator**. Students who fail to do so will be penalized. Answer sheets handed in after the dismissal order has been given will not be accepted.
- The answer scripts, together with the cover page provided (if any), should be tied together at the top left-hand corner with the string provided.
- You are to remain quietly seated while the answer scripts are being collected.
- All unused writing paper must be returned at the end of each paper. You should not remove any writing paper from the examination venues.
- Upon dismissal from the exam venue, please leave the school immediately and avoid gathering in groups.

#### 4. Examination Rules and Regulations

- Conduct yourself with utmost integrity. **Any breach of integrity or any act of malpractice is a serious offence and such students will receive a zero mark for the paper and be liable for further disciplinary action.**
- A breach of integrity or an act of malpractice is committed if you
  - have in your possession electronic or communication devices (e.g. mobile phones, tablets) or computerized aids (e.g. computerized wrist watches) capable of storing, displaying and/or transmitting visual and verbal information in the examination room;
  - have in your possession any unauthorized equipment or materials (e.g. notes, paper, rubber ink stamps) even if you do not intend to use them; to ensure that you do not inadvertently bring these devices into the examination venue and be severely penalized for it, check that you have adhered to this rule before the start of every paper;
  - obtain or attempt to obtain or offer unfair assistance (e.g. copying) before, during or after the examination;
  - copy from another candidate or allow your answers to be copied by another candidate;
  - disturb, communicate or attempt to communicate with any other candidate/person inside or outside the examination room during the examination duration;
  - commit an act of dishonesty;
  - write offensive or obscene materials in your answer scripts;
  - sabotage other candidates' examination materials;
  - take away from the examination room any answer booklet, writing paper, storage devices and other used or unused exam stationary.

#### 5. Absence from Examination

- You will not be excused from sitting a paper unless you have a medical certificate substantiated by a doctor's note specifying the nature of your illness/medical condition, OR you have some other reason/s deemed acceptable by the school including Covid-19 related reason (see Para 1).
- **Please call the General Office at 6353 8830 to report your absence before 7.30 a.m. on the day of the paper.**
- Students absent for a paper without a valid reason will receive a zero mark for that paper.

#### 6. Re-Examination

- Students with a valid reason for absence will sit for the re-examination and will have their Academic Performance Report annotated accordingly.
- The re-examination will be held soon after the end of the main examination. The schedule will be made known to the students concerned.
- The mark obtained for the re-examination paper will be used to calculate the overall Grade Point for the subject.

-END-