



YUAN CHING SECONDARY SCHOOL

耘青中学

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24 August 2022

Dear Parent/Guardian,

2022 END-OF-YEAR EXAMINATION FOR SEC 1, 2 AND 3

Please be informed that the school's End-of-Year Examination (EOY) for our school is as follows:

Dates	Activity
28 September (Wed) - 10 October (Mon)	Secondary 2 and 3 End-of-Year Examination (EOY)
29 September (Thur) - 10 October (Mon)	Secondary 1 End-of-Year Examination (EOY)
11 October (Tue)	Marking Day (Students need not attend school)
12 October (Tue)	Normal lessons resume

During the examination period, all students are expected to attend the morning flag-raising ceremony as usual. Students will be dismissed after the last paper of each day and they need not come to school if they have no examination on that day.

The school takes a serious view of students who miss paper(s) in the examination. It is important to impress on your child/ward the importance of being present for all examinations.

When a student misses all or part of his/her examination papers on medical/compassionate grounds for any subject, the overall grade for the subject will be based on school examination policies and guidelines. We will ensure that the result is fair and a good representation of the student's ability. The teachers' professional judgment of your child's commitment and continual performance throughout the term will form a significant component of the final computation.

Please find enclosed a copy of the **GENERAL INSTRUCTIONS FOR SCHOOL INTERNAL EXAMINATIONS**. We appreciate your support in reiterating these rules and regulations to your child.

A copy of the examination timetable is also attached for your reference. Please ensure that your child/ward is adequately prepared for the examination and that your child/ward turns up for all examination papers. Please also ensure that your child brings the stationery required based on the list provided.

Please acknowledge the receipt of this letter by **31 August (Wed)**.

Thank you.

Miss Ng Sook Kit
Principal

Every Individual A Thinker, An Achiever, A Concerned Citizen

Enriching Minds · Unleashing Potential · Impacting Lives
Efforts Today · Rewards Tomorrow 今日耕耘 · 明日长青

• Integrity • Excellence • Compassion • Enterprise • Loyalty

Yuan Ching Secondary School
2022 End-of-Year Examination Timetable (Sec 3E)

Date	Sec 3 Express		
	Time	Duration	Subject
20 (Tue)& 21 Sept (Wed)	1530 onwards	-	*MTL P3 (Oral)
22 Sept (Thur)	1330 – 1630	3h	HCL P3 (Oral)
28 Sept (Wed)	0800 – 0950	1h 50m	EL P1
	1030 – 1220	1h 50m	EL P2
29 Sept (Thur)	0800 – 0945	1h 45m	Math P2
	1045 – 1230	1h 45m	Humanities 1 (Social Studies)
30 Sept (Fri)	0800 – 1000	2h	MTL P1
	0800 – 1000	2h	HCL P1
	0800 – 0850	50m	CL B P1
	0950 – 1050	1h	CL B P2
	1100 – 1245	1h 45m	HCL P2
	1100 – 1230	1h 30m	MTL P2
3 Oct (Mon)	0800 – 0940	1h 40m	Humanities 2 (Geog / History)
	1030 – 1230	2h	POA P2
4 Oct (Tue)	0800 – 0915	1h 15m	Sci (Chem) P3
	0800 – 0930	1h 30m	Chemistry P2
	1015 – 1215	2h	A Math P1
5 Oct (Wed)	0800 – 0915	1h 15m	Sci (Phy) P2
	0800 – 0915	1h 15m	Sci (Bio) P4
	1015 – 1215	2h	A Math P2
6 Oct (Thur)	0800 – 0845	45m	EL P3
	0930 – 1100	1h 30m	Biology P2
	0930 – 1100	1h 30m	Physics P2
	0930 – 1030	1h	POA P1
7 Oct (Fri)	0800 – 0945	1h 45m	Math P1
	1015 – 1100	45m	Biology P1
	1015 – 1100	45m	Physics P1
10 Oct (Mon)	0800 – 0900	1h	Sci (Phy/Chem) P1
	0800 – 0900	1h	Sci (Chem/Bio) P1
	0800 – 0845	45m	Chemistry P1
	1000 – 1140	1h 40m	Literature
	1000 – 1200	2h	D&T P1
	1000 – 1200	2h	NFS P1
	1000 – 1300	3h	Art P2

*Students will be informed by their subject teachers.

Note:

1. Students need not come to school if they do not have any examination paper on that day.
2. 11 Oct (Tue) is Marking Day, hence students need not come to school on that day.
3. Normal lessons will resume from 12 Oct (Wed) to the end of the term.

GENERAL INSTRUCTIONS FOR SCHOOL INTERNAL EXAMINATIONS

Rules & Regulations

Candidates must comply with all rules and regulations stated below. Non-compliance may result in suspension of exam, expulsion from exam room, prohibition from taking subsequent papers, penalty of marks or termination of results.

1. **Reporting time.** Candidates are to be in their seats at least 10 minutes before the commencement of the exam. No extra time will be given to latecomers.
2. **No possession of unauthorised equipment/device** capable of capturing, storing, displaying and/or transmitting visual, audio or verbal information. E.g. mobile phones, cameras, smart watches/glasses, pen with image capturing or audio recording capabilities, etc. Candidates are to ensure that these devices are kept in their bags and switched off during the whole duration of the exam.
3. **No possession of unauthorised reference materials/notes.** E.g. conversion table/mathematical formula sheet enclosed in or printed on mathematical instrument box, notes written on parts of body, clothes, stationery/belongings, tables/chairs etc. Candidates are to use a transparent pencil case/zip lock bag to hold their stationery.
4. **Code of Conduct during examination**
 - 4.1 Observe silence at all time during the exam. Do not communicate with other students. If there are queries, candidates are to raise their hands and clarify with the invigilator.
 - 4.2 Personal belongings are to be placed neatly at the front of the classroom or side of the hall.
 - 4.3 Adhere to school rules with regards to attire and grooming.
 - 4.4 Remain silent during the distribution and collection of exam papers.
 - 4.5 Ensure that the correct subject paper is given and read the instructions on the cover page carefully upon receiving the question paper.
 - 4.6 Do not start writing until you are told to do so by the invigilator at the start of the paper.
 - 4.7 Stop writing immediately when you are told to do so by the invigilator at the end of the paper. If you need to write your name, class and index number, raise your hands to make a request to the invigilator. Any such attempt after the instruction to stop writing can be construed as disobedience to invigilator's instruction.
 - 4.8 No sharing of stationery (including calculator and dictionary) is allowed.
 - 4.9 Write in dark blue or black pen. Erasable ink pen is not allowed. Avoid using correction tape or fluid on the answer script or writing paper as it may affect the legibility of the answers.
 - 4.10 Do not leave any sheet of your answers or diagrams in such a position that another student can read them.
 - 4.11 You are strongly discouraged to go to the toilet unless absolutely necessary.
 - 4.12 Do not take away any question paper or writing material after the exam.
 - 4.13 Any cheating or misconduct (include attempting to cheat, disobeying of invigilators' instructions, disrupting the conduct of exam etc.) will be severely dealt with.
5. **Use of Scientific Calculators / Dictionaries**
 - 5.1 Only SEAB-approved Calculators and Dictionaries are allowed (refer to <https://www.seab.gov.sg/> for approved lists).
 - 5.2 Ensure calculator or electronic dictionary is in good working condition.
 - 5.3 Any enclosed instruction leaflet for calculators must not be carried into the exam room.
 - 5.4 There must be no annotations on any page of the dictionary.
 - 5.5 Use of calculator/dictionary is only allowed when its use is clearly stated in the paper.
6. **Instructions for Unexpected Situations**
 - 6.1 Candidates must inform the school (at tel: 6261 2489) when they are unwell or unable to sit for their papers. They must produce a medical certificate or the relevant certified documents to prove that they are unfit or unable to sit for the examination. Failure to do so may result in termination of results.
 - 6.2 In the event of a major train breakdown or any other unexpected situations where candidates are not able to reach the school on time for the examination, candidates must notify the school immediately.

Stationery to be brought for examinations

Subject	Required stationery
English Language and Literature	Pen
Mother Tongue Language	Pen, Dictionary
Mathematics	Pen, Pencil, Eraser, Calculator, Ruler, Protractor, Compass, Set square, Curve Ruler (Optional)
Science	Pen, Pencil, Eraser, Ruler, Protractor, Calculator,
History	Pen
Geography	Pen, Pencil, Eraser, Ruler, Protractor, Calculator
Social Studies	Pen
D&T	Pen, Pencil, Eraser, Calculator
Art	Pen, Colour Pencils, 2B pencil, Sharpener Eraser, Brushes, Palette, Water Container, Poster Colours, Mathematical Set
NFS	Pen, Pencil, Eraser, Calculator