



27 July 2018

HSC/2018/N095

Dear Parents / Guardians

**SEC 4E and 5N PRELIMINARY EXAMINATIONS 2 2018**

1. The examination time-table for the Sec 4E and 5N(A) Preliminary Examinations 2 and 'Examination Instructions to Students' are released together with this letter.

The examination period is as follows:

- Mon (27/8/2018) to Wed (29/8/2018)
- Mon (10/9/2018) to Wed (19/9/2018)

2. All students must report to school as usual by **0720** hours except on days when the paper starts later in the morning. Students will be dismissed after their last paper on each day.
3. Students who are unable to sit for a paper due to illness must have their absence covered with a **medical certificate**. If no valid reason is given for a student's absence, the students will be given a 'zero' mark for that paper. For information on the expected conduct of students during the examinations, please see overleaf.
4. Lessons will be held as per normal from 20 Sep 2018 (Thursday).
5. If you have any queries, please feel free to call Mdm Kamariah at 65827864.

Yours sincerely

\_\_\_\_\_  
Mdm Kamariah Binte Abd Rahim  
Asst. Head / Exams Committee

\_\_\_\_\_  
Mr Daniel Ang  
Principal

----- Detach here -----

**Reply Slip**

To the Form/Co-form teacher:

I, parent / guardian of \_\_\_\_\_ of Sec \_\_\_\_\_  
acknowledge receipt of the letter dated 27 July 2018 regarding the 'O' level Prelims 2 time-table.

Name : \_\_\_\_\_  
\*Father/Mother/Guardian (\*Delete as appropriate)

Signature: \_\_\_\_\_





**INSTRUCTIONS TO CANDIDATES:**

**Your Responsibilities :**

- Be properly attired in full school uniform. You may be barred from the examinations if you are not properly attired.
- Report to school by **0720 Hours** as per normal.
- Be seated in the examination room at least 15 minutes before the commencement of each paper.
- Be seated in the examination room according to your register number.
- Place all unauthorized materials (e.g. books, handphone, etc) in your bag and leave your bag on the floor in front of the white board.
- Raise your hand to get the attention of the invigilators should there be a need for clarifications.
- Remain seated in the examination room throughout the full duration of the examination paper.
- Keep the examination room clean and tidy – before, during and after each examination for the day.
- Before the paper begins, check that you have the correct number of printed pages. After the paper ends, check that you have handed in all your answer sheets to the Invigilator.
- Use only black or dark blue pens.

**You are not to:**

- Communicate with anyone in any way.
- Place water bottles on the desk.
- Ask for additional time to complete the examination paper should you be late.
- Borrow stationery / dictionaries / etc during the examination.
- Take any examination writing paper (used or unused) out of the examination room.
- Carry with you unauthorised electronic devices that can be used for recording or communication such as handphones into the examination venue.

**Candidates will be given ‘Zero’ mark under the following circumstances:**

- If they are caught in the possession of notes and written materials, mobile phones or any other electronic devices for communication or recording.
- If they are absent without valid reasons. Any reason provided must be supported by official documents.

**Candidates will be liable for disciplinary action under the following circumstances:**

- If they are caught borrowing calculators, mathematical instruments, dictionaries or other materials / items or communicating with other candidates.
- If they deface their answer scripts.

**Candidates caught cheating** will be liable for disciplinary action and will be given a `zero` mark for the Paper/s.

