



YIO CHU KANG SECONDARY SCHOOL WEIGHTED ASSESSMENT RULES AND REGULATIONS

It is mandatory for students to be familiar and comply with all Weighted Assessment (WA) rules and regulations. Students would have deemed to have read them before sitting for the WA.

GENERAL

1. Absence from a Weighted Assessment (WA) must be supported with a **valid medical certificate**. Otherwise, a zero mark may be awarded for the WA. If a student is unable to sit for a WA due to adverse conditions (e.g. bereavement, physical injuries), approval must be sought from the school with the relevant supporting documents (e.g. death certificate, medical report).
2. Students must comply with the instructions given by the subject teacher/invigilator. Silence must be observed at **ALL** times during the WA.
3. Students must place all bags, books and related materials in front of the assessment venue before the start of the paper.
4. Students must not flip open the question paper or start reading and writing on it unless instructed to do so by the subject teacher/invigilator.
5. Students must notify the subject teacher/invigilator by raising their hand when:
 - there is a blank or missing page;
 - the printing on the paper is unclear;
 - the wrong paper has been issued; and
 - the materials provided by the school have not been received (e.g. maps, grid paper).
6. Students must write their name, register number and class clearly on **all answer sheets**.
7. Students are to use only black or blue ink pens when answering the questions. They are to bring their own stationery and materials required for the WA. **No borrowing of stationery and materials will be permitted.**
8. Students are advised not to use correction tape/fluid in the WA.
9. Students are advised to:
 - read all instructions carefully;
 - write legibly; and
 - number the answers to the questions correctly.
10. Students are reminded to be vigilant and ensure that all their answer scripts are handed in. **Under no circumstances will any answer script be accepted by the subject teacher/invigilator after the assessment is over.**

WARNING

A student may be prohibited from taking the WA, have his/her results nullified, or suffer a grade penalty if he/she does not comply with the following:

1. Students must not have in their possession 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 assessment venue. Examples of unauthorised items include (but not limited to) mobile phones, cameras, tablets, earphones/earpieces (wired or wireless), fitness trackers, smart wrist watches/glasses, pen with image capturing capabilities, pen with erasable ink and music players.
2. Students must not have in their possession any unauthorised reference materials, notes or paper. All stationery or belongings taken into the assessment venue (e.g. pencil case, calculator, mathematical set) must not have any unauthorised notes/information written on them. Students must also ensure they do not have any notes/information written on any part(s) of their body.
3. Students must not possess any dictionaries or calculators where the use of a dictionary or calculator is prohibited in the WA. Only approved calculators and dictionaries can be used. No annotation on any pages of the printed dictionary are allowed (e.g. written notes, post-it pads, highlights, quick tabs).
4. Students must not write or draw anything that is offensive or obscene in their answers.
5. Students must not exhibit improper conduct or misbehaviour during the WA. For example, disturbing other students, disobeying instructions from the subject teacher/invigilator, and leaving the assessment venue without approval or unescorted.
6. Students must not communicate or attempt to communicate with other students inside or outside the assessment venue during the WA. Students should only face the front and must not turn around during the WA.

Acts of Dishonesty

YCKSS operates a zero tolerance policy with regards to acts of dishonesty.

Any student who gives information or obtains unfair assistance to questions in a WA is deemed to have cheated.

Any student caught cheating or attempting to cheat will be severely dealt with.

A zero mark may be awarded for the paper if investigations by the school reveal that cheating or an attempt to cheat has taken place