



BUKIT VIEW PRIMARY SCHOOL

18 BUKIT BATOK ST 21 SINGAPORE 659634

TEL : 65661980 FAX : 65635015

E-mail : bukitview_ps@moe.edu.sg

SCHOOL-BASED ASSESSMENT POLICY

PUNCTUALITY

The school takes a serious view of students' punctuality and attendance in all weighted assessments.

- Students are not allowed to take the weighted assessment at an earlier time. This is to ensure that the assessment is fair, and to prevent leakage of the assessment questions.
- All assessments will start and end at the stipulated time in the assessment schedule.
- Students who arrive within 30 minutes after the start time will be permitted to enter the examination room but may not be granted any time extension unless a valid reason is provided. The school's decision is final.
- Students who are late for more than 30 minutes after the start time may not be allowed to sit for the assessment unless a valid reason is provided. The school's decision is final.

OFFENCE

Cheating is a major and serious offence.

- Students should not be in possession of any unauthorised notes, non-approved dictionaries or calculators, and communication equipment capable of storing and displaying visual, audio and verbal information such as cameras and handphones.
- Students should not communicate with other candidates during the duration of the assessment.
- A student who is caught cheating, attempting to cheat or assist in cheating during an assessment will be given a zero mark for the paper and a "Poor" conduct grade. He/ She will face consequences meted out by the School Discipline Management Committee.
- Examples of cheating may include:
 - attempting to obtain unfair assistance or is found to have behaved dishonestly
 - copying answer/s from another student or allowing his/ her answer/s to be copied by another student
 - making any unauthorised alteration of marks or answers on the marked assessment scripts



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HEALTH-RELATED MATTERS

The safety and well-being of our students is of utmost importance. Students who are unwell need to exercise personal and social responsibility.

- Students who are unwell (e.g. flu-like symptoms, chicken pox, HFMD, mumps) should not come to school to sit for the assessment. They should consult a doctor and obtain a Medical Certificate.

ABSENCES

- Any student who is absent for any weighted assessment [Termly Weighted Assessments, Mid-Year Examination (MYE)/ End-of-Year Examination (EYE) Written papers/ Listening Comprehension papers/ Oral papers], needs to produce a Medical Certificate (MC) issued from a medical doctor, to cover him/ her for that day. Only Medical Certificates from medical practitioners registered under the Medical Registration Act are recognised. Parental letters are not acceptable.
- There will be **no** make-up for all termly weighted assessments, Written papers and Listening Comprehension papers for the MYE and EYE. Students who are on Medical Leave for the English Language or Mother Tongue Oral MYE or EYE will be tested during the designated Make-up Oral Examination days.
- For absences other than medical reasons with a Medical Certificate, the student must produce a letter to explain his/ her absence with a valid reason, subject to the school's approval. Examples of absences **without** a valid reason may include:
 - oversleeping or having no transport arrangement
 - accompanying parent/s overseas
 - participating in personal competitions
 - attending external assessments such as piano exams

COMPUTATION OF MARKS

- For students who are absent with Medical Certificate for any component of the paper, overall marks for the year for the subject absent for will be computed accordingly, taking into account the absence from the assessment with a Medical Certificate. It will be reflected as "MC" (Medical Certificate).



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- For Language Papers:

Case 1: If a student is absent for Paper 1 and Paper 2 for English Language or Mother Tongue, MC/ VR/ AB is keyed in for all the components even though the student has sat for the Oral and Listening papers.

Case 2: However, if a student has sat for Paper 1 and Paper 2 for English Language or Mother Tongue but was absent for the Oral and/or Listening papers, MC/ VR/ AB is keyed in only for the components not taken.

- For students who are absent without a Medical Certificate or valid reason, **no** marks will be awarded for the absent paper or paper component(s). It will be reflected as "AB" (Absent) for the absent component(s).
- For students who are late for more than 30 minutes without a valid reason, **no** marks will be awarded for the missed paper or paper component(s). It will be reflected as "AB" (Absent) for the missed paper or component(s).
