



## St Joseph's Institution Junior Examination Policy

### Punctuality

- The school takes a serious view of pupils' punctuality and attendance in all school examinations.
- Pupils are not allowed to take the examination at an earlier time. This is to ensure that the assessment is valid, reliable and fair, and to prevent leakages of the examination questions.
- All examinations will start and end at the stipulated time in our schedule or as announced by the Chief Presiding Examiner of the school.
- Any pupil who is late, will not be granted any time extension.
- Time extension will be considered when there is a disruption in bus or train services and other valid reasons. The school's decision will be final.
- Pupils will not be allowed to sit for the examination if they are:
  - late for more than 15 mins for papers with duration of 1 hour or less, or
  - late for more than 30 mins for papers with duration of more than 1 hour.

### Pupils who are unwell

- Pupils who are unwell should not sit for an examination. They should consult a doctor and rest at home.

### Absence with Medical Certificate or with Valid Reason

- There will be **NO** make-up for all written papers for **SA1 and SA2**. Pupils who are absent for EL or MT Oral Examination will be tested during the designated Make-up Oral Examination days.
- Any pupil who is absent for an Examination, must produce a valid medical certificate from a medical doctor, to cover him for that day. Handwritten letters are not acceptable. There is no makeup for Listening Comprehension Examination and main written papers. Marks will be pro-rated accordingly and pupils will not be eligible for academic awards.
- Pupils who are absent for all written components of the paper, overall marks for the year for each subject will be computed accordingly, taking into account the absence from the examination with a valid reason. It will be reflected as "MC" (Medical Certificate) or "VR" (Valid Reason) recorded for the particular subject.
- For reasons other than medical reasons, the pupil must produce a letter to explain his absence (e.g. family bereavement), subject to school's approval.

### Absence without Valid Reason

- Pupils who are absent without a valid reason, no marks will be awarded for the absent component(s). It will be reflected as “AB” (Absent) for the absent component(s).
- Examples of absence without a valid reason include:
  - Accompanying parents overseas
  - No transport arrangement
  - Going overseas for competitions,
  - External examinations such as piano exams

### Pupils granted with Access Arrangement

- Pupils granted with access arrangement e.g. extra time, may be asked to sit for the paper in a separate room.
- Pupils who want to request for access arrangement must make an application and give supporting reports, by the end of Term 1. Any late application of access arrangement will only be considered for the next examination.

### Cheating and Misconduct during Assessment

- Cheating or attempting to cheat is a serious offence and disciplinary action will be taken against offenders.
- If pupils are caught cheating or attempting to cheat, the assessment results may be deemed invalid.