



7th Feb 2018

Dear Parent / Guardian

Assessment Matters

1. Assessment is an integral part of learning. Assessments in the form of tests, examinations as well as other modes are planned with the intent of helping your child/ward chart his/her learning. They allow the teachers to plan and provide targeted assistance to strengthen their learning. The marks are also used for promotion at the end of the year.
2. It is the school's policy that students take all forms of assessment seriously and are well-prepared for them. They are therefore, expected to be present for all tests and examinations. **Any absence needs to be accounted for by medical certification, failing which a 0 mark may be awarded.**
3. A copy of the test schedule is enclosed to help your child/ward prepare for the **Common Test 1**. Please note that assessment for those subjects which are not shown will be conducted as class tests or coursework. These subjects are listed for your reference in the schedule.
4. The school will conduct **one common test a day**. This will minimise disruption to the curriculum, CCAs and other school related activities. Your child/ward is expected to attend all CCAs and school related activities during the common test period. It is therefore important that your child/ward revises his/her work consistently and is prepared for the various assessments.
5. **Academic integrity** is a core value that must be upheld by all students. Any breach of integrity or cheating will result in the student receiving a zero mark for the test/assessment and will be liable for further disciplinary actions.
6. We appreciate if you could work closely with us regarding this matter. Please endorse on the attached **Acknowledgement Slip** and have your child/ward submit it to his/her class mentor(s) by **14 Feb 2018**.
7. Thank you.

Yours faithfully

Mrs Yvonne Ong
Vice Principal



Parents'/Guardian's Acknowledgment Slip

Assessment Matters

I have read and understood the contents of the letter - Assessment Matters dated 7th Feb 2018 and have also noted the Common Test 1 schedule.

Name of student: _____

Class: _____

Name of Parent/Guardian: _____

Signature of Parent: _____

Contact No. of parent: _____

*Please delete accordingly