



L002/2024

12 January 2024

Dear P3 Parents / Guardians,

ASSESSMENT POLICY AND SCHEDULE FOR 2024

1. Assessment is meant to be carried out holistically and with the intent to cultivate in our students a greater joy of learning, a stronger intrinsic motivation to learn and an attitude of learning for life to better meet the challenges of an increasingly complex world. Assessment also provides an opportunity for students to receive feedback on their understanding to make improvements.
2. The table below shows an overview of the assessment weightings for Primary 3 in 2024.

Primary	Term 1	Term 2	Term 3	Term 4
3	15% *WA	15% WA	15% WA	55% @EYE

* WA - Weighted Assessment

@ EYE - End-of-Year Examinations

3. Please refer to **Annex A** for the Term 1 and 2 assessment schedule and coverage.
4. If your child missed a WA/ EYE due to a valid reason supported by relevant official documents, his/ her final marks for the subject(s) will be pro-rated. Otherwise, no marks will be awarded for the assessment. There will be no make-up examinations conducted for students who were absent for their EYE.
5. Please refer to our assessment policy attached in **Annex B** for more details.
6. For clarifications, please contact Vice Principal, Ms Jamie Ong, ong_pei_fen_jamie@schools.gov.sg or 64490121.
7. We look forward to working closely with you in the holistic development of your child. Thank you.

Mr Ng Yeow Ling
Principal

PRIMARY 3
2024 WEIGHTED ASSESSMENT (WA) SCHEDULE AND COVERAGE
TERM 1 & 2

Annex A

Term / Weighting	Week & Date	Weighted Assessment (WA)	Coverage
1 (15%)	Week 8: 19 February	EL: Language Use	<ul style="list-style-type: none"> ▪ Grammar ▪ Vocabulary
	Week 8: 23 February	Math: Mini Test	<ul style="list-style-type: none"> ▪ Numbers to 10 000 ▪ Addition & Subtraction ▪ Money ▪ Multiplication Tables of 6, 7, 8 & 9
	Week 9: 28 February	Science: Classification and Comparing Process Skills	<p>Theme: Diversity</p> <ul style="list-style-type: none"> ▪ Diversity of Living and Non-Living Things ▪ Classification of Living Things (Plants and Animals)
	Week 9: 1 Mar	MTL: Performance-Based Task	<p>CL</p> <ul style="list-style-type: none"> ▪ Show and Tell – My Favourite Thing: water bottle or watch <p>ML</p> <ul style="list-style-type: none"> ▪ Show and Tell – My Favourite Activity
2 (15%)	Week 6: 24 April	EL: Text Organisation and Comprehension	<ul style="list-style-type: none"> ▪ P3 Stellar – Information Text
	Week 8: 08 May	Science: Mini Test	<p>Theme: Diversity</p> <ul style="list-style-type: none"> ▪ Diversity of Living and Non-Living Things ▪ Classification of Living Things ▪ Diversity of Materials
	Week 8: 10 May	Math: Mini Test	<ul style="list-style-type: none"> ▪ Multiplication & Division ▪ Word Problems ▪ Bar Graphs ▪ Angles
	Week 9: 17 May	MTL: Language Application & Comprehension (MCQ)	<p>CL: Textbook & Workbook Units 1 – 7</p> <p>ML: Textbook & Workbook Units 1 – 5</p>

YU NENG PRIMARY SCHOOL ASSESSMENT POLICY 2024

Assessment is an integral part of the learning process and it provides feedback and information on the progress and attainment of what has been learnt for each subject. It is also important in helping the school evaluate a student's academic ability, for promotional purposes.

Our school has adopted a balanced approach in using both formative and summative assessments to ascertain students' holistic development. A wide variety of assessment modes, besides pen and paper, are also used to provide both qualitative and quantitative feedback to support and guide students' holistic development effectively.

To ensure our assessments are conducted fairly for every student, we seek your understanding and cooperation in adhering to the Assessment policy.

1) Attendance and Punctuality

- a) Punctuality
 - i) All students must be punctual and report to school by 7.30 am.
 - ii) No make-up time will be given to students who are late for examinations except for valid reason(s) (e.g., disruption to train/ bus services).
 - iii) Students should be seated at their assigned desk at least 10 minutes before the start of each examination.

- b) Attire
 - i) All students should be properly attired in school uniform or PE attire for any assessment.

- c) Attendance
 - i) If your child missed a WA/ EYE due to a valid reason supported by relevant official documents, his/ her final marks for the subject(s) will be pro-rated. **Otherwise, a zero mark will be awarded for the assessment.**
 - ii) English and Mother Languages examinations are made up of four papers with different weightings for selected levels. Students who are absent (due to valid reason/s) from any of the papers must attain at least 60% of the total weighting to have their marks pro-rated. **Otherwise, no marks will be awarded for the assessment.**
 - iii) Make-up examinations will only be conducted for P4 and P6 students who were absent for their EYE and Preliminary Examinations respectively. The make-up examinations will be arranged within two school days of the assessment.
 - iv) Absentees who missed their examinations will be asked to take the papers to ascertain their performance when they are back from their medical leave.

2) Conduct

- a) Students are required to bring all materials needed for the examinations. This includes 2B pencils, blue/black ink pens, soft erasers, sharpeners, and standard mathematical instruments (ruler, set-squares, compasses and protractors). Students are advised not

to use erasable pens as the ink may disappear, hence affecting legibility of answer scripts.

- b) Students must pay attention to the invigilator's instructions and follow the instructions at all times. If they have any questions, they should raise their hand to speak to the invigilators.
- c) Students should read carefully the instructions provided in the question booklets, answer sheets/ booklets and OAS.
- d) The duration of each examination paper includes the time for reading the questions, writing and/or shading your answers on OAS, etc.
- e) In responding to multiple choice questions on OAS, students should use a 2B pencil to shade your answers on the OAS.
- f) If a student is not feeling well or need to go to the toilet urgently, he / she should remain seated and raise his / her hand to inform the invigilator.
- g) Students must stop writing and close the answer booklet immediately when told to do so by the invigilator. Students should remain seated, face the front, and not communicate (verbally or non-verbally) with other students.

3) Integrity

- a) Cheating
 - i) Students must not attempt to cheat or assist in cheating. Students caught cheating will receive **a zero mark** for the paper as well as face disciplinary consequences if he/ she commits any of the following during the assessment:
 - (1) Has in his/ her possession any electronic devices capable of capturing, storing, displaying and/or transmitting information (e.g. mobile phones, smart devices)
 - (2) Has in his/ her possession any reference materials/ notes
 - (3) Demonstrates inappropriate personal conduct such as:
 - (a) Communicating with any students;
 - (b) Copying answers from any other students or allowing answers to be copied;
 - (c) Disrupting other students
 - (d) Disobeying instructions from invigilators
 - ii) Students will also be penalised for cheating if he/ she changes the marked responses when their teachers go through the paper.
- b) Use of approved dictionaries, electronic dictionaries and calculators
 - i) P4 to P6 students are allowed to use approved dictionaries or electronic dictionaries when taking Mother Tongue / Higher Mother Tongue Language Paper 1. Students are not allowed to share dictionaries during assessment. The list of approved dictionaries can be found on SEAB website <https://www.seab.gov.sg/home/examinations/approved-dictionaries>
 - ii) P5 and P6 students are allowed to use approved calculators when taking Mathematics / Foundation Mathematics Paper 2. Students are not allowed to share

calculators during assessment. The list of approved calculators can be found on SEAB website <https://www.seab.gov.sg/home/examinations/approved-calculators>

4) Access Arrangements

- a) Access Arrangements (AAs) are granted to candidates with specific learning and/or physical needs that have been diagnosed before the examinations, to enable them to sit for their examinations without compromising the assessment objectives.
- b) For students who may need access arrangement, do approach their respective Form Teachers and the Special Educational Needs Officer (SENO).