



MSS/LTP/134/2017

10 July 2017

Dear Parent/Guardian

4NA AND 4NT PRELIMINARY EXAMINATION 2017

1. The Preliminary Examination Secondary 4 Normal (Academic) and 4 Normal (Technical) students will be conducted during the period of 7 August and 11 -18 August.
2. Normal curriculum time for these students will resume on **Monday, 21 August**. Students are to report to school as per normal.
3. The examination timetable and a **Memorandum on Malpractice During Examination** are enclosed for your reference. Please spend some time going through the Memorandum on Malpractice together with your child/ward. A copy of the timetable is also available on the school's Learning Management System (LMS).
4. We want to highlight the following points to all students:
 - There will be no re-sitting of the examinations for all absences. Any absence from the examination has to be supported by a **medical certificate** from a registered General Practitioner.
 - Students are to be present at the examination venue **at least 30 minutes before the start for each paper**. Students who are more than 30 minutes late will not be allowed to sit for the examination paper.
 - Students who take the first paper in the morning are to attend the flag-raising assembly.
 - Students need not report to school if they do not have any paper on that day. Parents/Guardians are encouraged to supervise your child/ward on these days and motivate them to conduct self-study at home.
 - Students are dismissed only after they have completed all of their papers for the day. **They are not allowed to leave the school premises during the break time between papers.**
 - The school will enforce strict discipline during examinations. Students must report to school in proper school attire, otherwise they could be barred from sitting for the paper.
5. As partners in education, we seek your cooperation in motivating your child/ward to study diligently and achieve his/her personal best at the Preliminary Examination.

Thank you.

Yours sincerely,

Mrs Hilda Thong
Principal
Meridian Secondary School



MEMORANDUM ON MALPRACTICE DURING EXAMINATION

1. If dishonesty or malpractice by a candidate is found in any paper or component of a subject, the candidate will be **disqualified from the subject** and a **“T” grade**, which stands for “Termination of Results”, will be awarded to the candidate for that subject. This is in line with the Ministry of Education’s practice.
2. The following are examples of dishonesty and malpractice by candidates. The list is not exhaustive and other instances of dishonesty and malpractice may be considered by the Examinations Board of Meridian Secondary School at its sole discretion:
 - (a) obtaining unauthorised access to examination material;
 - (b) introduction of unauthorised material into examination room;
 - (c) use of a calculator or other means of arriving at an answer when this is precluded in the syllabus/component;
 - (d) collusion or attempted collusion with other persons during examination;
 - (e) copying from another candidate;
 - (f) disruptive behaviour in the examination room;
 - (g) failure to abide by the instructions of an invigilator;
 - (h) impersonation;
 - (i) plagiarism;
 - (j) failure to abide by the conditions of supervision designed to maintain the security of the examinations;
 - (k) the inclusion of offensive or obscene material in scripts or Coursework;
 - (l) the failure to properly acknowledge sources in Coursework projects;
 - (m) the submission of another person's work as if it were the candidate's own;
 - (n) the alteration of any results document, including certificates.
3. Candidates are not allowed to bring into the examination room any electronic or communicative devices or computerised aids capable of storing visual and verbal information. These include mobile phones, pagers, Personal Digital Assistances (PDA), Pocket PCs and unauthorised calculators. Should any of these be found in their possession during the examination, it will be deemed as a dishonest act.
4. When the use of dictionaries or texts is permitted in the examination, candidates must ensure that only approved dictionaries and texts are brought into the examination room. These dictionaries or texts must be free from any notes or marginal annotation. Separate pieces of papers, such as post-its and tape flags are not allowed. No critical works, teachers’ notes, study notes, or any other “secondary material” of any kind should be brought into the examination room. Candidates who contravene the regulations on the use of dictionaries and texts are liable to the same penalty as those who are found guilty of dishonesty or malpractice in the examination.
5. A candidate may be expelled from the examination room, refused entry for subsequent papers and have his or her papers cancelled if he or she is detected for dishonesty.