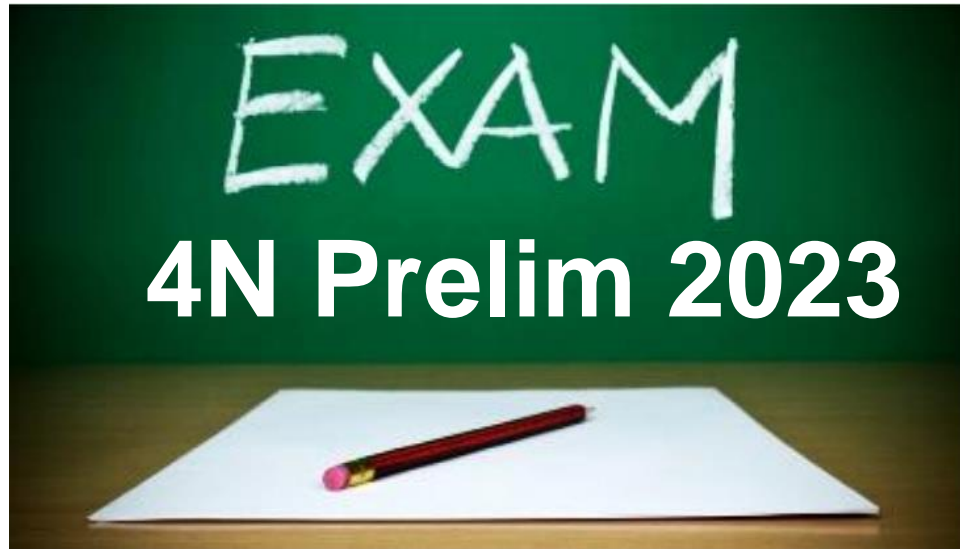


CHIJ St. Theresa's Convent



21 July – 4 August: Preliminary Exam for Sec 4N
7 August onwards: School resumes



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Venues Used for 2023 4N Prelim Exams 21 Jul to 4 Aug

No.	Venue	Purpose
1	AVA	4J, 4MM, 4R Exam
2	E201 (Design Rm)	AA
3	LBS Room	AA Isolation Room
4	B308/9 (Comp Lab 3-4)	CPA P2, P3
5	B308 (Comp Lab 3)	EL(T) P1,
6	B306/B309(Comp Lab 1,4)	Music(T), ESS
7	E2-04 (Art Room 1)	Art Exam
8	C412 (4R Classroom)	4NT LC Exam



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PRELIM EXAMINATION

Reporting for Exam

- Report to **your exam venue** after morning assembly from the hall (from classroom for Wed)
- All students must be **seated** and be ready in the exam venues **by 7:55 am**.
- For those who take only the 2nd paper of the day, you must report to school at least 30 mins before exam time.
- **Do not come late - NO make-up time** shall be given to late-comers.



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Before Exam Starts

- **Check that:** Mobile phones, smart watches and electronic devices are **NOT in your pockets** and other unauthorised materials (notes and books) are not with you.
- **Handphone** to be switched off (any alarm to be deactivated)
- Leave your bags in front of the Exam Rooms.
- Should any of these be found in your possession during exam, it will be deemed as a **dishonest act**.



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EXPECTATIONS DURING EXAMINATION

- No **mobile phones, smart watches, electronic devices and other unauthorised materials are allowed in the exam room**(books, notes, etc.).
- You are also not permitted to **borrow stationery items** from your classmates in the examination room.
- **Make sure that you have all the necessary stationery** –pen, pencil, eraser, long ruler, curve ruler, mathematical instruments, approved calculator, approved dictionaries for MT Paper 1 exam.
- Place your stationery in a clear bag.
- Place your photo ID/Ezlink card at the top of your desk for attendance taking.



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DURING EXAMINATION

- **Read the instructions** on the question paper carefully.
- You must **check** the **number of printed pages** and ensure that you have the **correct number of printed pages in your question paper**.
- **Inform** the invigilator immediately if
 - A wrong question paper has been given;
 - There is a blank page where there should be questions;
 - The printing is unclear;
 - Supplementary materials or inserts such as maps or graph paper stated on the question paper are not issued.



CONDUCT DURING EXAMINATION

- You **must always look to the front.**
- Your **Answer Paper** must always be on the desk. Do not lift it up!
- Do not communicate (talk, gesture, etc) with other candidates.
- If you have a query, you should **raise your hand** until you are attended to.
- You are **not allowed to leave** the examination classroom before the scheduled dismissal.



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DURING EXAMINATION

- Please visit the washroom **before the start** of the examination.
- You are **discouraged** from going to the washroom during the examinations, so as to give yourself sufficient time to complete the examination.
- No request for a toilet visit is allowed during the first 30 minutes or the last 30 minutes of an examination



At the end of paper

- Students must ensure that they **hand in all answer scripts to the invigilator** at the point of collection of scripts.
- If a student is **submitting a blank answer script**, her name, register number, class and the statement "**The script is blank.**" must be written on it.
- You must stop writing **immediately** when told to do so by the invigilator.
- You must remain seated at your desk and keep quiet while the answer scripts are being collected.'
- Leave quietly upon instructed by the invigilator (as the examination may still be in progress for other classes).



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CONSEQUENCES OF BREACHING EXAM RULES

Students may be

- prohibited from taking the examination;
- expelled from the examination room;
- refused entry for subsequent papers; and/or
- have her results terminated or a grade penalty,



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Reminders:

- Your **will be dismissed from school after the completion of your last paper of the day** to enable you to revise and prepare for your next paper. Please go home immediately after school dismissal.
- You should report to school **30 minutes before the start of the second paper** if you are not sitting for the first paper.
- You do not have to report to school on days which you do not have any paper for examination. You are to remain at home to revise and prepare for your other subjects.



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If you are Absent for Examination,

- If you are absent, a valid **Medical Certificate** from an authorised doctor must be produced to cover the period of absence.
- **A letter of excuse from your parents or guardian is NOT acceptable.**



If you are unwell ...

- If you are unwell, please see a doctor and get an MC. Please stay at home and inform your Form Teacher.



Some advices for your examinations



Clarify any doubts that you may have on the examination rules and regulations with your teacher.



Have enough rest.



Drink sufficient water to keep yourself well-hydrated.



Eat healthily to avoid falling sick during the examination period.

Stay calm, you have done your revision. You can do it!



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