



24 March 2017

Dear Parent/Guardian,

## **Mid-Year Examination 2017**

1) We wish to inform you that the school will be conducting the **Mid-Year Written Examination from 28<sup>th</sup> April to 16<sup>th</sup> May 2016**. Please refer to the Examination schedule attached for details. Please take note of the following:

- Your child/ward is required to report to school by 7.20am for morning assembly on days his/her Examination starts at 8.00am or 8.30am.
- Your child/ward is required to report to the Examination venue 15 mins before the start of every paper.
- Students will be dismissed after the first paper if he/she does not have a second paper on that day. If your child/ward does not have any paper at all on any particular Examination day, he/she does not need to report to school on that day.
- If your child's/ward's Examination paper is the second paper of the day, he/she is required to be in school at least 30mins before the paper starts or as instructed.
- We will strictly adhere to our school rules regarding absenteeism and late-coming.
  - For absenteeism, your child/ward **MUST** produce a valid medical certificate (MC) from a qualified general practitioner failing which your child/ward will be given a zero mark for the paper(s) that he/she has missed.
  - There will not be any re-sitting of examination papers that your child/ward has missed for assessment purposes even if a valid MC is submitted.
  - For late-coming, your child/ward will not be given any extra time for the paper(s) he/she is late for.
- Your child/ward is advised to go home immediately after the end of his/her last paper for the day.
- There is **no school on Marking Day, Wednesday, 17th May**.
- Lessons will resume from **Thursday, 18th May** onwards.
- Report books will be issued on Friday, 26<sup>th</sup> May 2017.

- 2) The **Mid-Year Mother Tongue and English Language Oral Examinations** will begin on the 1<sup>st</sup> week of April. Please take note that the English Language Oral Examination is conducted only for Secondary 4 and 5 students; and the Mother Tongue Oral Examination is conducted for all levels (Secondary 1 to 5). Refer to the schedule (Annex A).
- 3) As partners in your child's/ward's education, we seek your cooperation in ensuring that your child/ward looks after his/her health and he/she is well prepared for the Examination.

For clarifications on examination matters, please contact **Ms Pushpaa Krishnan** at **6365 6392** or email **[Pushpalatha\\_Krishnan@moe.edu.sg](mailto:Pushpalatha_Krishnan@moe.edu.sg)**.

Thank you

**EXAMINATION COMMITTEE  
EVERGREEN SECONDARY SCHOOL**