



HS-2018-055

26 June 2018

Dear Parent/Guardian

2018 COMMON AND CLASS TEST SCHEDULE FOR SEMESTER 2

1. The Continual Assessment for Semester 2 (CA2) for your child/ward will constitute two tests and at least one alternative assessment for all subjects. Your child/ward will sit for one common test and one class test. The **Common Test** will be administered on **Thursday from 2.00 to 3.00 pm**; while the Class Test will be administered by the subject teacher during curriculum time of the week assigned for the subject.
2. The **Common Test and Class Test Schedule** and a **Memorandum on Malpractice** are enclosed for your reference. Please spend some time going through the Memorandum on Malpractice together with your child/ward. A copy of the schedule is also available on the school website at the following address: <http://hougangsec.moe.edu.sg/>
3. For graduating classes, students will continue to be assigned work by their subject teachers, while those who have GCE 'N' or 'O' level Oral examinations will proceed in their examinations.
4. We want to highlight the following points to all students:
 - a) The Make-up Common Test will take place on the following Monday from 3.15pm to 4.15pm. Only students with valid reasons will be allowed to sit for the make-up test. Valid reasons include MC, Competitions and certain Parents' Letters. Character Coaches may need to speak to parents to establish the validity of the letters.
 - b) The Make-up Class Test will take place on an afternoon arranged by the subject teacher of the subject that your child/ward has missed. Only students with valid reasons, as stated above, will be allowed to sit for the make-up class test.
 - c) Students on suspension are expected to turn up for the Common Test / Make-up Common Test.
 - d) The Make-up Common Test will be centrally administered by the Exam Committee. Students will be told to report to a centralised venue and those who do not turn up will be given a zero. If the designated Monday for the make-up exam is a public holiday, it will take place on Tuesday at the same time, instead.
5. Kindly note that your child's/ward's eligibility to be promoted to the next level in 2019 is **strictly based on them meeting promotion criteria in school based assessments (CAs and SAs)**. As partners in education, we seek your cooperation in motivating your child/ward to study diligently and achieve his/her personal best for the Common Tests.

Thank you.

Yours sincerely,

Mr Ari Manickam
Principal

MEMORANDUM ON MALPRACTICE DURING COMMON TEST

1. If dishonesty or malpractice by a candidate is found in any paper or component of a subject, the candidate will be given a ZERO for that paper or component.
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 Internal Examinations Team of Hougang 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 conditions of supervision designed to maintain security of 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 common test, candidates must ensure that only approved dictionaries and texts are brought into the classroom. 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 regulations on 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 common test, refused entry for subsequent papers and have his or her papers cancelled if he or she is detected for dishonesty.

HOUGANG SECONDARY SCHOOL
2018 COMMON TEST SCHEDULE FOR SEMESTER 2
TERM 3

LEVEL	WEEK 1 (28 JUN)	WEEK 2 (5 JULY)	WEEK 3 (12 JULY)	WEEK 4 (19 JULY)	WEEK 5 (26 JULY)	WEEK 6 (2 AUG)	WEEK 7 (9 AUG)	WEEK 8 (16 AUG)	WEEK 9 (23 AUG)	WEEK 10 (30 AUG)
1E/1NA	CC TIME	EL	MTL	MATH	SCI	GEOG	NATIONAL DAY	E LIT	MATH	TEACHERS' DAY CONCERT
1NT		EL	MTL	MATH	SCI	CPA		D&T	MATH	
2E/2NA		EL	MTL	MATH	SCI	GEOG		E LIT	MATH	
2NT		EL	MTL	MATH	SCI	CPA		FCE	MATH	
3E		EL	MTL	MATH	SCI	GEOG / HIST / M LIT		POA PURE SCI	MATH	
3NA		EL	MTL	MATH	SCI	GEOG / HIST		POA D&T ART NFS	MATH	
3NT		EL	MTL	MATH	SCI / EBS	CPA		ART D&T	MATH	
4NA		GCE N LEVEL EL ORAL EXAM	MTL	MATH	SCI	PRELIM 2 EXAM (PART 1)		PRELIM 2 EXAM (PART 2)	MATH	
4NT		GCE N LEVEL EL ORAL EXAM	MTL	MATH	SCI / EBS	GCE N LEVEL MTL ORAL EXAM			MATH	
4E/5N		PRELIM 1 EXAM	GCE O LEVEL MTL ORAL EXAM	GCE O LEVEL MTL ORAL EXAM	MATH	SCI		GEOG	POA PURE SCI	

HOUGANG SECONDARY SCHOOL
2018 CLASS TEST SCHEDULE FOR SEMESTER 2
TERMS 3-4

LEVEL	TERM 3 WEEK 1	TERM 3 WEEK 2	TERM 3 WEEK 3	TERM 3 WEEK 4	TERM 3 WEEK 5	TERM 3 WEEK 6	TERM 3 WEEK 7	TERM 3 WEEK 8	TERM 3 WEEK 9	TERM 3 WEEK 10	TERM 4 WEEK 1
1E/1NA	NO CLASS TESTS IN WEEKS 1, 2 & 3				E LIT	EL	NO CLASS TESTS IN WEEK 7	SCI	MTL		
1NT					D&T	EL		SCI	MTL		
2E/2NA					E LIT	EL		SCI	MTL		
2NT					FCE	EL		SCI	MTL		
3E				SS / HUM ELECT	A MATH E LIT NFS	EL		SCI *	MTL	A MATH E LIT NFS	POA
3NA				SS / HUM ELECT	POA D&T ART NFS	EL		SCI	MTL		
3NT					ART D&T	EL		SCI / EBS	MTL		

* includes Sci and Pure Sci

HOUGANG SECONDARY SCHOOL
2018 COMMON TEST SCHEDULE FOR SEMESTER 2
TERM 4

LEVEL	WEEK 1 (13 SEPT)	WEEK 2 (20 SEPT)	WEEK 3 (27 SEPT)	WEEK 4 (4 OCT)
1E/1N	HIST	CC TIME	SA2 EL EXAM	REVISION TIME
1NT	CPA	CC TIME		
2E/2N	HIST	CC TIME		
2NT	CPA	CC TIME		
3E	SS	CC TIME		
3NA	SS	CC TIME		
3NT	CPA	CC TIME		
4NA	GCE N LEVEL WRITTEN EXAM (PART 1)	MOCK EXAMS 1		
4NT	GCE N LEVEL CPA PRACTCAL EXAM	MOCK EXAMS 1	MOCK EXAMS 2	
4E/5N	PRELIM 2 EXAM	MOCK EXAMS 1	MOCK EXAMS 2	REVISION