

9 July 2019

Dear Parent/Guardian



**SECONDARY 4 NORMAL PRELIMINARY EXAMINATION 2**

1. **Preliminary Examination 2** for **Secondary 4 Normal (Academic)** and **Secondary 4 Normal (Technical)** students will be conducted during the period **31 July – 2 August** and **13 – 19 August**. Students will have normal lessons from **5 August to 7 August**.
  
2. The examination timetable and a **Memorandum on Malpractice** during examinations 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 and examination components to be tested are also available on the school website at the following address:  
<http://hougangsec.moe.edu.sg/>
  
3. 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 late will not be given additional time for the paper**. Students who are more than 30 minutes late may not be allowed to sit for the examination paper.
  - 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.
  
4. As partners in education, we seek your cooperation in motivating your child/ward to revise his/her work regularly and conscientiously and to take the Preliminary Examination 2 seriously as their performance will be a gauge of their readiness to sit for the National Examinations.

Thank you.

Yours sincerely,

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Mr Ari Manickam  
Principal

## **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 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 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.

**Hougang Secondary School**  
**2019 Secondary 4 Normal Academic**  
**Preliminary 2 Examination Time-Table**


Day/Date	Paper	Venue	Duration	Time
31 July (Wednesday)	English Language Syllabus A Paper 1	Hall	1 h 50 min	08 00 – 09 50
	English Language Syllabus A Paper 2	Hall	1 h 50 min	11 00 – 12 50
1 August (Thursday)	Mother Tongue Language Paper 1	Hall	2 h	08 00 – 10 00
	Mother Tongue Language Paper 2	Hall	1 h 30 min	11 00 – 12 30
2 August (Friday)	Humanities (Social Studies)	Hall	1 h 45 min	08 00 – 09 45
	Science (Chemistry) Paper 3 and 4	Hall	1 h 15 min	11 00 – 12 15
<b>05 August (Monday) – 07 August (Wednesday): Normal Lessons</b>  08 August (Wednesday): NDP celebration, 09 August (Friday): National Day Public Holiday 12 August (Monday): Hari Raya Haji Off-in-lieu Public Holiday				
13 August (Tuesday)	Principles of Accounts Paper 1	Hall	1 h	08 00 – 0900
14 August (Wednesday)	Humanities (Geography / History)	Hall	1 h 40 min	08 00 – 09 40
	Mathematics Paper 1	Hall	2 h	11 00 – 13 00
15 August (Thursday)	Science (Physics) Paper 1 and 2	Hall	1 h 15 min	08 00 – 09 15
	Principles of Accounts Paper 2	Hall	2 h	11 00 – 13 00

16 August (Friday)	Mathematics Paper 2	Hall	2 h	08 00 – 10 00
	Food and Nutrition Paper 1	Hall	1 h 30 min	11 00 – 12 30
	Design & Technology Paper 1	Hall	1 h 30 min	11 00 – 12 30
19 August (Monday)	Art Paper 2	Class room	3 h	08 00 – 11 00
	GCE 'N' Level Design and Technology Coursework Submission Deadline	D&T Workshop		08 00 – 16 00

**Hougang Secondary School**  
**2019 Secondary 4 Normal Technical**  
**Preliminary 2 Examination Time-Table**


Day/Date	Paper	Venue	Duration	Time
31 July (Wednesday)	English Language Syllabus T Paper 1	Hall	1 h 15 min	08 00 – 09 15
	English Language Syllabus T Paper 2	Hall	1 h 20 min	11 00 – 12 20
1 August (Thursday)	Basic Mother Tongue Language Paper 1	Hall	50 min	08 00 – 08 50
	English Language Syllabus T Paper 3	Classroom	45 min	10 00 – 10 45
2 August (Friday)	Computer Application Paper 1	Hall	1 h 15 min	08 00 – 09 15
<b>05 August (Monday) – 07 August (Wednesday): Normal Lessons</b>  08 August (Wednesday): NDP celebration, 09 August (Friday): National Day Public Holiday 12 August (Monday): Hari Raya Haji Off-in-lieu Public Holiday				
13 August (Tuesday)	Mathematics Paper 1	Hall	1 h 30 min	08 00 – 09 30
	Computer Application Paper 2	Comp Lab 2/3	1 h 30 min	11 00 – 12 30
14 August (Wednesday)	Science Syllabus T Paper 1	Hall	1 h	08 00 – 09 00
	Elements of Business Skills	Hall	1 h 30 min	08 00 – 09 30
	Science Syllabus T Paper 2	Hall	1 h 15 min	11 00 – 12 15

15 August (Thursday)	Mathematics Paper 2	Hall	1 h 30 min	08 00 – 09 30
	Design & Technology Paper 1	Hall	1 h	11 00 – 12 00
16 August (Friday)	Computer Application Paper 3	Comp Lab 2/3	1 h 30 min	08 00 – 09 30
19 August (Monday)	Art Paper 2	Classroom	3 h	08 00 – 11 00
	GCE 'N' Level Design and Technology Coursework Submission Deadline	D&T Workshop		08 00 – 16 00