



WESTWOOD
PRIMARY SCHOOL

WWPS 98d/2017

31 March 2017

Term 2 P4 Holistic Assessment

Please refer to the table on the following page for the assessment tasks in Term 2 which constitute 30% of your child's/ward's overall academic performance for the year. We seek your partnership in ensuring that your child/ward sits for these assessment tasks on the stipulated dates.

If your child/ward is unwell, a medical certificate has to be submitted. Pupils with medical certificates or acceptable reasons to the school are allowed to sit for the assessment one day after the paper was administered. Pupils without a medical certificate or acceptable reason will be awarded zero marks for the paper should they fail to take it.

Please refer to our school assessment policy attached at the back of the letter for more details.

Thank you.

Ms Yong Lee Min

HOD/ English

Mrs Yeo Poh San

HOD/ MT Languages

Ms Seow Wei Lin

HOD/Mathematics

Mdm Jennifer Long

HOD/Science

Positively
WESTWOOD!

Inspiring a future ready, anchor-steady community that flourishes and thrives

Westwood Primary School 维林小学
1 Jurong West St 73 S649188 tel: 64121690 fax: 67945084 email: westwood_ps@moe.edu.sg web: www.westwoodpri.moe.edu.sg

Term 2 P4 Holistic Assessment			
Time Frame	Holistic Assessment Task		Weighting
Chinese Language	5 May (Week 7)	Paper 2 - To apply knowledge acquired in vocabulary, grammar and reading comprehension 试卷二: 四上课文 1-9 (Chapter 1-9) (一) 辨字测验 (Choose the correct word) (二) 词语选择 (Choose the correct vocabulary) (三) 词语搭配 (Matching of words) (四) 造句 (Matching of words) (五) 短文填空 (Fill in the blanks) (六) 阅读理解: 选择题、书面互动 (Comprehension i. MCQ, i i. Written Interaction Skills) (七) 理解问答: 开放题(Comprehension OE)	13.5%
Malay Language	18 April (Week 5)	Listening Comprehension - To listen to statements and choose the corresponding pictures - To listen to sentences and stories and answer multiple choice questions Paper 1 Composition - To write an essay based on given pictures and helping word	3% 4.5%
	26 April (Week 6)	Oral - To read aloud a short passage - To answer questions related to the video content and carry on a conversation	9%
	5 May (Week 7)	Paper 2 (Unit 1 - 5) - To apply knowledge acquired in vocabulary, grammar and reading comprehension: <ul style="list-style-type: none"> • Suffixes (Imbuan) • Proverbs (Peribahasa) • Comprehension 1 (Kefahaman 1) - MCQ & Written Interactive Task • Word Class (Melengkapkan Teks) • Comprehension 2 (Kefahaman 2) 	13.5%
Science	4 May (Week 7)	SA 1 Cycles - Matter Energy - Light - Inclusive of all P3/2016 topics from the themes <u>Diversity, Systems and Interactions</u>	30%

Westwood Primary School

Rules and Regulations for Assessment

Assessment is an integral part of the learning process and it helps to ascertain pupils' progress and understanding of what has been taught for each subject. It is also integral to helping the school assess a pupil's academic ability, especially for promotional purposes.

Since pupils' performance is based on a collation of on-going assessments, we seek your partnership in ensuring that your child attends school regularly and sits for the assessment papers on the stipulated dates.

Conduct and Integrity

(a) Punctuality

- All pupils should be punctual and report to school hall by 7.30 am.
- No make-up time will be provided to pupils who are late for the examination except for valid reasons acceptable to the school (e.g., disruption in bus/train services).

(b) Attire

- All pupils are to be properly attired in school uniform for any assessment.

(c) A pupil will receive zero marks for the paper as well as face disciplinary action if he/she commits any of the following during the assessment:

- I. has in his/her possession any electronic devices capable of storing and retrieving information (e.g., mobile phones, ipads, i-watches)
- II. has in his/her possession any reference material/notes (e.g., mathematical timetables/ formula sheet printed on the ruler)
- III. demonstrates inappropriate personal conduct such as:
 - communicating with any other pupil;
 - copying answers from any other pupil or allowing answers to be copied;
 - disrupting other pupils;
 - disobeying instructions from invigilators.

(d) Use of approved dictionaries, electronic dictionaries and calculators

- P3 to P6 pupils are only allowed to use approved dictionaries or electronic dictionaries when taking Mother Tongue Language Paper 1. Pupils are not allowed to share dictionaries during assessment. The list of approved dictionaries can be found on SEAB's website at https://www.seab.gov.sg/pages/dictionary_list.asp.
- P5 to P6 pupils are only allowed to use approved calculator models when taking Mathematics Paper 2. Pupils are not allowed to share calculators during assessment. The list of approved calculators can be found on SEAB's website at https://www.seab.gov.sg/pages/calculator_list.asp.
- Pupils should approach the relevant subject teachers for a school sticker to paste on their approved dictionaries and calculators prior to the assessment.

(e) Use of stationery

- Pupils are required to bring their own writing and mathematical instruments:
 - P1 to P6: 2B pencils, pens, erasers, rulers, model rulers (if needed)
 - P3 to P6: set-squares, compasses, protractors
- P3 to P6 pupils should use 2B pencils for shading of Optical Answer Sheets (OAS).
- P6 pupils are required to put all stationery in a transparent pencil case or bag for all assessments and PSLE national examination.
- Pupils are advised not to use correction fluid/tape as it may affect the legibility of scripts. It is also possible that pupils may leave answers incomplete after correction fluid/tape had been applied.
- Pupils are advised not to use erasable pens as the pen ink may disappear, hence affecting the legibility of scripts.

Absence from assessments

- Pupils may be excused from taking the assessment paper only if he/she is covered with a medical certificate dated on the same day/period as the assessment or for other reasons acceptable to the school. Letters of excuse from parents would not be accepted.
- Pupils who are absent without a medical certificate or acceptable reason will receive zero marks for that paper they missed.
- Parents are required to call the General Office (64121690) to report their child's absence before 7:30 am. on the day of the assessment.
- Pupils with medical certificates or acceptable reasons are allowed to sit for the assessment one day after the paper was administered. Marks will be included in the overall computation.
- Parents should notify the school if their child is absent on prolonged medial leave for more than one day. The child will be exempted from that assessment paper and recorded as VR (absent with valid reason). Marks will be pro-rated accordingly in the computation towards the overall marks for the year. Pupils will sit for the papers they missed to ascertain their performance when they are back from their medical leave.

Example:

If the pupil missed the English paper on Monday, he/she will be allowed to sit for the English paper on Tuesday if he/she has a valid medical certificates or acceptable reasons. Marks will be included in the overall computation. If the pupil is still unwell and unable to be in school on Tuesday, he/she will take the paper when he/she is back in school to ascertain their performance but marks will not be included in the overall computation.

- Pupils' absence from assessments will affect their eligibility for school-based awards.