

## 15. SCHOOL ASSESSMENT

### 15.1. Academic Evaluation:

- 15.1.1. Every student is expected to be present for assessments.
- 15.1.2. All students will have Topical Test, Mid and Final Year assessments (Project, Quiz, Assignment and etc).
- 15.1.3. Students will be informed of the respective assessment criteria for each subject by their respective subject teacher.

### 15.2. Assessment Schedule

- 15.2.1. General assessment cycles are listed in the School Calendar but maybe adjusted accordingly if there is a necessity.
- 15.2.2. Assessment Timetables will be distributed well ahead of each examination cycle.

### 15.3. Assessment Rules

- 15.3.1. All school assessment rules adhere to the guidelines provided by MOE, JAIS & JAKIM. Students are expected to abide by these rules without exception.
- 15.3.2. When entering the exam hall:
  - 15.3.2.1. You must have your IC / passport, relevant stationery.
  - 15.3.2.2. To get Identification Document from the office to verify who you are.
  - 15.3.2.3. Pencil case must be transparent not translucent.
  - 15.3.2.4. You are not allowed to borrow items from other candidates.
  - 15.3.2.5. RM5 fine will be imposed for student's who don't bring their identification/assessment documents for their exams.
  - 15.3.2.6. Students who are late for school examinations may be allowed entry into the Examination Hall / Classes, but no extra time will be given to these students. A full report will be written and the

decision for entry of these marks will be at the sole discretion of the school.

15.3.2.7. Correction tape / fluid and gel pens are forbidden.

15.3.2.8. Students are not allowed to wear watches in the examination hall.

15.3.2.9. When a student is caught cheating or copying in an exam, stern disciplinary concerned.

### 15.3.3. Online Examination Rules

15.3.3.1. For online examination, the school will be using specific tools and platforms. Please take note that failure to comply with the rules & regulations will result in disqualification.

15.3.3.2. Important Reminders:

- i. Turn off all notifications in your computer (WhatsApp, Email, etc).
- ii. Ensure that your devices (laptop/computer) are charged full throughout the exam. Have your power bank with you if needed. You are **NOT ALLOWED** to leave your workspace to get any items, materials during exam period. Make sure everything is ready before you start the exam.
- iii. All students must be fully equipped with the standby gadgets / equipment in terms of power or computer failure like backup laptop, backup batteries, lightings, etc. You need to invest as though it is like the real exams.
- iv. You are **ONLY ALLOWED** to have a transparent pencil case. No smart watches and calculators must be without its cover.
- v. **NO HEADSET** is allowed throughout the exam.
- vi. Students are **NOT ALLOWED** to leave their workspace throughout the exam.
- vii. Students have to ensure that camera is **SWITCHED ON** throughout the exam and be in place so that invigilators can see the both the students and the workspace.

- viii. Ensure that you only have blank test pad/foolscap and necessary exam stationery/ tools on the desk during the exam.
- ix. Please refrain from talking to others during exam including your family members.
- x. No EARLY submission is allowed. Wait till the exam is over before submitting.
- xi. DO NOT play games or does any other work besides being focused on your exam.
- xii. Camera angle/view during exam: Throughout the invigilation, the students should place their camera in the following angle/view so that the invigilator can both see the students attempting the paper and their workspace. It is highly recommended to use a wireless webcam. It is to be placed where the angle must be able to see the workspace of the students (as shown in the pic). \* The correct camera angle is mandatory



#### 15.4. Progress Report

- 15.4.1. All parents will have access to electronic Progress Reports via the Aplikasi Pangkalan Data Murid (APDM).
- 15.4.2. Hard copies of the Progress Reports for each year group will be available for collection within 2 months of the last day of the respective examination cycle.
- 15.4.3. Progress Reports should be collected from the School Office within the calendar year.

## 15.5. Parent - Teacher Meeting (PTM)

- 15.5.1. A Parent-Teacher Meeting (PTM) shall be convened on a specified day, during which parents or guardians shall be allocated a time slot for the collection of report cards.
- 15.5.2. Should a parent or guardian be unable to attend on the designated date, they are required to schedule an appointment with the homeroom teacher for an alternative arrangement.
- 15.5.3. During PTM, parents/guardians are given the opportunity to meet the teachers to discuss matters related to their child's progress.