



4 Jan 2016

Dear Parent/Guardian

UPDATES ON SCHOOL EVENTS IN TERM 1

1. May we take this opportunity to wish you and your family good health and peace throughout 2016!
2. Below are the important school events for your attention.

Date	Event	Remarks
5 Feb	Chinese New Year Concert	School dismissal at 12.30 pm.
4 Feb	CA 1 English Common Test	3 pm in classrooms
16 Feb	CA 1 Science Common Test	3 pm in classrooms
18 Feb	CA 1 Humanities Common Test	3 pm in classrooms
19 Feb	CA 1 Math Common Tests	7.30 am in classrooms
8 Mar	Sports Carnival at Bedok Reservoir	Details will be communicated to you through your child nearer the date.
11 Mar	a) Parent Teacher Meeting for Sec 2, 4 & 5 b) Community Day	Details will be issued nearer the date.

3. All students are expected to observe the rules and regulations of school assessments and examinations. The document on "Instructions on Continual and Semestral Assessment" for students is attached in **Annex A** for your attention.
4. We would also appreciate it if you can work with us on the following areas:
 - a) As part of good personal grooming, it is important that your child be familiar with the school rules in this area. We trust that you will agree with us that every student plays a role in keeping the good image of the school.
 - b) Good personal discipline is also important for your child to succeed in whatever he/she does in this school. Punctuality and regular attendance are core habits we emphasize and we seek your support in instilling good personal discipline in your child.

Together we can work towards bringing about a caring school and a learning community for AI! Thank you.

Ms Chew Ing Lim
Principal
Ahmad Ibrahim Secondary School



Annex A

INSTRUCTIONS ON CONTINUAL AND SEMESTRAL ASSESSMENT 2016

A. REPORTING & LEAVING

1. If you are ill and are unable to sit for any of the exam papers, please ask your parents to call and inform the school in the morning. (Tel. no. 6758 5384)
2. You are to refer to pg. 24 of the Student Handbook 2016 regarding the Code of Conduct for minimum attendance to qualify for Semestral Examination and the excuse from Semestral Examination with Medical Certificate.

Semestral Assessments 1 & 2 (paras 3 to 8 apply)

3. If the paper starts at 7.45 am / 8.45 am, you must attend the morning assembly in your examination centres (examination centres are the students' classroom unless otherwise indicated on the examination timetable).
4. If the paper starts later, you will report at the respective examination centres **20 minutes** before the paper commences.
5. You are strongly encouraged to go home as soon as you have completed the last paper for the day in order to prepare for the following day's examination.
6. You need not come to school on the days that you do not have any papers.
7. **You are not allowed to leave the school premises in-between papers. If you do so, it will be considered as leaving school without permission, and disciplinary action will be taken against you. During this period, you are to wait in the canteen or study area.**
8. Be punctual. If you are late, report to the office first before proceeding to your exam venue. You will not be given extra time.

B. GENERAL INSTRUCTIONS

1. Sit according to your class register number in the exam centre.
2. Bring only your writing equipment and calculators into the exam centre. All books, reference materials, files, bags etc. must be left outside the exam centre/at the front area of the exam centre.
3. **Communication devices of any form e.g., handphones, pagers or electronic devices are not allowed to be brought into the exam centre.**
4. You will be checked thoroughly by the invigilators before you enter the exam centre and before the question papers are given out.
5. **You are warned against cheating during the examination. Any student who is caught cheating, giving or trying to obtain assistance will automatically be given a zero for the paper. In addition, your parents will be notified and caning and suspension will be meted out accordingly.**
6. Maintain silence when the question paper is being given out and throughout the examination. You are not to look at the question paper until you are told to do so by the invigilators.
7. **You are not allowed to leave the exam centre during the whole duration of your paper.**
8. You must write on both sides of the writing paper. **Write neatly and legibly using only black or dark blue ballpoint pens.**



9. Only answers for diagrams and drawing of graphs will be entertained. All other answers written in pencil will not be marked.
10. **No borrowing or lending of stationery/calculators/dictionaries/any other materials is allowed while the exam is in progress.**
11. Obey the 'Stop Writing' instruction. You may be penalised if you do not follow the instruction.
12. **All school rules and instructions given by invigilators must be strictly adhered to during the examination period. Any violation of these rules may result in disciplinary action, including ruling the examination paper invalid, being taken against you as decided by the Examinations Committee.**

The Assessment and Examinations Committee,
Ahmad Ibrahim Secondary School

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Acknowledgement by Parent/Guardian

To: Form Teacher

I, _____, parent/guardian of _____
of Class Sec _____, have taken note of the school memo dated 4 Jan 2016 and
will ensure that my child/ward will observe the examination instructions in Annex A.

Signature of Parent/Guardian _____ Date: _____

Acknowledgement by Student

I, _____, student of Class Sec _____, have taken
note of the above memo dated 4 Jan 2016 and will ensure that I will observe the
examination instructions in Annex A.

Signature of Student: _____ Date: _____

Acknowledgement slip to be returned to your Form Teacher by 11 Jan 2016