



MUTIARA INTERNATIONAL GRAMMAR SCHOOL SDN BHD

(391277-M)

DISCOVERING POTENTIAL • LEARNING TO CARE • RESPECTING DIFFERENCES

23rd May 2018

Dear Parents and Guardians,

RE: END OF YEAR EXAMINATIONS

We would like to inform you that the year 7 -10 students will be sitting for End of Year Examination from 04th June 2018 to 13th June 2018.

EXAM REGULATIONS

The school implements a very precise set of requirements in all school exams; a copy of which has already been issued to your son/daughter as an essential reference. May I stress the importance of knowing, understanding and reminding your child of these rules.

EQUIPMENT

Students must make sure they have all the correct equipment including spares for all examinations. All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times. Students must either use a transparent pencil case or clear plastic bag. They are allowed to bring in a bottle of water only and the label must be removed from the bottle. Pens should be black ink or ballpoint. No correction pens are allowed.

For mathematics and science exams, students should make sure their calculators conform to the examination regulations. If in doubt, check with your teacher. Remove any covers or instructions and place them under the chair during the examination and make sure batteries are new.

MOBILE PHONES & OTHER ELECTRONIC EQUIPMENT

Students are not to bring any electronic equipment to the exam. They are to leave their mobile phone/MP3 players etc., at home, as they will not be allowed to take them into the examination room. Anyone found in the possession of a mobile phone during the examination will be reported to the Examination Board and may be disqualified from that examination and any subsequent exams. The school takes no responsibility for equipment brought to site.

DRESS CODE DURING THE EXAMS

Full school uniform must be worn at all times. This includes the PE attire which is permitted on Tuesday, Wednesday and Thursday only.

Yours faithfully,

SHAHUL HAMEED
Examination Officer

STEPHEN WEST
Principal

SCHOOL EXAM RULES & INSTRUCTIONS FOR STUDENTS

CODE OF CONDUCT

- Students should observe silence at all times during the examinations
- The teacher-invigilator reserves the right to expel any students from the room or hall if he/she misbehaves during the examination.
- Unauthorised materials are not allowed.
- Any student who attempts to cheat will be dealt with severely.
- Students sitting for the examination must adhere to the school rules with regards to attire, hairstyle and accessories.

BEFORE THE COMMENCEMENT OF THE EXAMINATION

1. Remove all books and scraps of papers from the desks and classroom (check under the table-top covers and class notice board). Unauthorised materials are not allowed.
2. Students sitting for the examination must adhere to the school rules with regards to attire, hairstyle and accessories.
3. First paper for each day will begin punctually at 7.45am.
4. All bags and files are to be placed neatly in the front of the classroom or side of the hall.
5. All students are to be in their seats 10 minutes before the commencement of the examination.
6. Students are to check their pockets to ensure that there are no scraps of papers, notes and books in their possession.
7. Electronic gadgets and communication devices such as hand phones are not allowed. Only non-programmable calculators and approved dictionaries are allowed for certain papers.
8. No extra time will be given to the latecomers. Students who report 30 minutes after the paper has started will not be allowed to sit for the paper.
9. There should be absolute silence before the question papers are distributed and during the collection of the papers.
10. Read the instructions carefully immediately upon receiving the question papers.
11. Students are to ensure they have been given the correct subject papers.

DURING THE EXAMINATION

1. Do not communicate with other students. If there are queries, students are to raise their hands and clarify with the invigilator.
2. Students are not allowed to borrow any stationery from each other.
3. Students are not allowed to go to the toilet unless absolutely necessary.
4. Do not leave any sheet of your answers or diagrams in such a position that another student can read them.
5. Students who are caught cheating or attempting to cheat will be severely dealt with.
6. Students must stop writing immediately when told to do so by the invigilator at the end of the paper.
7. A plain water bottle may be taken to the exam Room.

AFTER THE EXAMINATION

1. At the end of each paper, remain quiet and ensure that all scripts are handed in as instructed by the invigilator.
2. No student is allowed to take any writing paper, used or unused, out of the examination room/hall.
3. Ensure that the examination hall/rooms are clean before you leave the examination venue.
4. No one is allowed to leave the examination room/hall before the end of the period allotted for the paper.

YEAR10

Venue: A5 & A6 & A7

Date	7:45am – 10:15am	10:15am – 11:00am	11:00am – 12:30pm	12:30pm – 2:30pm
04-06-2018 Monday	English Second Language 2/ English First Language	Break	Biology2,4&6	
05-06-2018 Tuesday	ICT Practical 2	Break	Geography 1	Mandarin/French 1
06-06-2018 Wednesday	Islamic Studies 1/ Additional Mathematics 1	Break	Business Studies 1	Sociology 1
07-06-2018 Thursday	History 1	Break	History 2	Sociology 2
08-06-2018 Friday	ICT Theory	Break	10:45am- 12:30pm Mathematics 2	
11-06-2018 Monday	French 2/ Accounting	Break	Physics2 ,4&6	
12-06-2018 Tuesday	Islamic Studies2/ Additional Mathematics2	Break	Chemistry 2,4&6	
13-06-2018 Wednesday	Mathematics 4	Break	Geography 2	IGCSE PE

YEAR 9**Venue: A5 &A6 & A7**

Date	8:00am – 10:15am	10:15am – 11:00am	11:00am – 12:30pm	12:30pm – 2:30pm
11-06-2018 Monday	Islamic Studies/Cultural Studies	Break	Geography	History
12-06-2018 Tuesday	Mathematics	Break	Science	Mandarin/French/Arabic
13-06-2018 Wednesday	English	Break	Normal Lessons	

YEAR 8**Venue: A1,A2 &A3**

Date	8:00am – 10:15am	10:15am – 11:00am	11:00am – 12:30pm	12:30pm – 2:30pm
11-06-2018 Monday	English	Break	History	Geography
12-06-2018 Tuesday	Mathematics	Break	Mandarin/French	Islamic Studies/Cultural Studies
13-06-2018 Wednesday	Science	Break	BM	Normal Lessons

YEAR 7**Venue: A1,A2 &A3**

Date	8:00am – 10:15am	10:15am – 11:00am	11:00am – 1:00pm	12:30pm – 2:30pm
11-06-2018 Monday	English	Break	Mathematics	Geography
12-06-2018 Tuesday	Islamic Studies/Cultural Studies	Break	BM	History
13-06-2018 Wednesday	Science	Break	Mandarin/French	Normal Lessons