PRESBYTERIAN HIGH SCHOOL
Standard Operating Procedure for Weighted Assessments (2021)

1. **Standards, Duration & Expectations**

For a Pen-and-Paper Weighted Assessment that is of duration 40 – 45 minutes, there needs to be a reasonable calibration of the level of difficulty and expectations for the paper, in terms of the following:

   i. Number of questions  
   ii. Complexity & rigour  
   iii. Time required  
   iv. Marks allocated for sub-parts of questions

for producing satisfactory answers.

2. **Vetting of Paper & Answer Scheme**

The names of the Setter(s) and Vetter(s) should be printed on the cover page to acknowledge the setter(s) and vetter(s). The Weighted Assessment Papers may be shown to the P / VP/T&L before being printed.

3. **Setting of Alternative Papers**

Do note that it is not necessary to schedule any pen-and-paper assessment to be on the same day for all classes in a level, though this is a recommended practice. Hence there is no need to set variant or alternative papers.

If an Alternative Paper has to be administered, they must be of similar level of difficulty to the Main Paper.

4. **Cover Page of Weighted Assessment Paper**

The cover page should indicate “Weighted Assessment” instead of terms like “Class Test” or “Term Test”. To standardise, use the following format: “YYYY TERM X WEIGHTED ASSESSMENT”. For example:

   2021 TERM 1 WEIGHTED ASSESSMENT

There is no need to indicate WA1 or WA2 or WA3 in the assessment paper. It suffices for setters to indicate only the Term for the Weighted Assessment.

5. **Nomenclature in School Cockpit**

For the School Cockpit, the nomenclature for Weighted Assessments, Mid-Year Examination and End-Of-Year Examination adopted is as follows:

<table>
<thead>
<tr>
<th>TERM</th>
<th>Sec 1</th>
<th>Sec 2</th>
<th>Sec 3</th>
<th>Sec 4/5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>WA</td>
<td>WA</td>
<td>WA</td>
<td>WA</td>
</tr>
<tr>
<td>Term 2</td>
<td>WA</td>
<td>MYE</td>
<td>WA</td>
<td>MYE</td>
</tr>
<tr>
<td>Term 3</td>
<td>WA</td>
<td>WA</td>
<td>PRELIMS</td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>EOY</td>
<td>EOY</td>
<td>EOY</td>
<td>----</td>
</tr>
</tbody>
</table>
6. **Weighting of School-Based Assessments**

The school adopts the following weighting for Weighted Assessments and Semestral Assessments as shown in the table below.

<table>
<thead>
<tr>
<th>Weighting by % for</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sec 1</td>
<td>WA = 15 %</td>
<td>WA = 15 %</td>
<td>WA = 15 %</td>
<td>EYE = 55 %</td>
</tr>
<tr>
<td>Sec 2</td>
<td>WA = 15 %</td>
<td>MYE = 25 %</td>
<td>WA = 15 %</td>
<td>EYE = 45 %</td>
</tr>
<tr>
<td>Sec 3</td>
<td>WA = 15 %</td>
<td>WA = 15 %</td>
<td>WA = 15 %</td>
<td>EYE = 55 %</td>
</tr>
<tr>
<td>Sec 4 &amp; 5</td>
<td>WA = 100 %</td>
<td>MYE = 100 %</td>
<td>Preliminary Exam = 100 %</td>
<td>-----</td>
</tr>
</tbody>
</table>

7. **Printing of Weighted Assessment Papers**

Teachers may send their Weighted Assessment Papers to the General Office for printing. Please ensure that only the question paper is sent for printing.

If teachers request for the General Office attendant to print, then they must send in the question paper to the General Office by the Wednesday of the week before the Weighted Assessment week, and to use the cover page for Setter’s Instructions that indicates “Weighted Assessment”.

After printing, the papers will be kept in the Printing Room cabinet. The department should send a representative (HOD / SH/LH / Level Coordinator / Setter) to collect the printed papers and to safe-keep with the department in the Staff Room.

8. **Weighted Assessment Pen-&-Paper Tests (Invigilation)**

i. There is no longer any need for students to put their bags outside the classroom.

ii. Students need not sit according to index number. The Subject Teacher will record down the attendance and absentees for the Weighted Assessment before collecting the completed paper.

iii. For classes which have two different papers (e.g. History Elective / Geography Elective, e.g. N(A) Chinese Lang / SBB students doing Express Chinese Lang), the respective Subject Teachers will carry out the respective Weighted Assessments in the allocated venues for normal lessons.

iv. Subject teacher is to remind students that any unauthorised materials found with them would be taken as for dishonest purposes. Students are also informed not to communicate with one another when the assessment is on.

v. Subject teacher is to remind students to check that they have received the correct paper and also the correct number of printed pages.

vi. Subject teacher is to write on the whiteboard the Subject, Duration, Start Time and End Time of the Paper.
9. **Weighted Assessment Pen-&-Paper Tests (Invigilation carried out in the Absence of the Subject Teacher)**

If the Subject Teacher is absent and the Weighted Assessment is administered by a replacement teacher, the replacement teacher is to account for the test attendance on a subject class list, tally the papers at the point of collection, and pass the collected papers to the HOD/SH/LH of the Weighted Assessment department.

10. **Weighted Assessment Pen-&-Paper (Marking / Recording of Marks)**

   i. All answer scripts must be under key and lock when the marker is not marking them.

   ii. In the process of marking, answer schemes may be adjusted to include other possible/acceptable answers, in consultation with the IP HOD, to ensure consistency in assessment across the level. This also applies to moderation of marks for the level, if necessary, in consultation with the IP HOD and the P / VP/T&L.

   iii. Completed marked scripts may be submitted to the IP HOD for sample check, before returning to the students. The official venue and the day(s) for the return of WA scripts (i.e. classroom, computer lab, etc.) will be arranged by the IP Heads. Subject teachers will then collect the WA scripts from students and safe keep, until further notice for return.

   iv. All teachers should attend to the marking and processing of marks with utmost care and attention.

   a. Upon the completion of marking, all marks should be entered immediately into the School Cockpit (IE).

   b. Any changes to the marks must be clearly recorded on the answer script and then adjust accordingly in the School Cockpit (IE).

   c. If there is a need to amend any marks for a particular script after reviewed, the teacher should also ensure the same amendment is fairly applied for the level.

   d. After students have viewed and checked the WA scripts, they will verify the marks from the mark sheet, printed out from the School Cockpit (IE), by the subject teacher(s). Affirm students’ efforts put in for the WA and encourage them to take steps to improve their learning.

11. **Absentees**

   i. If a student is absent on the date of the Weighted Assessment with a Medical Certificate or with Valid Reasons (Official) or Valid Reasons (Private), the Subject Teacher will arrange for a separate sitting of the Weighted Assessment of the absent student(s) on an alternative date. The recommended alternative sitting should be carried out within a week of the original date. For students who are issued Quarantine Order (QO), Stay-Home Notice (SHN) and Leave of Absence (LOA) by the MOH, subject teachers should refer to their IP Heads or to the P/ VP (T&L) for the necessary action to administer any alternative paper to these students.

   For students not feeling well, they are to obtain an MC from the doctor; parent’s letter will not be accepted.
ii. There will be no projection of marks for Weighted Assessments¹.

iii. Students who are ‘Absent Without Valid Reason’ will be marked as **AB W/O VR** for their attendance in the School Cockpit (IE). These students will not be allowed to have an alternative sitting of the paper.

iv. All Valid Reasons (Private) should be communicated in advance to the teacher before and not after the date of the Weighted Assessment, with the exception of extenuating circumstances such as compassionate leave or having to take care of a very sick family member. If teachers are not sure of the gradation of the Valid Reasons (Private) cases or whether a private reason can be taken as Valid Reason (Private), they should refer to their IP Heads or to the P / VP/T&L for approval.

v. For students with long-term MC or Valid Reasons and cannot attend the alternative sitting, they will be given VR for the Weighted Assessment.

vi. For school players away on competition, we follow the current SOP where the CCA teacher i/c will arrange for the test to be taken on the day of the Weighted Assessment itself.

Presbyterian High School
IP Committee

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¹ For Sec 1 – Sec 3, there is no mark projection for WA that are the 15 % weighted assessments. There is only projection for Sec 2 Mid-Year Exam based on WA1, as well as for the EOY Exam (should be based on MYE). For the Sec 4&5 MYE and Prelims, the projection is done only for candidates who have sat for at least one of the Exam papers and for which that component is at least 50% of the whole Exam (following SEAB’s practices).