

Students' Absence during School-Based Assessments
Treatment of Subject Results

	Weighted Assessment (WA)	End-of-Year Exam (Sec 1 – 3)	Preliminary Examinations (Sec 4 & 5)
<p>Absent with Valid Reason such as:</p> <p>1) Student unwell – Indicated as “MC” in SCMobile 2) Valid reasons (e.g. bereavement/serious illness in family) – Indicated as “VRO” or “VRP” in SCMobile</p> <p><u>Note on attendance matters:</u></p> <ul style="list-style-type: none"> If a student stays away from school for a prolonged period (eg 2 days or more without MC), FT to alert Year Head so that we could engage the student and parents accordingly and understand the student's situation. 	Update as “VR”	<p><u>Student misses all papers for the subject:</u></p> <ul style="list-style-type: none"> Update as “VR” <p><u>Student sits for a component of the subject paper and misses another component of the subject paper:</u></p> <ul style="list-style-type: none"> Update the missed component as “VR” 	<p><u>Student misses all papers for the subject:</u></p> <ul style="list-style-type: none"> Update as “VR” <p><u>Student sits for a component of the subject paper and misses another component of the subject paper:</u></p> <ul style="list-style-type: none"> Update the missed component as “VR”
<p>Absent with Valid Reason such as:</p> <p>Student who misses WA due to school activities (e.g., representation of school in competitions, SYF competition or rehearsals, mandatory UG activities)</p>	Update as “VR”	<p><u>Student misses all papers for the subject:</u></p> <ul style="list-style-type: none"> Update as “VR” <p><u>Student sits for a component of the subject paper and misses another component of the subject paper:</u></p> <ul style="list-style-type: none"> Update the missed component as “VR” 	<p><u>Student misses all papers for the subject:</u></p> <ul style="list-style-type: none"> Update as “VR” <p><u>Student sits for a component of the subject paper and misses another component of the subject paper:</u></p> <ul style="list-style-type: none"> Update the missed component as “VR”
<p>Absent from School with Non-Valid Reason</p> <p>When the student does not have valid MC and is absent with no valid reasons.</p> <p><u>Note on attendance matters:</u></p> <ul style="list-style-type: none"> Students are not allowed to take leave during curriculum time for overseas leave. Indicate as “NVR (Family-related)” in SCMobile for such cases. FT to alert Year Head for record purpose so that review for year-end progression. 	Update as “AB” (This is equivalent to no marks awarded for assessment)	<p><u>Student misses all papers for the subject:</u></p> <ul style="list-style-type: none"> Update as “AB” <p>(This is equivalent to no marks awarded for assessment)</p> <p><u>Student sits for a component of the subject paper and misses another component of paper:</u></p> <ul style="list-style-type: none"> Award marks only for the component that student is present Update the missed component as “AB” 	<p><u>Student misses all papers for the subject:</u></p> <ul style="list-style-type: none"> Update as “AB” <p>(This is equivalent to no marks awarded for assessment)</p> <p><u>Student sits for a component of the subject paper and misses another component of paper:</u></p> <ul style="list-style-type: none"> Award marks only for the component that student is present Update the missed component as “AB”

Notes:

- Whatever the reason for absence, students are to do the assessment, where possible and practical, so as to allow for feedback to their learning.
- “AB” indicates that student did not sit for the paper and has no valid reason. This is different from an input of “0” which indicates that student sat for the paper and did not score any marks.