



03 Jan 2018

Dear Parents/Guardians of Sec 3 Students,

**Application for Special Access Arrangements (SAA)**  
**for Common Tests and Exams in 2018**

Specific access arrangements can be provided for your child based on his/her specific learning disability and medical condition. The arrangements can take the form of extra time, larger exam paper format and colored examination papers.

You should apply for SAA on behalf of your child only if you intend to do the same for his/her National Examination. Do bear in mind that annotations will be added to your child's certificate and transcript if he/she is provided with SAA during the National Examination. If your child is able to cope with the normal test/examination arrangements and you do not intend to apply for SAA during the National Examination, it is advisable that you do not apply for SAA for the school's tests and examinations to better prepare your child for the National Examination.

Should you decide to apply for Special Access Arrangements on behalf of your child, please submit the attached reply slip together with copies of the relevant medical reports and documents to the school. Approval will only be granted for applications with valid medical reports.

For Secondary 3 students, the medical report(s) must contain specific recommendations from a certified specialist and must be issued no more than 3 years before the dates of tests/examination.

If you had submitted a valid medical report that satisfies the above conditions to the school in 2017, you will only need to submit the reply slip this year.

Please submit your application by 29 January 2018 in order for your child to be given the appropriate Special Access Arrangements for Common Test 1.

If you need any clarification, please email me at [chuacf.fmss@fairfieldsec.org](mailto:chuacf.fmss@fairfieldsec.org).

Yours Sincerely

Mr Chua Chang Hong  
Head (Internal Examination Committee)  
cc: Mr Lim Sin Heng (Vice Principal)



**REPLY SLIP**

**Application for Special Access Arrangements for Common Tests and Exams in 2018**

1. I have read the contents of the letter dated 03 January 2018 with regard to the **Application for Special Access Arrangements** for my child.
  
2. I would like to apply for Special Access Arrangements for my child for the following condition(s):
  - a. Condition: \_\_\_\_\_
  
  - b. Specific Request: Extra time / larger fonts / others: \_\_\_\_\_
  
3. I hereby attach a copy of the relevant medical document(s) and certificate(s) with this reply slip. The medical document(s) and certificate(s) has been certified by the relevant medical authority and contains specific recommendations for special access arrangement. It was dated no more than 3 years before the date of tests/examinations.

Name of Parent/Guardian: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ ( ) Class: Sec 3

----- **For School's Use** -----

The application has been received with the following documents:

- Completed and signed copy of the reply slip.
- Valid Medical Report(s) and supporting document(s) from a specialist for the specific medical/psychological condition, validated by specialist and within 3 years of the date of tests/examinations.
- Medical Report(s) contains the specific recommendations relevant to test/examination for the condition(s)

The application for the Special Access Arrangements is **Approved/ Not Approved**.

\_\_\_\_\_  
Mr Lim Sin Heng  
Vice-Principal