



15th July 2022

Dear Parents/Guardians of Lower Secondary Students,

Application for Access Arrangements (AA) for End-of-Year Examination in 2022

Access arrangements (AA) can be provided for your child/ward based on his/her specific learning needs and medical condition. The arrangements can take the form of extra time, larger exam paper format and 2 sets of question papers.

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

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

For Secondary 2 students who had submitted a valid psychological/medical report to the school, only the reply slip will be required. For Secondary 1 students who had submitted the SEN Profile form earlier this year and have already indicated your application for AA, no action is needed on your part.

Please submit your application to your child's/ward's Form Teacher by **22nd July 2022** for your child/ward to be given the appropriate AA for the examinations. All students are assumed to have no AA requests unless an application is received.

Should you require further clarifications, you can contact the following personnel:

Mr Alex Woo	Teacher	alex_woo_chee_keong@schools.gov.sg
Ms Liza Amer	Senior Special Educational Needs Officer	noreffaliza_amer@schools.gov.sg
Ms Eirena Khan	Special Educational Needs Officer	khan_zhu_an_eirena@schools.gov.sg

Thank you.

Yours Sincerely,

Mr Lim Sin Heng
Vice Principal

Please complete this form and return to Form Teacher by **22 July 2022**

To the Vice-Principal

Application for Access Arrangements (AA) for End-of-Year Examination in 2022

1. I have read the contents of the letter dated 15th July 2022 with regard to the **Application for Access Arrangements** for my child/ ward.

2. I _____ (name of parent/ guardian)

Would like to apply for Access Arrangements

for my child/ ward _____ (name of child/ ward) of class _____.

Please note that, with consent from parents/guardians, the access arrangements may be changed based on the student's educational needs. If you agree, tick the access arrangement(s) that you would like your child to have. You may tick more than one.

Extra time for Written Oral Practical (Computer Applications)

Question paper in Enlarged on A3 single-sided

2 copies of Question Paper

Any others, please specify: _____

3. I hereby attach a copy of the relevant medical document(s) and certificate(s) with this reply slip.

Yes (please attach a copy)

No (A valid copy has been submitted previously)

Signature of Parent/Guardian: _____

Contact Number: _____

Email: _____

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.
- Medical Report(s) contains the specific recommendations relevant to test/examination for the condition(s)

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

Mr Lim Sin Heng

Vice-Principal