



17th May 2022

Application for Access Arrangements for National Exams (GCE O and N Levels) in 2023 and for End-Of-Year School Exams in 2022

Dear Parents/Guardians of Sec 3 Students,

Your child/ ward will be sitting for the GCE N-/ O-Level Examinations in Mid and End- Year 2023.

Candidates with physical or learning disabilities that may affect their performance in the examination may request for access arrangements for the GCE N-/ O-Level examinations.

1. Candidates with Learning Disabilities

1.1 Candidates with learning disabilities like dyslexia, autism spectrum disorder, ADHD, etc. who wish to apply for access arrangements such as extra time for the 2023 GCE Mid-Year and/ or Year-End Examinations are required to submit their applications through the school to the Singapore Examinations and Assessment Board (SEAB).

1.2 All applications must be accompanied by a medical report/ psychological/ professional report in the form of assessment reports, therapy reports and updated assessment of needs, which:

- (a) Provides a clear statement of diagnosis;
- (b) Provides the profile of the candidate's needs conducted within three years prior to the year of the examination (older reports should also be submitted if they are referred to in the updated report). For example, if the student is sitting for his/ her national exams in 2023, report cannot be earlier than 2020.
- (c) Provides relevant medical, developmental and educational history leading up to the diagnosis;
- (d) Describes the comprehensive testing and techniques used to arrive at the diagnosis. Where formal standardised assessments have been conducted, evaluation dates and standardised test scores (including sub-test scores) should be provided;
- (e) Includes observations of the candidate by a relevant professional;
- (f) Describes the candidate's functional limitations in the examination setting;
- (g) Describes the specific access arrangements requested, and provides the rationale for the specific access arrangements made for the candidate in relation to the functional limitations.

1.3 The above-mentioned supporting documents for such requests must reach the school via the Form Teacher by **12th July 2022, Tuesday**. This is to ensure that all applications for learning disabilities can be assessed in time for the National Exams.

2. Candidates with Physical Disabilities

2.1 Candidates with permanent physical disabilities such as hearing loss, visual impairment, physical impairment, etc. are required to submit their applications for access arrangements via their Form Teacher by **12th July 2022, Tuesday**.

2.2 All applications must be accompanied by a copy of medical letter(s)/ report(s)[#] from qualified professionals (which include registered medical practitioners, occupational therapists and/ or speech and language therapists). The medical report must state the following:

- (a) Date of diagnosis of disability;
- (b) Expected recovery date (for temporary physical injury);
- (c) How the disability may affect the candidate's performance during the examinations;
- (d) The type of access arrangement(s) required by the candidate during the examinations.

[#]Note: Please note that a medical certificate (MC) from the doctor is not acceptable.

3. Points to Note on Access Arrangements

3.1 Extra Time

Extra time should not be applied for coursework subjects which are not conducted under controlled timing, ie. there is no specific number of hours assigned to candidates to complete the coursework. Examples of such coursework subjects are Art and Design & Technology.

There is no provision of extra time for the Listening Comprehension (LC) Examination.

There is no provision of extra time during the Oral Examination as oral examiners will allow candidates to read/ speak at their own pace. However, candidates who require more time to prepare due to their SEN can apply for more preparation time for the oral examination.

3.2 Assistance in Colour Identification

Candidates may apply for assistance in identification of colours for subjects/ papers where such assistance can be rendered, such as Science (Phy/Chem), Biology (Revised), Chemistry (Revised), Humanities Paper 2, Pure Geography and Art.

3.3 Exemption from Examination

Candidates who are deemed by doctors as being unfit to take the examinations may apply for exemption from a component of a subject but not the entire subject. Exemption can only be considered if the weighting of the component is 50% or less of the total subject grade. If the weighting of the component is more than 50%, an exemption cannot be granted and the candidate will be issued an “Absent” grade for the subject.

Candidates who wish to be exempted from Mother Tongue are required to obtain approval from the Language and Literature Branch, Curriculum Planning and Development Division, MOE.

All applications for exemptions must be supported by a medical statement/ report. The medical statement and report must clearly indicate the doctor’s diagnosis and certify that the candidate is medically unfit to take the examination due to the medical condition.

3.4 Question Papers in Non-Standard Print

The following types of non-standard question papers may be provided for candidates with access arrangements:

- (a) Question paper enlarged from A4 to A3 sheets.
- (b) Question paper typed in 18-point bold print on A4 sheets. The paper is modified such that visual information may be simplified. This is the most appropriate paper for candidates with severe visual impairment or for syllabuses where scaled diagrams may be required;
- (c) Question paper in Contracted Unified English Braille (for papers offered in English medium) and Uncontracted Unified English Braille (for papers offered in Malay).

Candidates may request for only one type of non-standard print question paper for each subject/ paper.

4. Annotation of Examination Result Slips and Certificates

The following access arrangements granted to candidates during the GCE examinations will be annotated on the candidate’s result slips and certificates:

- (a) Extra time allowance (including silent reading/ preparation for oral examination);
- (b) Use of word processor facilities and other computer aids;
- (c) Modification of exam papers;
- (d) Exemption from satisfying the full range of assessment objectives in a subject (e.g. exemption from oral, listening comprehension etc.);
- (e) Use of Reader or Scribe;
- (f) Practical assistance in areas such as handling apparatus, instruments or graph plotting

5. Withdrawal of Access Arrangements

Candidates may withdraw their applications for access arrangements if their condition improves and they no longer require the access arrangements. Please note that any withdrawn access arrangements provision will not be reinstated. Candidates are required to submit the withdrawal requests not later than five days before the start of the examination. Candidates who did not make use of the requested access arrangements would still have their result slips and certificates annotated, if they did not submit their withdrawal requests by the deadline.

6. Please fill in the acknowledgement slip and return it to your child's/ ward's Form Teacher by **12th July 2022, Tuesday**.
7. **All applications made for Access Arrangements for National Exams (GCE O and N Levels) in 2023 will likewise be applied for the End-Of-Year School Exams in 2022.** It is advisable that you apply for Access Arrangements on behalf of your child/ward for School Exams only if you intend to do the same for his/her National Exams. As such, applications for Access Arrangements for both exams have been streamlined into a single, combined application.
8. Thank you and we look forward to partnering you on this matter. Should you require further clarifications, do contact the following personnel:

Name	Designation	Contact	Email
Mr Alex Woo	Teacher	67706237	alex_woo_chee_keong@schools.gov.sg
Ms Liza Amer	Special Educational Needs Officer	67706248	noreffaliza_amer@schools.gov.sg

Thank you.

Yours Sincerely,



Mr Lim Sin Heng
Vice Principal