

Bukit Sion Middle-High School Term 2/ Semester 1 Examination



ACADEMIC YEAR
2018 - 2019



ROOM & PIC

TERM 2 / Semester 1 Examination

Academic Year 2018-2019

Bukit Sion Middle - High School

Exam Room	Classroom	Occupied by	PIC
R01	Japanese Room	Y7 / Y10	Committee
R02	7.2	Y7 / Y10	Raya
R03	7.3	Y7 / Y10	Eileen
R04	7.4	Y7 / Y10	Melody
R05	10.1	Y7 / Y10	Emmanuel
R06	10.2	Y7 / Y11	Mariati
R07	10.3	Y8 / Y11	Kate
R08	10.4	Y8 / Y11	Eko
R09	8.1	Y8 / Y11	Jefri

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Bukit Sion Middle - High School

Exam Room	Classroom	Occupied by	PIC
R09	8.1	Y8 / Y11	Jefri
R10	8.2	Y8 / Y11	Lydia
R11	8.3	Y8 / Y12 Science	Albert
R12	8.4	Y9/ Y12 Science	Marco
R13	7.1	Y9 / Y12 Social	Hannah
R14	11.1	Y9/ Y12 Social	Lucia
R15	11.2	Y9	Arman
R16	11.3	Y9	Heryanto
R17	11.4	Y9	Lois
Room A	12 Science 1	Y11	Raditya
Hall A		Y11	Committee

JADWAL PENGAWAS

TERM2 / SEMESTER 1 EXAM

SMP-SMA BUKIT SION

TAHUN PELAJARAN 2018-2019

NO	HARI / TANGGAL	SMP		Y7						Y8					Y9								Lab A	Lab B
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17				
1	Thursday, 6 December 2018	07.30 - 09.00	Mandarin [90]	HG	BG	RN	ELQ	HK	AB	JGS	CI	LB	MG	MM	MN	MN S	RB	RD	Flo	YY				
		09.45 - 10.45	PKn [60]	NS	MP K	DA	HG	CI	Flo	AF	LF	MN S	AB	BG	RN	ELQ	HK	LB	JGS	MG				
		11.30 - 13.00	ICT (9.1 & 9.2) [90]																			RJF	FT	
2	Friday, 7 December 2018	07.30 - 08.30	Religion [60]	LB	MG	MM	MN	KM	RB	RD	RF	YY	NS	MP K	DA	HG	HP	JK	AF	LF				
		09.15 - 10.15 09.15 - 10.45	World History (G7, 8) [60] Business Studies (G9) [90]	KM	AB	BG	RN	ELQ	HK	HP	JGS	MM	LB	MG	JK	MN	MN S	RB	RD	RF				
		11.30 - 13.00	ICT (9.3 & 9.4) [90]																			RJF	FT	
3	Monday, 10 December 2018	07.30 - 09.00	B. Indonesia [90]	YY	RF	MP K	DA	HG	CI	Flo	JK	LF	KM	AB	BG	RN	ELQ	HK	HP	JGS				
		09.45 - 11.15	Chemistry [90]	JK	KM	MG	LB	MN	MN S	RB	RD	RF	YY	NS	HP	DA	Flo	CI	HG	AF				
4	Tuesday, 11 December 2018	07.30 - 09.00	English [90]	LF	NS	AB	BG	RN	ELQ	HK	AF	JGS	MP K	LB	MG	MM	MN	MN S	RB	RD				
		09.45 - 11.15	Biology [90]	RB	YY	NS	MP K	DA	HG	CI	Flo	AF	LF	MN S	AB	BG	RN	ELQ	HK	MM				
5	Wednesday, 12 December 2018	07.30 - 08.30	Mathematics (Paper 1) [60]	JGS	JK	HP	MG	NS	MN	MN S	RB	RD	RF	YY	KM	MP K	DA	HG	CI	Flo				
		09.15 - 10.45	Mathematics (Paper 2) [90]	AF	LF	KM	RF	BG	RN	ELQ	HK	HP	JGS	JK	LB	MG	MM	MN	MN S	RB				
6	Thursday, 13 December 2018	07.30 - 09.00	Physics [90]	RD	CI	YY	NS	MP K	DA	HG	LB	Flo	AF	LF	MM	AB	BG	RN	ELQ	HK				

		10						
NO	HARI / TANGGAL	TIME	SUBJECT	1	2	3	4	5
1	Thursday, 6 December 2018							
		11.45 - 12.45	Math (Paper 1) [60]	DWZ	EAR	KB	EPS	BPP
		13.45 - 15.15	Math (Paper 2) [90]	LS	LMS	JA	AV	AW
2	Friday, 7 December 2018							
		11.45 - 12.45	Religion [60]	KB	KP	BPP	LV	HY
		13.45 - 15.15	Business Studies [90]	NP	HY	RDP	DWP	KB
3	Monday, 10 December 2018	09.30 - 11.00	ICT (10.1 & 10.2)					
		11.45 - 13.15	Mandarin [90]	KP	DD	MRS	BPP	LS
		13.45 - 15.15	Chemistry [90]	LMS	JA	AV	FT	NP
4	Tuesday, 11 December 2018	09.30 - 11.00	ICT (10.3 & 10.4)					
		11.45 - 13.15	B. Indonesia [90]	HY	DWZ	EAR	EWS	DD
		13.45 - 15.15	Biology [90]	MRS	KB	NP	RDP	DWP
5	Wednesday, 12 December 2018							
		11.45 - 13.15	English [90]	JA	FT	LV	MRS	RDP
		13.45 - 15.15	Physics [90]	FT	MRS	LMS	JA	LV
6	Thursday, 13 December 2018	09.30 - 10.30	PKn [60]	RDP	LS	KP	DD	DWZ

		12						
NO	HARI / TANGGAL	TIME	SUBJECT		11	12	13	14
1	Thursday, 6 December 2018							
		11.45 - 13.15	B. Indonesia [90]	B. Indonesia [90]	DWP	KP	DD	HY
		14.15 - 15.15	PKn [60]	PKn [60]	BPP	DWZ	EAR	EWS
2	Friday, 7 December 2018							
		11.45 - 13.15	English [90]	English [90]	DWZ	EPS	EWS	EAR
		13.45 - 14.45/15.15	Chemistry [90]	Sosiologi [60]	DD	LV	BPP	KP
3	Monday, 10 December 2018							
		11.45 - 13.15	Mandarin [90]	Mandarin [90]	NP	KB	RDP	DWP
		13.45 - 14.45/15.15	Biology [90]	Geografi [60]	EAR	EWS	DWZ	EPS
4	Tuesday, 11 December 2018							
		11.45 - 13.15	Physics [90]	Akuntansi [90]	LS	AV	AW	NP
		14.15 - 15.15	Sejarah IPA [60]	Sejarah IPS [60]	KP	DD	LV	BPP
5	Wednesday, 12 December 2018							
		11.45 - 13.45	Math (Sci) [120]	Math (Soc) [120]	EPS	BPP	KP	KB
6	Thursday, 13 December 2018	09.30 - 10.30	Religion [60]	Religion [60]	LV	FT	MRS	JA

		11										
NO	HARI / TANGGAL	TIME	SUBJECT	6	7	8	9	10	A	B	C	D
1	Thursday, 6 December 2018	09.00 - 10.30	Physics [90]						AV	AW	EWS	
		11.15 - 13.15	English [120]	MRS	NP	EWS	RDP	LV				
		13.45 - 15.15	Food Studies [90]						EPS	HY	MRS	
2	Friday, 7 December 2018	09.00 - 11.00	Accounting [120]						DWZ	DWP	LMS	DD
		11.45 - 12.45	Religion [60]	LS	JA	NP	AV	AW				
		13.45 - 15.15	Psychology [90]						EWS	EPS	EAR	LMS
3	Monday, 10 December 2018	09.30 - 11.00	Economics [90]						LMS	JA	AV	AW
		11.45 - 13.15	B. Indonesia [90]	HY	DWZ	EAR	EWS	EPS				
		13.45 - 15.15	Biology [90]						KP	DD		
4	Tuesday, 11 December 2018	09.00 - 10.30	Mandarin [90]						LS	LMS		
		11.00 - 12.30	Chemistry [90]						KB	RDP	DWP	
		13.15 - 15.15	Literature [120]						JA			
5	Wednesday, 12 December 2018	09.30 - 11.00	Japanese [90]						AW	LS		
		11.45 - 13.45	Mathematics [120]	AV	LS	HY	AW	EAR				
6	Thursday, 13 December 2018	09.30 - 10.30	PKn [60]	NP	BPP	LMS	DWP	AV				

Exam Officers



Middle School

Mr. Wendy

Bu Enik

Bu Caecilia

Mr. Jefri

Ms. Ribka

Mr. Andi Yusuf

High School

Mr. Agustinus

Bu Lucia

Ms. Anik

Mr. Raditya

Ms. Tanti

Introduction



- ❧ Your roles
- ❧ Your responsibilities
- ❧ What you do before, during and at the end of exams



Your Role



- ❧ Give all your students the same exam experience.
- ❧ Ensure the security of each exam – before, during and at the end.
- ❧ Prevent possible malpractice.
- ❧ Help organise students at the start and end of the exam.
- ❧ Provide the correct information and material for each exam.

Your Responsibilities



- ❧ Be clear about the times and days you are working.
- ❧ Arrive on time (5 minutes before)
- ❧ Maintain the required number of invigilator (1 per room)



Before the Exam



Please Check :

- ❧ Is the exam room is set up correctly?
- ❧ Do you have the right question papers?
- ❧ Do you have the right answer sheets?
- ❧ Do you have the attendance register?
- ❧ Do you have the seating plan?

Before the Exam



- ❧ Inspection - remove any unauthorized materials from students
- ❧ Check the participation card
- ❧ Seat according to the seating plan
- ❧ Tell them that the exam is in progress as soon as they enter the room
- ❧ Morning prayer (morning session only)
- ❧ Distribute the answer sheets

Once Students are Seated



- ❧ Remind students that they are under exam conditions.
- ❧ Hand out the papers according to the seating plan.
- ❧ Read out the instructions on the front of the question paper.
- ❧ Tell students : (What to say list)
 - ❧ To enter their name, grade, room number on the answer sheets.
 - ❧ How much time they have for the exam.
 - ❧ They can start writing.

During the Exam



- ❧ Give your full attention to invigilating the exam
- ❧ Respond as quickly as possible when a student raises their hand for help:
 - ❧ Only answer questions about information on the front of the paper.
 - ❧ Don't give any advice to the candidate – check with the exams officer if you aren't sure.
- ❧ Look out for any cheating, malpractice or students looking unwell.
- ❧ If a student is disruptive remove them from the room while you resolve the issue. Don't forget to maintain the required number of invigilators.

Malpractice



Under exam conditions students are not allowed to:

- ❧ use any unauthorized materials
- ❧ copy or attempt to copy another person's work
- ❧ Disturb another person
- ❧ talk to other students



Malpractice



❧ Unauthorized materials include:

- ❧ dictionary or Bible
- ❧ pencil case
- ❧ any food or drink
- ❧ any correction fluid

❧ If you suspect a student of malpractice:

- ❧ Warn them that they may be excluded from the exam.
- ❧ Record what has happened and keep the evidence.
- ❧ Call for help if necessary.

At the end of the exam



- ❧ Tell students when they have five minutes left.
- ❧ Announce when the exam finishes.
- ❧ Tell them to stop writing.
- ❧ Remind them that they remain under exam conditions until their scripts have been collected and they have left the room.
- ❧ Ask them to check they have completed all the necessary information on the scripts/ answer sheets.

Collecting the Scripts



- ❧ Don't let students leave the room until you have collected all the scripts.
- ❧ Sort the scripts into the order shown on the attendance register
- ❧ Don't leave scripts unattended at any time.
- ❧ Don't read or allow anyone else to read any of the scripts.
- ❧ Closing prayer (afternoon session only)
- ❧ Dismiss the students in silence.
- ❧ Place the scripts and attendance registers in the folder and handover it to the exams officer immediately.



Rules and Regulations



- ❧ On time for all examinations – 5 minutes before the exam begins
- ❧ Always bring the participation card during the exam
- ❧ Provide what you need – pens, pencils, rules, etc.
- ❧ Seat according to the seating plan
- ❧ Must **NOT** talk to, attempt to communicate with or disturb other students once you entered the examination room
- ❧ Question? → Talk to an invigilator & follow their instructions

Rules and Regulations



- ❧ All belongings and bags → **LOCKER!**
- ❧ **NO FOOD** and **DRINK** inside the exam room
- ❧ **DO NOT** involve in any unfair or dishonest practice before, during or after the examination
- ❧ **MUST NOT** have any unauthorized materials
 - ❧ dictionary and Bible
 - ❧ pencil case
 - ❧ any food or drink
 - ❧ correction **fluid**
- ❧ No Toilet Permission for the **first hour** of the exam

Rules and Regulations



- ❧ Malpractice - Under exam conditions students are not allowed to:
 - ❧ use any unauthorized materials
 - ❧ copy or attempt to copy another person's work
 - ❧ disturb another person
 - ❧ talk to other students
- ❧ Warned → Recorded → Expelled
- ❧ Late – Enter exam room, no time extension
- ❧ No Exam participation card – Sent to Exam Officers

Rules and Regulations



- ❧ Tissue ?
- ❧ No Participation Card ?
- ❧ Jacket ?