

## **Revision to NYP Assessment Regulations**

**Under the NYP Assessment Regulations, students who do not achieve 75% or above for attendance shall be allowed to continue with their studies and sit for assessment and but will have their final overall grade capped at 'D' with a corresponding grade point of 1.0 (50 marks) if they pass the module i.e. the debarment system is retired.**

### **Useful Information on the NYP Assessment Regulations**

- 1      When will the new regulation takeplace?  
  
The new regulation will be effective from Semester 1 of AY2017/2018, commencing on 17 April 2017.
  
- 2      What is the new attendance requirement for a module?  
  
You are required to attend at least 75% of the module hours. For example, if you are taking a 60-hour module, you must attend at least 45 hours of lessons, counting the lectures, tutorials, practical sessions and the e-learning components.
  
- 3      What happens if I do not meet the attendance requirement for a module at the end of the semester?  
  
If you do not meet the attendance requirement, you will be allowed to continue with the module and take the assessments. However, if you pass the module, the maximum grade you would be awarded is 'D' and the corresponding grade point is '1.0' (capped at 50 marks). For modules graded Pass or Fail, you would still be awarded grade 'P' if you pass.
  
- 4      How will my GPA be affected?  
  
Your GPA will be calculated based on the '1.0' grade point that is awarded.
  
- 5      What happens if I fail the module after I do not meet the attendance requirements?  
  
If you fail the module, you will be treated no different from others who fail the module. The grade awarded will be 'F' and the corresponding grade point is '0.0'.
  
- 6      What happens if I am sick on the day of lesson?  
  
If you are not feeling well, please consult a doctor and get a medical certificate. As with the current practice, please go to the Statement of Absence system in the Student Portal to update your medical leave. You must submit the original medical certificates for your absence within the next two (2) working days following your absence to your school's administration office. Once this is done, your absence will not be counted in the calculation of your attendance.

## 7 What are the acceptable reasons to be excused from classes?

The only absenteeism officially accepted are:

- a. Medical Leave
  - Supported by an official medical certificate. Medical certificates must be obtained from a medical practitioner registered with the Singapore Medical Council or a dental practitioner registered with the Singapore Dental Council, who ought not be a family member. Medical certificates from Traditional Chinese Medicine (TCM) practitioners are not accepted.
- b. NYP Student Activities
  - Representing Singapore/NYP at official events with prior approval from NYP
- c. Compassionate Leave
  - Demise of immediate family members
- d. NS Obligations
  - e.g. medical check-up at CMPB, reservist training
- e. GCE O Levels
  - e.g. re-taking of GCE O-Level Examinations
- f. Public Transport Disruption
- g. ITE/Secondary School Graduation
- h. Statutory Obligations
  - e.g. attend court hearings
- i. Internet Service Disruption
- j. Quarantine Order/Stay Home Notice/Leave of Absence
- k. Overseas due to Travel Restrictions
- l. Adult Household Member Unwell (Flu-like symptoms)
  - Please note that MC and proof of same residence is required for absence for any graded assessments during your LOA. If MC is not available, you may submit a letter from an adult member staying in the same residence as you, certifying that an adult household member is unwell with flu-like symptoms.
- m. Household Member on Home Quarantine Order
  - Please note that hardcopy/photocopy of the Home Quarantine Order of the household member serving quarantine order and proof of same residence is required.
- n. Child Medical Leave – Learner with Child < 12 years old
  - Supported by an official medical certificate. Medical certificates must be obtained from a medical practitioner registered with the Singapore Medical Council or a dental practitioner registered with the Singapore Dental Council, who ought not be a family member. Medical certificates from Traditional Chinese Medicine (TCM) practitioners are not accepted.

Please go to the Statement of Absence system in the Student Portal to update your absence from classes. You must submit the original\* documentary evidence, including medical certificates, within the next two (2) working days following your absence to your school's administration office. Once this is done, your absence will not be counted in the calculation of your attendance.

### \* Important Notes:

Before on-campus classes are fully resumed, you are required to submit the soft copy to your school within 2 working days. Please check with your Personal Mentor. You must retain all hard copies of original documentary evidence and submit them when you return back to school for classes.

## 8 What if I need to be excused from classes but my reason for absence is not one of the 13 official reasons listed above?

If your reason for absence is not one of the 13 official reasons listed above, please inform your PEM of your reason and submit any supporting documents beforehand or not later than the next two (2) working days following your absence. If your School is supportive of your reason for absence, your case will be put up for special consideration should your attendance for the module-in-question hit below the 75% attendance mark.

- 9 What should I do on the demise of an immediate family member on the day of lesson?

Immediate family members are defined as grandparents, parents, parents-in-law, spouse, children and siblings. Generally, you can be excused for up to 3 working days immediately after the demise of the immediate family member. Please inform your PEM as well as go to the Statement of Absence system in the Student Portal to update your absence from classes. You must submit the Certificate of Registration of Death to your school's administration office, immediately upon your return to school. Once this is done, your absence will not be counted in the calculation of your attendance.

- 10 Is taking driving test a valid reason?

No, this is not a valid reason.

- 11 Is there a grace period before I am considered absent from class?

Students are given a 10-minute grace period from the start of the class before they are marked absent for that hour of the class. If the class is run over 2 hours, a student who comes to class 10 minutes after the lesson has started will be marked absent for the first hour but present for the second if he/she is present for the next hour.

- 12 Where can I check my attendance records?

NYP has developed a mobile-friendly interface (<https://attendance.nyp.edu.sg>) where you can check your attendance. It also tells you the timetable and your upcoming classes. The mobile-friendly interface will be in operation from Semester 1 of AY2017/2018 and you are strongly encouraged to check your attendance regularly. You can also continue to check your attendance records through the Student Portal. This mobile-friendly interface will be available by 17 April 2017.

- 13 What do I do if there is a mistake in my attendance records?

Please see your tutor immediately to rectify it.

- 14 Will I be notified if my attendance starts to fall?

Yes, when your attendance for 1 or more modules fall below 90%, you will get an SMS to remind you to check your attendance records. Please ensure that you have updated your mobile number through the Student Portal for this SMS to reach you. You will also get an email notification with the details of the absenteeism for your modules. You will get another set of SMS and email notification when your attendance for 1 or more modules fall below 82%. Lastly, you will get one final SMS and email notification when your attendance for 1 or more modules fall below 75% which is the minimum required attendance.