

**Working Schedule for 'O' Level Preliminary Examination 2010
Science Practical & All Written Papers**

Date	Day	Events & Tasks	Action By
26 Jul – 30 Jul	Mon - Fri	Submit draft question papers to HOD/SH/ Coordinators for vetting and approval	All Teachers
11 Aug – 13 Aug	Wed - Fri	Submit typed question papers to HOD/SH/ Coordinators for P/VP's clearance.	All Teachers
23 Aug – 27 Aug	Mon – Fri	Printing of question papers <ul style="list-style-type: none"> ▪ Setter must be present in the Printing Room while printing the papers and ensure that ALL papers are collated and stapled ▪ All printed question papers to be locked in the exam cupboards found in the Printing Room 	All Teachers
30 Aug – 17 Sep	Mon - Fri	Examination in progress	All Teachers
20 Sep – 22 Sep	Mon - Wed	Checking of Exam scripts by pupils (during lesson time)	4E/5A Sub Trs
by 22 Sep, 3pm	Wed	Key in marks to School Cockpit (SA2)	4E/5A Sub Trs
		Key in remarks & conduct grade to School Cockpit (Overall)	4E/5A FT/CFTs
by 23 Sep, 10am	Thu	Printing of Overall Mark Sheet / result slips	Results Mgt Comm
by 23 Sep, 3pm	Thu	FTs to sign and submit Result Slips to HOD/Maths for Principal's endorsement	4E/5A FT/CFTs
23 Sep	Thu	Prepare letters for Night Study Programme	HOD/SD
By 24 Sep	Fri	Prepare Results Analysis reports	Results Mgt Comm
24 Sep	Fri	Principal's Talk Issuance of Result Slips Issuance of Night Study Programme Letter	4E/5A FT/CFTs
25 Sep	Mon	Collection of signed Result Slips & Night Study Programme Letter	4E/5A FT/CFTs
		Start of final leg of intensive revision & night study	All tchrs