

### **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 take place?

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.

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

The only absenteeism officially accepted are:

- a) Medical Leave
  - Learners on Medical Leave are to submit SOA and indicate their medical condition.
  - 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) 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.
- c) Compassionate Leave
  - Immediate family members are defined as grandparents, parents, parents-in-law, spouse, children and siblings. Generally, up to 3 working days immediately after the demise of the immediate family member can be granted. Submit Certificate of Registration of Death via Statement of Absence system in the Student Portal to update your absence from classes.
- d) COVID-19 Vaccination
  - Please note that a softcopy of proof of vaccination is required. The day of the scheduled vaccination will be considered as valid reasons for absence. Please see a doctor immediately should you have severe side effects.
- e) Tested COVID-19 Positive
  - Submit SOA for up to 3 days for ART+ or period of the MC.
  - Supported by submitting an image of the Antigen Rapid Test (ART) results with written date and time on the ART-kit alongside NYP admission card, or Medical Certificate (MC) (if learners seen a doctor).
- f) Public Transport Disruption
- g) Internet Service Disruption
  - Applicable for Home-Based Learning lessons only
  - Acceptable under these scenarios:
    - i. the lessons affected are synchronous on the day(s) of disruption; or
    - ii. the outage has extended beyond the week of the lesson if lessons are asynchronous
- h) GCE O Levels
- i) ITE/Secondary School Graduation
- j) NS Obligations
- k) Statutory Obligations
- l) Approved Student Activities and Competitions

With effect from 25 Oct 2021, please go to the Statement of Absence (SOA) system in the Student Portal to update your absence from classes and assessments, and submit the softcopy of the documentary proof within two (2) working days from your last absence date. For all assessments, including examination, you must submit original hardcopy documentary proof within two (2) working days from your last absence date to your School's administration office during office hours\*. For other classes, e.g. lecture, tutorial, practical and laboratory, if you are selected for hardcopy verification, you must submit the original hardcopy documentary proof, including medical certificate (if relevant), within the next two (2) working days from your last absence date to your School's administration office during office hours\*. No need to submit hardcopy documentary proof if you have submitted e-MC or ART image. Once this is done, your absence will not be counted in the calculation of your attendance.

\*Office Hours

Monday to Thursday: 8:30am to 6:00pm

Friday: 8:30am to 5:30pm

(Closed on Saturday, Sunday & Public Holidays)

- 8 What if I need to be excused from classes but my reason for absence is not one of the twelve (12) official reasons listed above?

If your reason for absence is not one of the 12 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

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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.

- 15 How long do I have to complete asynchronous lessons and what happen if the lesson date falls on public holiday?

You are given the lesson's week to complete asynchronous lessons otherwise you will be marked absent according to lessons timetable even when the lesson date falls on a public holiday.