



Updated 9 May 2016

Introduction

These guidelines are prepared to help teachers to fill and process the students' ECA cards, in line with the policy of the Malaysian Ministry of Education and our own school policy. The assessment is based on four aspects.

Aspects of Assessment	Marks
Attendance	50
Position Held	10
Participation	20
Achievement	20
Total	100

1. Attendance (50 marks)

Suggested minimum number of times an ECA must meet in a year:

Total minimum attendance: Uniformed Groups – 18 times, Club and Societies – 12 times, Sports and Games – 12 times.

Attendance of a student in any particular ECA is calculated based on a formula which takes into consideration the actual attendance against the total minimum attendance; if a=number of times present, b=total minimum attendance, c=number of times absent with permission, then the attendance marks, $Y = (a/b-c) \times 50$
 NB: All students receive 50 marks for attendance as long as they fulfil the total minimum attendance.

2. Position Held (10 marks)

A student must hold a position for at least 9 months in a school year in order to be awarded marks for position held.

Position Held			Marks
Uniformed Groups	Clubs and Societies	Sports and Games	
Troop Leader, Captain, Chairperson	President, Chairperson	Team Captain, Game Captain, Sports Captain, House Captain	10
Assistant Troop Leader, Vice-Captain, Vice-Chairperson	Vice-President, Vice-Chairperson	Vice-Team Captain or Vice-Sports Captain or Vice-House Captain	8
Secretary, Treasurer	Secretary, Treasurer	Secretary, Treasurer	7
Assistant Secretary, Assistant Treasurer	Assistant Secretary, Assistant Treasurer	Assistant Secretary, Assistant Treasurer	6
Committee Member	Committee Member	Committee Member	5
Active Member	Active Member	Active Member	4
Ordinary Member	Ordinary Member	Ordinary Member	1

3. Participation (20 marks)

Marks for individual and group participation are the same.

Level of Participation	Marks
Participated in all club activities (weekly meeting/training)	10
School representative (project/competition)	15
Zone / District / Division rep	17
State representative	18
National representative	19
International representative	20

4. Achievement (20 marks)

Achievements in individual or team activities are awarded the same marks, but only the highest score for his/her achievement is taken for the overall score.

Level of Competition	1st	2nd	3rd	Con
House / Class / Club	5	4	3	2
School	8	7	6	5
Zone / District / Division	11	10	9	8
State	14	13	12	11
National	17	16	15	14
International	20	19	18	17

5. Bonus Marks (maximum 10 marks)

Position	Bonus Marks
Head Prefect / Head Boy /Head Girl	10
Deputy Head Perfect	8
School Prefect / Leader or Chairperson of Service Bodies formed to help school administration	7
School Librarian	6
Committee Members of Service Bodies	5
Members of Service Bodies / Class Monitors	3
Assistant Class Monitor	2

6. Calculation of Overall Grade

The overall grade is calculated from two best activities.

For example: Uniformed Group = 80
Clubs and Societies=68
Sports and Games = 85
Bonus marks = 6
Overall grade = $[(80+85)/2] + 6$
= 88.5

7. Calculation of Cumulative ECA (CGPA)

Every year, a student is awarded the CGPA. For students in Form 1, the CGPA is the ECA mark. For other students, the CGPA is the average of the CGPA for the previous year and the ECA mark for the current year.

For example: Form 1 = 69 = 69.00
Form 2 = $(69+82)/2$ = 75.50
Form 3 = $(75.50+83)/2$ = 79.25
Form 4 = $(79.25+89)/2$ = 84.13
Form 5 = $(84.13+80)/2$ = 82.60
Therefore, 10% value = 8.26