



Standard Admission Procedure

1. It is compulsory for all new students except Early Years, to sit for Acmar's Placement Test and attend an interview prior to acceptance into the programme. A one-time payment of **RM500** is payable for the test. An Acceptance of Offer will be made to the student who meets the entry requirements.
2. If your child's application is successful upon completion of the Placement Test and Interview an offer will be made to the student. Due date for completing the registration process and payment will be stated on the Offer Letter (via e-mail)
3. To accept the offer and to secure a place at Acmar International School, parents are required to complete the registration process by paying the Total Term Fees.
4. Acmar International School reserves the absolute right and discretion to revise the terms and conditions herein from time to time.



Step 1: Placement Test

Book a placement test with the Admission team to assess the applicant and determine the appropriate year group and pace of learning for your child.

Application into Early Years : Age (3-7)

No placement test is required. An informal interview will be carried out by the Principal or Head of Early Years to get to know your child better. These will be conducted every week from Monday to Saturday except on Public holidays.

Application into Primary level: Year 1 to Year 6

Book a 1-hour placement test according to the schedule. The placement test is an online assessment comprising of English and Mathematics questions. Then attend an informal interview with the Principal/Head of Primary.

These tests and interviews are conducted from Mondays to Saturdays.

Application into Secondary level: Year 7 to Year 11

Book a 1-hour placement test according to the schedule. The placement test is an online assessment comprising of English, Mathematics and Science questions. Then attend an informal interview with the Principal/Head of Secondary.

These tests and interviews are conducted from Mondays to Saturdays.

Please note that students are required to sit for placement test as follows:

Year Group	Placement test
YEAR 1 - 6	2 Subjects : English language & Mathematics
YEAR 7, 8, 9	3 subjects: English language, Mathematics & Science
YEAR 10, 11	3 subjects: English language, Mathematics & Science

Students who do not meet the entry requirements will be given conditional offers and will be required to attend remedial classes/holiday programmes.

Assessment Outcomes

The Admission Team will release the outcome of the placement tests immediately and inform the parents accordingly.

There are four possible outcomes.

- 1) An offer is made according to the application year group.
- 2) An offer is made by placing the candidate in a lower year group.
- 3) A conditional offer: Offering EAL supports / requiring shadow teacher.
- 4) It reported that the applicant is not yet ready for admission to the school and the school's programme and curriculum are not appropriate for the applicant.

No fee is required if the retest is conducted within three (3) months of the initial Placement Test. However, an additional fee of RM500.00 will be applicable thereafter.

Step 2: Acceptance of Offer

Parents are required to respond to the Offer Letter within seven (7) days by completing the enrolment procedure.

Step 3: Enrolment payment & Paperwork

Parents are required to pay the total Term Fees according to the Invoice given with the Offer Letter. The recommended payment methods are online transfer, cheque or cash. Details of payment methods are given below:

For online transfers - payment must be made to:
Cheques must be made payable to:

Parents also need to complete and return the Application for Admission form with the necessary documents and photographs in order to confirm a place in the school.

Step 4: Books & Uniforms

Parents/Students can purchase the school's textbooks via our online portal:

<https://ubsm.com.my/booklist>

Parents/Students can purchase the school uniform and exercise books from the bookstore located on the 1st floor.

A photograph of the student in uniform will be taken for issuance of the student ID card.

Students are required to purchase appropriate school shoes and sports attire in accordance with the school uniform guidelines.

Step 5: First Day of Schooling

**On the first day of school, students must report to the Admission Team in the Reception area.
The team will welcome the student and assist him/her to settle in comfortably into the new school.**