



Standard Admission Procedure (SAP)

1. All new students, except those in Early Years, are required to take Acmar's Placement/Assessment Test and attend an interview before being accepted into the program/school. A one-time payment of RM 150 is required for Early Years, and RM 500 for Primary & Secondary levels, to cover the test fee. An acceptance offer will be extended to students who meet the entry requirements.
2. If your child's application is successful after completing the Placement/Assessment Test and Interview, an offer will be made. The deadline for completing the registration process and payment will be specified in the Offer Letter/Quotation (sent via email/WhatsApp).
3. To accept the offer and secure a place at Acmar International School, parents must complete the registration process by paying the Total Term Fees.
4. Acmar International School reserves the right to revise the terms and conditions outlined herein at its discretion and from time to time.



Step 1: Placement / Assessment Test

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

Application into Early Years: Age (3-6)

An assessment test will be conducted for Early Years students, followed by an interview with the Principal or Early Years Coordinator. Additionally, the student will need to participate in a trial class conducted by the teacher, which typically lasts a minimum of 2 to 3 days.

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.