

Appendix: Assessment Guidelines

A.

Subject	Items		
Chinese, English	There is no dictation examination for P.1 to P.6. The examination mark will be calculated based on the formative dictation scores. If the Chinese and English results need to be submitted to the Education Bureau for Secondary School Places Allocation, the Chinese and English dictation scores will not be included. Then the allocation of the results to be sent to the EDB is shown below:		
		Language Exam. papers	Composition Exam. papers
	Chinese	80%	20%
	English	100%	/
Mathematics	Select two Unit Quizzes in Math Made Easy for each term; the average mark of these two Unit Quizzes accounts for 10% in the first term and 10% in the second term assessment respectively. (P.3-P.4)		
General Studies	There will be a STREAM project accounting for 10% of the second term assessment for P.3.		
Primary Humanities (only implemented in P.1, P.2, P.4 & P.5)	Formative assessments are used to assess students in P.1, P.2, P.4 & P.5 such as Projects, Online Unit Assessments and Learning Explorations. For P.1 & P.2, Life Skills will also be included.		
		Formative Assessments	Assessments & Examinations
	P.1 & P.2	100%	/
	P.4	40%	60%
	P.5	20%	80%
Primary Science (only implemented in P.1, P.2, P.4 & P.5))	Formative assessments are used to assess students in P.1, P.2, P.4 & P.5 such as Learning Adventures, Scientific Inquiry Activity Booklet. In the 2 nd term, STREAM project will also be included.		
		Formative Assessments	Assessments & Examinations
	P.1 & P.2	100%	/
	P.4	40%	60%
	P.5	20%	80%

B. i) An example of calculations in a report card (P.1, P.2, P.4 & P.5) ii) An example of calculations in a report card (P.3 & P.6)

Subject	Grand Total	Weight
Chinese Language	383 /400	4
Language	98 /100	50%
Composition	87 /100	20%
Dictation	99 /100	20%
Listening & Oral	96 /100	10%
Calligraphy	A	---
English Language	346 /400	4
Language	84 /100	70%
Dictation	97 /100	10%
Listening	82 /100	10%
Oral	98 /100	10%
Calligraphy	B+	---
Mathematics	367 /400	4
Primary Humanities	190 /200	2
Primary Science	196 /200	2
Physical Ed	A	---
Putonghua	B	---
Music	A	---
Visual Arts	B	---
Integrated Learning	A	---

Ratio of assessment to exam is 40% to 60% respectively.

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General Studies	194 /200	2
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Putonghua	B	---
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Visual Arts	B	---
Integrated Learning	A	---

C. Mark-to-grade conversion System

P.1-P.6	A+ 95-100
Integrated Learning	A 90-94
P.1-P.4	A- 85-89
Chinese Calligraphy,	B+ 80-84
English Calligraphy,	B 75-79
Putonghua, Music,	B- 70-74
Physical Ed,	C+ 65-69
Visual Arts	C 60-64
P.5-P.6	D 0-59
All subjects	

$$\text{Average} = \frac{\text{Total}}{\text{Weight}}$$

D. Assessment and examination policies

1. If a student is absent, a doctor's certificate issued by an authorized Hong Kong hospital / doctor must be provided before a make-up examination can be taken. All make-up examinations must be completed within one day that they are arranged for. Otherwise, the word 'absent' will be marked on the related subjects on the report card and the average mark of his/her attempted subjects will not be ranked.
2. Formative assessments are used to assess students in minor subjects, namely Integrated Learning (P.1-6), Music (P.1-6), Physical Education (P.1-6), Putonghua (P.1-6), Visual Arts (P.1-6). In other words, there will be no formal examinations for the mentioned subjects during the Examination week. As the music examination results need to be submitted to the Education Bureau for Secondary School Places Allocation, P.5 2nd Term examination, P.6 1st Term examination and P.6 2nd Term assessment will be held as usual. But for the other grades, there will be **no formal examinations** for music.
3. Only the top 3 students who also receive a conduct grade of B+ or above can get an **Academic Scholarship**.
4. Only the top 10 positions in the class will be shown on the report card.

5. **P.1 assessment and examination arrangements**

- (a) In the first term, there will be no formal assessments and examinations. Only formative assessments are used to assess students' learning performance. Therefore, no report cards will be distributed. Instead, teachers will go through each student's ePortfolios with parents on Parents' Day.
- (b) In the second term, there will be no formal assessments. Students only need to take final examinations to receive their report cards. Students must take final examinations in Chinese, English and Mathematics; otherwise, no position will be shown on their report card.
- (c) Formative assessments are used to assess students in major subjects, namely Humanities and Science for the whole year. In other words, there will be no formal examinations for the mentioned subjects during the Examination Week.

6. **P.2 assessment and examination arrangements**

- (a) There will be no formal assessments for each term; students only need to take one set of examinations for each of the two terms.
- (b) Formative assessments are used to assess students in major subjects, namely Humanities and Science for the whole year. In other words, there will be no formal examinations for the mentioned subjects during the Examination Week.

7. **P.3-P.6 assessment and examination arrangements**

There are two sets of assessments and two sets of examinations per year. The students must take all assessments and examinations. Otherwise, no position will be shown on their report card.

E. Special cases:

1. Due to a leave of absence, if a such student returns to school **less than 1 month** before assessments or examinations start, all formative assessments namely Chinese Dictation, Listening & Oral, English Dictation, Listening & Oral, Putonghua, Music, Physical Education, Visual Arts and Integrated Learning will be counted as '**Absent**' on their report card.
2. If students are **absent or exempt** from the assessments or examinations, all major formative assessments namely Chinese Dictation, Listening & Oral, English Dictation, Listening & Oral, Humanities and Science will be counted as '**Absent**' or '**Exempt**' on their report card.
3. If students begin their studies in our school **less than 1 month** before assessments or examinations, they must attend the assessments or examinations but the formative assessments being Chinese Dictation, Listening & Oral, English Dictation, Listening, Putonghua, Music, Physical Education, Visual Arts and Integrated Learning will be counted as '**N/A**' on their report card.

F. Class Distribution

Students with excellent grades in Chinese and conduct grades of B+ or above will be considered for allocation to Class A. The remaining students will be assigned based on their average scores, gender ratios, and other factors.

In order to motivate students' learning interests and enhance their self-learning skills, the school hopes to achieve effective communication and harmonious cooperation with all parents. Thank you for your kind attention.