

DELIA (MAN KIU) ENGLISH PRIMARY SCHOOL
Notice to Parents/Guardians

1st September 2023

Dear Parents / Guardians,

2023-24 Academic Assessment Policy

We are writing to inform you about the academic assessments that your child/ ward is going to have in the 2023-24 academic year. There are going to be three examinations held throughout the year, one in each term. You are advised to provide parental support to your child/ ward's studies at home. *(Please refer to the school calendar for the exact examination dates. The school reserves the right to reschedule any examination if needed.)*

For the English and Mathematics quizzes, the schedule will be released on another notice. You are reminded that students must **NOT** take casual leave during the scheduled dictation, quiz or examination dates. In case of sick leave, please submit the doctor's certificate within 3 school days after the dictation, quiz or examination date. There will **NOT** be any supplementary dictation, quiz or examination. **ZERO** mark will be given for the dictation, quiz or examination for those taking casual leave or sick leave **WITHOUT** doctor's certificate.

Since we would like to provide a transition period for J.1 students, the results of J.1 Term 1 Examination will not be counted towards the final results of the school year. J.1 students can familiarize with the assessment format and be prepared for Term 2 and Term 3 examinations. Details of the assessment arrangements are as follows: *(The components below marked with an asterisk (*) are to be held during the examination period)*

1. English

J. 1

Paper (weighting)	Term1 Examination (0%)		Term 2 Examination (40%)		Term 3 Examination (60%)	
General English (40%)	<i>General English*</i>	0%	<i>General English*</i>	65%	<i>General English*</i>	65%
	Usage Quiz 1	0%	Usage Quiz 2	15%	Usage Quiz 3	15%
	J.1 Writing W.S. 1 & 2	0%	J.1 Writing W.S. 3 & 4 ⁽¹⁾	20%	J.1 Writing W.S. 5 & 6 ⁽¹⁾	20%
Reading (25%)	<i>Reading*</i>	0%	<i>Reading*</i>	100%	<i>Reading*</i>	100%
Dictation (15%)	Weekly dictation	0%	Weekly dictation ⁽¹⁾	100%	Weekly dictation ⁽¹⁾	100%
Speaking (10%)	<i>Speaking</i>	0%	<i>Speaking</i>	100%	<i>Speaking</i>	100%
Listening (10%)	Listening Chapter/ Unit Practice	0%	Listening Chapter/ Unit Practice	100%	Listening Chapter/ Unit Practice	100%

J.2-6

Paper (weighting)	Term1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
General English (40%)	<i>General English*</i>	65%	<i>General English*</i>	65%	<i>General English*</i>	65%
	Usage Quiz 1	15%	Usage Quiz 2	15%	Usage Quiz 3	15%
	J.2 Writing W.S. 1 & 2 ⁽¹⁾	20%	J.2 Writing W.S. 3 & 4 ⁽¹⁾	20%	J.2 Writing W.S. 5 & 6 ⁽¹⁾	20%
	J.3-6 Process Writing W.S. 1 ⁽¹⁾		J.3-6 Process Writing W.S. 2 ⁽¹⁾		J.3-6 Process Writing W.S. 3 ⁽¹⁾	
J2-3, J6 Reading (25%)	<i>Reading*</i>	100%	<i>Reading*</i>	100%	<i>Reading*</i>	100%
J4-5 Reading (25%)	<i>Biweekly assessment (Reading Assessment booklet)</i> ⁽²⁾	60%	<i>Biweekly assessment (Reading Assessment booklet)</i> ⁽²⁾	60%	<i>Biweekly assessment (Reading Assessment booklet)</i> ⁽²⁾	60%
	<i>Final group project</i> ⁽³⁾	40%	<i>Final group project</i> ⁽³⁾	40%	<i>Final group project</i> ⁽³⁾	40%
Dictation (15%)	Weekly dictation ⁽⁴⁾	100%	Weekly dictation ⁽⁴⁾	100%	Weekly dictation ⁽⁴⁾	100%
Speaking (10%)	<i>Speaking</i>	100%	<i>Speaking</i>	100%	<i>Speaking</i>	100%
Listening (10%)	Listening Chapter/ Unit Practice	100%	Listening Chapter/ Unit Practice	100%	Listening Chapter/ Unit Practice	100%

(1) If a student takes long leave without a doctor certificate, the student has to be present at school 14 days before the first day of the examination period, to complete the **listening** chapter/ unit practices and the **writing** worksheet for examination marks. If he/she is **NOT** present at school 14 days before the first day of the examination period, he/ she will get **zero marks** for the writing worksheet — 20% of General English examination.

(2) If a J4 or J5 student takes long leave without a doctor certificate, the student has to be present at school 14 days before the first day of the examination period, to complete the **biweekly reading assessment** for examination marks. If he/she is **NOT** present at school 14 days before the first day of the examination period, he/ she will get **zero marks** for the assessment — 60% of Reading examination.

(3) J4 & J5 **Reading final group project** will take place four weeks before the exam week. Students have to be present and contribute to the project. If a student takes long leave without a doctor certificate **CANNOT complete at least 1/3** of the assigned task, he/ she will get **zero marks** for the assessment — 40% of Reading examination.

(4) If a student is absent on a dictation day **without a doctor certificate**, the student will get **zero marks** for the dictation.

2. Chinese

J.1

Paper(weighting)	Term1 Examination (0%)		Term 2 Examination (40%)		Term 3 Examination (60%)	
Usage & Writing (40%)	Usage & Writing*	0%	Usage & Writing*	100%	Usage & Writing*	100%
Listening (25%)	Listening	0%	Listening	100%	Listening	100%
Speaking (25%)	Speaking	0%	Speaking	100%	Speaking	100%
Dictation (10%)	Weekly Dictation	0%	Weekly Dictation	100%	Weekly Dictation	100%

J.2

Paper(weighting)	Term1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
Usage & Writing (40%)	Usage & Writing*	100%	Usage & Writing*	100%	Usage & Writing*	100%
Listening (25%)	Listening	100%	Listening	100%	Listening	100%
Speaking (25%)	Speaking	100%	Speaking	100%	Speaking	100%
Dictation (10%)	Weekly Dictation	100%	Weekly Dictation	100%	Weekly Dictation	100%

J.3-4

Paper(weighting)	Term1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
Usage (30%)	Usage*	100%	Usage*	100%	Usage*	100%
Writing (20%)	Writing*	100%	Writing*	100%	Writing*	100%
Listening (20%)	Listening	100%	Listening	100%	Listening	100%
Speaking (20%)	Speaking	100%	Speaking	100%	Speaking	100%
Dictation (10%)	Weekly Dictation	100%	Weekly Dictation	100%	Weekly Dictation	100%

J.5-6

Paper(weighting)	Term1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
Usage (40%)	Usage*	100%	Usage*	100%	Usage*	100%
Writing (20%)	Writing*	100%	Writing*	100%	Writing*	100%
Listening (15%)	Listening	100%	Listening	100%	Listening	100%
Speaking (15%)	Speaking	100%	Speaking	100%	Speaking	100%
Dictation (10%)	Weekly Dictation	100%	Weekly Dictation	100%	Weekly Dictation	100%

3. Mathematics

Mathematics Assessment includes formative and summative assessments in our school. There are 3 formative assessments (quiz) and 3 summative assessments. The weighting of quiz and exam marks of whole year is as following:

J.1	Term 1 Examination (0%)		Term 2 Examination (40%)		Term 3 Examination (60%)	
	Quiz	Exam*	Quiz	Exam*	Quiz	Exam*
	0%	0 %	20%	80 %	20 %	80 %

J.2-6	Term 1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
	Quiz	Exam*	Quiz	Exam*	Quiz	Exam*
	20 %	80 %	20%	80 %	20 %	80 %

*There is no supplementary assessment. If student is absent in the assessment without doctor's certificate, casual leave will be counted and zero marks will be given to that assessment.

4. General Studies (G.S.)

Level	Term 1 Examination (0%)		Term 2 Examination (40%)		Term 3 Examination (60%)	
J.1	Written Exam*	0%	Written Exam*	90%	Written Exam*	90%
	Quiz	0%	Practical task 2	10%	Practical task 3	10%
	Practical task 1	0%				

*If a student is absent on the day having practical task, he/she must make up the task within two weeks after that day.

Level	Term 1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
J.2-6	Written Exam*	90%	Written Exam*	90%	Written Exam*	90%
	Practical task 1	10%	Practical task 2	10%	Practical task 3	10%

*If a student is absent on the day having practical task, he/she must make up the task within two weeks after that day.

5. Putonghua (PTH) (J.1-3, J.4-6 Group A)/Putonghua Adjusted Curriculum (PAC) (J.4-6 Group B-D)

J.1

	Term 1 Examination (0%)		Term 2 Examination (40%)		Term 3 Examination (60%)	
Putonghua	Written Exam*	0%	Written Exam*	100%	Speaking Exam	70%
					Class Participation	30%

J.2-3

	Term 1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
Putonghua	Written Exam*	100%	Written Exam*	100%	Speaking Exam	70%
					Class Participation	30%

J.4-6

	Term 1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
Putonghua /P.A.C.	Written Exam*	100%	Written Exam*	100%	Speaking Exam	70%
					Class Participation	30%

* Streaming class will be implemented in J.3 to J.6. Around 30 of current J.2 and J.3 students (based on their overall academic performance) will be selected to join the Putonghua class in the next school year, and they will be taught in the local Putonghua syllabus.

6. Visual Arts (V.A.)

Level	Term 1 Examination (0%)		Term 2 Examination (40%)		Term 3 Examination (60%)	
J.1	Exam will not be arranged	0%	Average mark of all internal artwork	100%	Average mark of all internal artwork (including Research Workbook)	100%

*Students' average mark will be adjusted if they take long leave

Level	Term 1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
J.2-6	Average mark of all internal artwork	100%	Average mark of all internal artwork	100%	Average mark of all internal artwork (including Research Workbook)	100%

*Students' average mark will be adjusted if they take long leave

7. Music

J.1

Term 1 Examination (0%)		Term 2 Examination (40%)		Term 3 Examination (60%)	
Singing	0%	Singing	50%	Singing	30%
Worksheets	0%	Worksheets	40%	Written Exam*	30%
Classroom Performance	0%	Classroom Performance	10%	Worksheets	30%
				Classroom Performance	10%

J.2

Term 1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
<i>Singing</i>	50%	<i>Singing</i>	50%	<i>Singing</i>	30%
Worksheets	40%	Worksheets	40%	Written Exam*	30%
Classroom Performance	10%	Classroom Performance	10%	Worksheets	30%
				Classroom Performance	10%

J.3-6

Term 1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
<i>Singing</i>	50%	<i>Recorder playing</i>	50%	<i>Written Exam*</i>	30%
Worksheets	40%	Worksheets	30%	Diversified creation and performance*	30%
Classroom Performance	10%	Class Performance	10%	Worksheets	30%
		Classroom Performance	10%	Classroom Performance	10%

***Worksheets:** Teachers should notice students a lesson in advance for the worksheet assessment (e-class diary and handbook). Teachers should spend time (e.g. recess) with the students who took a sick leave with doctor certificate to complete the worksheet assessment within a week when the students resume school. No marks will be given if there is no doctor certificate in record.

* **Class Performance:** For students who took a leave within the period in completing the group project, marks will be given only if ones participated in the group work for 2/3 or more lessons (e.g. 6 lessons were given for completing the group work, a student should participate in the work for at least 4 lessons), or else no marks will be given.

***Diversified creation and performance:** Marks will be adjusted if doctor certificate is provided. No marks will be given for casual leave.

***Practical exam (Singing / Recorder playing):** Supplementary exam will be arranged only on or before the last day of examination period.

8. Physical Education (P.E.)

	Term 1 Examination (0%)		Term 2 Examination (40%)		Term 3 Examination (60%)	
J.1	Skill	0%	Skill	50%	Written Exam*	20%
	Fitness	0%	Fitness	30%	Skill	40%
	Learning Attitude	0%	Learning Attitude	10%	Fitness	20%
	Other Learning Experience	0%	Other Learning Experience	10%	Learning Attitude	10%
					Other Learning Experience	10%

	Term 1 Examination (30%)		Term 2 Examination (30%)		Term 3 Examination (40%)	
J.2-6	Skill	50%	Skill	50%	Written Exam*	20%
	Fitness	30%	Fitness	30%	Skill	40%
	Learning Attitude	10%	Learning Attitude	10%	Fitness	20%
	Other Learning Experience	10%	Other Learning Experience	10%	Learning Attitude	10%
					Other Learning Experience	10%

1. For the skill assessment, marks will be given based on the topics students learnt. Average marks will be calculated to the exam marks.
2. Students will be notified one week before the exam date.
3. Students who cannot participate in P.E examination shall provide a medical certificate. This certificate shall describe the illness and/or injury that causes the student not to participate.
4. **A student who is absent from any examination without any medical certificate shall be given a failure grade in that examination.**
5. Students are expected to demonstrate a positive learning attitude (e.g. remain attentive) during P.E lessons. "Learning Attitude" marks will be based on the class performance of each student.

Remarks

Should you have any queries concerning the assessments of your child/ ward, please feel free to approach our teachers for further information. Once again, we hope that parents and teachers can work together to help build a better learning foundation for our next generation. Thank you very much for your attention.

Yours faithfully,



Mr. K. W. Cheung
Principal