

E.L.C.H.K. Hung Hom Lutheran Primary School

Our Ref.: 2022N48

Date: 14th Oct 2022

Notes for parents on Assessment Policies

The school has three assessments throughout the school year. The assessment layout, policies and key points are listed below.

1. Number of assessments and proportion

Assessment Term	Proportion of grades for the whole school year	Assessment Date
First Term Assessment	30%	4th to 8th November 2022
Second Term Assessment	30%	10th to 14th March 2023
Third Term Assessment	40%	2nd to 6th June 2023

2. Assessment of subjects and proportion

Subjects		Proportion	First Term Assessment	Second Term Assessment	Third Term Assessment
Chinese	Reading	40%	✓	✓	✓
	Writing	40%	✓	✓	✓
	Listening	10%	✓	✓	✓
	Oral Assessment	10%	✓	P.6	P.1-P.5
	Dictation	grade	✓	✓	✓
English	General English	80%	✓	✓	✓
	Listening	10%	✓	✓	✓
	Oral Assessment	10%	✓	P.6	P.1-P.5
	Dictation	grade	✓	✓	✓
Mathematics	100%	✓	✓	✓	
General Studies	100%	✓	✓	✓	
Visual Art	P.1-P.4 (grade) P.5-P.6 100%	✓	✓	✓	
Music	P.1-P.4 (grade) P.5-P.6 100%	P.6	✓	✓	
Religion	grade	N/A	N/A	✓	
Putonghua	grade	N/A	✓	✓	
Physical Education	grade	✓	✓	✓	
Computer	grade	N/A	N/A	✓	
Remarks:	<ul style="list-style-type: none">● All scores of P.5 and P.6 are shown in grades.● An assessment report will be distributed after each assessment.● The third assessment report will show the results of all assessments and total scores of the whole school year.				

3. Conduct Rating

The executive rating will only show an overall rating. The conduct is divided into eleven grades, including: A+, A, A-, B+, B, B-, C+, C, C-, D, E. The scope of assessment includes diligence, discipline and neatness.

4. Academic Award Student

Students who receive Academic Award (the top 3 students in each class) must pass in Chinese, English and Mathematics. First Prize in each subject must pass the mark of 60 or above.

5. Arrangements of P.1 first term assessment

To let P.1 students adapt to the learning environment at school, the first term assessment will be modified to a formative assessment, including Chinese (Reading and writing), General English, Mathematics and General Studies. The scope of the formative assessment will be narrowed down and specified. However, the results of the formative assessment will not be recorded on the Report Card. The formative assessment report will be distributed by the class teacher.

6. Calculation of SSPA exam results

The SSPA exam results will be divided into 3 parts: The assessment results of the third term of P.5, the first and second term of P.6. The assessed subjects are as follows:

Subject	Full marks	Ratio	Total marks in SSPA exam
Chinese	100	9	900
English	100	9	900
Mathematics	100	9	900
General Studies	100	6	600
Visual Art	100	3	300
Music	100	2	200

7. Assessment rules

- Students are required to enter the test venue on time. After the assessment begins, the assessment time will not be replenished for latecomers.
- Students must follow the instructions of the invigilator during the assessment period, otherwise they can be disqualified or penalized.
- Students are required to bring their own stationery. Students are not allowed to borrow stationery from others during the assessment.
- Anyone who cheats or attempts to cheat will be severely punished.
- If the student is absent due to illness, he/she must submit a medical certificate after returning to school to prove his / her eligibility for re-examination.
- If the student is absent due to non-medical reasons, he/she must notify the school beforehand to get the approval from school for resitting the exam.
- The retakes must be held within two school days after the assessment date.
- Under special weather conditions, if the Education Bureau announces that the school is suspended, the assessment should be held on the first day of school resumption. The rest of the assessments will be postponed.

8. Arrangements of reading examination papers

- P.1: Teachers read the examination paper on each item, and the students complete the questions one by one.
- P.2: Teachers only read the major questions of each part. Teachers answer questions about the pronunciation of words in the assessment papers but do not provide any solutions.
- P.3 to P.6: Teachers do not read the examination papers.

Please sign the reply slip on 17th October 2022. Should you have any enquiries, please contact Ms. Chan Yuk Ting at 2712 1543 at your convenience.



Yours faithfully,
Ms. W. Y. Yick
Headmistress

Reply Slip

Our Ref: 2022N48
Dear Headmistress Yick,

This is to acknowledge receipt of the school notice 2022N48 about matters related to assessment policies. I have read and understood its contents.

Parent's signature: _____

Name of student: _____

Class: _____ ()

Date: _____