

**STUDENT ASSESSMENT SYSTEM
(Effective from school year 2021-2022)**

The learning and development of each student varies. Due to this nature, a variety of teaching strategies are used to enhance the learning and address individual student needs. Appropriate assessments are essential for informing students about their level of success in ways that affirm and stimulate their efforts. Through different assessment methods, they enable a better understanding of how students are responding to the teaching and how they grasp and understand the knowledge accurately and apply the skills to demonstrate their knowledge.

I. Punctuality & Attendance

- i. In case of absence, a student must always submit the following to the class teacher:
 - 1. a letter of excuse from the parents/guardian and a doctor's certificate, in case of illness.
 - 2. a letter of excuse from the parents explaining the reason for valid absence, if other than illness. Valid absences include taking public exam, funeral services for a member of the immediate family, body check-up, renewal of ID documents and/or other reasons stated in Administrative Regulations No.28/2020 Article 9 Arrangements Pertaining to Absence from Assessment. For other circumstances, the school administration reserves the rights to grant the validity of the absences.
 - 3. If a student cannot submit the doctor's certificate AND the excused letter from the parents/guardian (in case of illness) or the excused letter from the parents/guardian (if other than illness), she will be considered as absence without reason and if there is a quiz/test on that day, she will be given a zero for the quiz/test.
 - 4. If a student is absent for three days within a week due to illness, she has to submit a doctor's certificate issued from Centro Hospitalar Conde de São Januário/ Serviços de Saúde/ Hospital Kiang Wu/ University Hospital along with a letter of excuse from the parents.
- ii. Punctuality is counted on regular school days, school functions and activities, Extra-Curricular Activities, clubs' and committees' meetings.

- iii. A student who has been absent consecutively for ten school days without any valid reason, the school authorities reserve the right to terminate the student's status from the school.
- iv. If the total number of days of absence without any valid reason amounts to fifteen percent of the total school days of the academic year, the school authorities reserve the right to terminate the student's status from the school.

II. Tests and Examinations

- i. Absence and Tardiness during Tests or Exams:
 - 1. Unexcused absence before examination periods, for the purpose of studying for the examination, is not allowed.
 - 2. Students who are late for examinations will not be given extra time to compensate for minutes lost. Students who are late for 15 minutes are not allowed to take the examinations.
 - 3. Students who are absent from tests or examinations without a valid reason for absence will be given a zero mark.
 - 4. Primary students who are absent from tests or examinations will not be given alternative tests or exams. The calculated average mark for the term will not be based on the missing test or exam if there is a valid reason for absence, after having consulted the Principal and teachers concerned.
 - 5. Secondary students who are absent from tests will have to take the Replacement Test if there is a valid reason for absence. (Refer to Section I Punctuality & Attendance i.2 for valid absences). 100% of the Replacement Test marks will be calculated towards the average mark of the term in the report card. No alternative exam is given if students are absent during the examination period.
 - 6. Students who are absent from examinations will not be entitled to any position and the general average will not be shown in the Report Card.

III. PROMOTION and RETENTION**

- i. Promotion is based on the work of the whole year and the school-based marking schemes. Both formative and summative assessments will be used to evaluate the learning progress of a student.
- ii. Fair Assessment through Percentage Values
In order to give a fair assessment of a student's work, the following percentage value has been set for marks obtained throughout the year:

1 st Term	--	35%
2 nd Term	--	30%
3 rd Term	--	35%
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Total	--	100%

iii. MARKING SYSTEM

HIGHEST MARK	--	100
PASSING MARK	--	50

Grading System

A	--	95-100
A-	--	90-94
B+	--	86-89
B	--	83-85
B-	--	80-82
C+	--	76-79
C	--	73-75
C-	--	70-72
D+	--	66-69
D	--	63-65
D-	--	60-62
E+	--	56-59
E	--	53-55
E-	--	50-52
F	--	Failure (marks below 50)

- iv. An ***Aegrotat Pass*** (dispensation from exams owing to sickness or death in the family e.g. parents) will be granted on humanitarian grounds but promotion or retention will also depend on the student's average performance of the whole year.

v. Conditions for Failure/Retention (Primary 5 – Form 3)

1. Failure in **English**.
2. Failure in **two major subjects** i.e. Mathematics and Chinese.
3. **Getting lower than 30 marks** in Mathematics **or** Chinese.
4. Failure in **one major subject** (Chinese or Mathematics) **and two minor subjects**.
5. Failure in **four (4) minor subjects**.

vi. Special Conditions for Form 3 Students

Physics, Chemistry and Biology are considered as **ONE** subject – Science i.e. if the combined average of the three subjects is 50 and above, the student is given a pass in Science. A student who fails in any science subject will not be permitted to enter the Science stream.

vii. Special Conditions for Form 1 – Form 4 students

For Form 1 to Form 3 students, Chinese and Chinese History are considered as ONE subject - Chinese i.e. if the combined average of the two subjects is 50 and above, the student is given a pass in Chinese. This mechanism is applicable to Form 4 students in their Chinese and History subjects.

viii. Conditions for Failure/Retention (Form 4 - Form 6)

1. Failure in **four (4) units**. [Please refer to the following table for the unit(s) of each subject.]
2. Getting lower than 30 marks in Mathematics or Chinese.

Form 4		Form 5		Form 6	
Subjects	Unit(s)	Subjects	Unit(s)	Subjects	Unit(s)
English	4	English	4	English	4
Chinese + History	2	Chinese	2	Chinese	2
Mathematics	2	Mathematics	2	Mathematics	1.5
Religious Studies	1	Religious Studies	1	Additional Maths	0.5
Moral Education	1	Moral Education	1	Religious Studies	1
Arts	1	Physical Education	1	Moral Education	1
Physical Education	1	Computer	1	Physical Education	1
Computer	1	Music	1	Computer	1
Integrated Science	1	World History	1	Geo-Literacy	1
Physics	2	Integrated Science	1	Physics	2
Chemistry	2	Physics	2	Chemistry	2
Biology	2	Chemistry	2	Biology	2
Economics	2	Biology	2	Economics	2
Literature	2	Economics	2	Literature	2
Accounting	2	Literature	2	Business Studies	2
Visual Arts	2	Accounting	2	Accounting	2
Business Studies	2	Visual Arts	2		
Advanced Music	2	Geography	2		
		Business Studies	2		
		Advanced Music	2		

ix. Retention

- For Primary 1 to 4, students shall not repeat a grade, except for the cases authorised by the DSEDJ under the following provisions:
 - When both the parents and the school agree that grade retention will cater to the student's learning development;
 - When the student's attendance rate does not meet the requirements in the school-based student assessment regulations

i.e. when a student has been absent consecutively for ten school days without any valid reason or the total number of days of absence without any valid reason amounts to fifteen percent of the total school days of the academic year.

2. A student (Primary 5 – Form 6), who has failed to attain the conditions mentioned in Section III Promotion and Retention v. – viii. at the end of the year, will be deliberated by the Academic Affairs Board. After the deliberation, the student who fails to fulfil the requirements for promotion will be retained in the same level for the following year.
3. A student (Primary 5 – Form 6) who has been retained (has already repeated) in the same level and fails again at the end of the second year will have to leave the school.
4. A student will only be allowed to repeat twice from P1 to P6, and twice from F1 to F6.

** The promotion or retention of a student will be deliberated by the Academic Affairs Board. The board members include members from the Administrative Team and the consultants of the board include the panel heads, class teachers and frontline teachers.

** The promotion and retention rate is based on the Administrative Regulations No.28/2020.

x. Grade Skipping

1. Students may apply to the school for grade skipping when they possess the following qualification:

Having been assessed as gifted students by the competent government department or an agency designated by the department;

- ii. If after evaluation and identification processes, a student is confirmed to have fulfilled the conditions to advance to a higher grade, the school principal may permit the grade skip.
- iii. In the event of grade skipping from one education level to another, the school shall award the student a diploma for the current education level.
- iv. The school shall submit the information in relation to grade skipping of students to the DSEDJ for record purposes.

xi. Appeal against Assessment Results

- i. A parent wishing to appeal against the result of his/her daughter's assessment shall submit a letter to the General Office.
- ii. The Principal may grant the appeal and further steps will be taken i.e. the rechecking of the assessment.