HOTUNG SECONDARY SCHOOL

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Our Ref.: (GEN046E/201920) in HTSS/STUD/1 Pt.2

11 October, 2019

Dear Parents / Guardians

Internal Assessment and Uniform Test for S1 to S.3

To encourage students to focus on their schoolwork and to assess their academic performance in a fairer and more systematic way, the school has designed the internal assessment to be composed of two key parts: continuous assessment (including lesson performance, homework assignments as well as tests and quizzes), and examinations. To this end, the school has arranged for Uniform Tests to be conducted for certain subjects for the junior forms, i.e. S1 to S3. For other subjects, the subject teacher will set another test day, taking into account the progress made. Details of the Uniform Test schedule for the current school year are as follows:

Date	Time	Period	S.1 (Homeroom)	S.2 (Homeroom)	S.3 (Main Hall)
11/11/2019 Week 1 Monday	8:35–9:45	1	Chinese	Chinese	Chinese
		2			
	10:15–10:45	3			Technology and Living
12/11/2019 Week 1 Tuesday	8:35–9:45	1	English	English	English
		2			
	10:15–10:45	3			Chemistry
13/11/2019 Week 1 Wednesday	8:35–9:05	1	Liberal Studies	Liberal Studies	Mathematics
	9:15–9:45	2	Mathematics	Mathematics	Chin. History
14/11/2019 Week 1 Thursday	8:35–9:05	1	History	History	Business Fundamentals
	9:15–9:45	2	Computer Literacy	Computer Literacy	Physics
15/11/2019 Week 1 Friday	8:35–9:05	1	Chin. History	Chin. History	History
	9:15–9:45	2	Geography	Geography	Computer Literacy
18/11/2019 Week 2 Monday	8:35–9:05	1	Science	Science	Geography
	9:15–9:45	2	Technology and Living	Technology and Living	Biology

The following table should provide a better understanding of our internal assessment mechanism:

S1 to S3 First Term result = First Term Continuous Assessment result (20%) + First Term Exam result (80%) = One-third of Total Result for the whole school year

S1 to S3 Second Term result = Second Term Continuous Assessment result (20%) + Second Term Exam result (80%) = Two-thirds of Total Result for the whole school year

We would also like to draw your attention to the following:

1. The school aims to strengthen students' academic foundation and to ensure that Elective places in S4 are allocated fairly among students. To this end, the school has decided that the criteria for deciding which student to obtain a place to study her desired elective subject include what her results are in the S2 Yearly Examination as well as S3 Half-yearly and Yearly Examinations.

2. Students are reminded to always make their best effort in internal assessment. Those found to have committed plagiarism or cheating are to receive severe penalty, with zero mark entered for the subject(s) as well.

3. As the marks of all uniform tests and examinations have an impact on the calculation of full-year results, which is directly related to promotion to the next level, students who are absent due to illness must produce, on the first day when they return to school, both a letter from the parent/guardian and a valid sick leave certificate issued by a registered doctor. After such relevant documents are received, the school will give an assessment mark for the subject involved, taking into account the student's lesson and homework performance as well as term test results. However, if no relevant document is produced, a zero mark will be entered for the subject involved.

4. Regarding the criteria for determining whether a student can be promoted to the next level, students must achieve a pass in the overall average as well as a pass in at least two core subjects (Chinese Language, English Language, Mathematics), in addition to reaching grade C or above in conduct. Students who fail to satisfy such standards may be required to repeat the same level. In addition, it must be noted that there will be a bearing, as far as promotion to the next level is concerned, on students whose conduct grade is reduced as a result of serious violation of school rules, regardless of their academic performance.

At this juncture, I sincerely urge you to encourage your daughter to strictly obey the school rules, make serious efforts in her studies, complete all assignments on time and prepare a revision schedule for the upcoming test and exams, so as to lay the necessary groundwork for good academic achievements in the senior secondary level.

Please complete the reply slip below and have it returned to the Class Teacher by 14 October, 2019. Thank you for your attention.

Yours faithfully

Mrs CHENG SIU Kam-sheung
Principal

Reply Slip

Dear Principal,

Internal Assessment and Uniform Test for S.1 to S.3

I, parent / guardian of student _____ (Name) in _____ (Class) _____ (Class Number), acknowledge receipt of the letter concerning the captioned subject and remind my daughter to adhere to all related school arrangements and guidelines as well as to devote efforts in studies.

Parent / Guardian's Signature: _____

Date: _____ October, 2019

Parent / Guardian's Name: _____