

2023/24 甲類通告第 E014 號  
 10<sup>th</sup> October, 2023

Dear Parents,

**Arrangements of P.1- P.6 Regular Assessments for Learning and  
P. 2 – P. 6 Summative Assessments (Examinations)**

**(1) Aims of Conducting Regular Assessments for Learning at Primary 1 to 6**

- To enable students to identify their own strengths and weaknesses in learning.
- To enable teachers to diagnose students' learning situations, revise instructional progress, formulate appropriate teaching strategies, thereby promoting the effectiveness of teaching and learning.
- Parents can cooperate with the school in improving children's learning.

**Types of Assessments**
**(a) Formative Assessments**

- Time: During lessons (please pay attention to subject teachers' announcements)
- Subjects: Chinese, English, Mathematics, General Studies (GS), Music, Visual Arts (VA), Physical Education (PE), Putonghua (PTH) & Computer Studies
- Method: Questions, observations, skill assessments, oral assessments, written assessments
- The following subjects contain formative assessments throughout the academic year:

Chinese, English	Mathematics	General Studies	Visual Arts	Computer, Music & PE	Putonghua
<ul style="list-style-type: none"> <li>➢ Chinese: Dictation</li> <li>➢ English: Dictation</li> </ul>	<ul style="list-style-type: none"> <li>➢ In conjunction with metric, graphics and spatial dimensions for practical assessment</li> </ul>	<ul style="list-style-type: none"> <li>➢ P. 1 – P. 4 students Two "Project Learning" tasks will be conducted in a year</li> <li>➢ P.4-P.6 News Sharing</li> </ul>	<ul style="list-style-type: none"> <li>➢ Formative assessments according to various learning domains of creations</li> </ul>	<ul style="list-style-type: none"> <li>➢ Assessments based on multiple skills</li> </ul>	<ul style="list-style-type: none"> <li>➢ Unit Worksheets</li> <li>➢ Online Assessment System</li> </ul>

**(b) Primary 2 to 6 Progressive Assessment**

- Progressive assessment serves as a preparation for the summative assessment (examination) in each term, and it includes Chinese, English, Mathematics and General Studies as the assessment subjects. Parents have to pay attention to subject teachers' announcements and remind students to revise and consolidate the acquired knowledge. For students who are absent in progressive assessments due to illnesses or personal issues, no make-up assessments will be arranged. However, to serve for future revision purpose, students have to complete the corresponding assessments at home and return them to school for teachers' marking.

**(2) Summative Assessments for Primary 2 to 6 (Examinations)**

- There are THREE summative assessments (examination) in total throughout this academic year. The period and weighting of the assessments are listed below:

Summative Assessments	1st Exam	2nd Exam	3rd Exam	Total
Dates	16 <sup>th</sup> – 21 <sup>st</sup> Nov, 2023	29 <sup>th</sup> Feb – 3 <sup>th</sup> Mar, 2024	30 <sup>th</sup> May – 4 <sup>th</sup> Jun, 2024	/
Grades	P. 2 – P. 5	20%	40%	100%
	P. 6	40%	40%	20%

- The passing mark for each subject is 50% of the total mark
- The total score attained in the three exams will be used for class allocation for the next academic year
- Weighting of different subjects: The assessment results of P.2 – P. 6 students will be adjusted according to weights of different subjects as indicated in **Secondary School Place Allocation (SSPA) mechanisms**.

Subject	Chinese	English	Mathematics	General Studies	Visual Arts (Applicable to Exam)	Music (Applicable to Exam)
Weighting	T x 9 times			T x 6 times	T x 3 times	T x 2 times

**T: Total score of the subject obtained.**

Please Turn Over

[Teacher-in-charge: Ms.YU Ming Chu, the senior teacher]

辦學宗旨：本校致力推行普及教育，為學生提供舒適及愉快之學習環境，使學生透過優質的全人教育，在德、智、體、群、美五育上有均衡的發展。

**(3) Subjects Included in Summative Assessments (Examinations)**

Subject	1 <sup>st</sup> Exam	2 <sup>nd</sup> Exam	3 <sup>rd</sup> Exam
Chinese	[P. 2 – P. 5] Reading & Writing	[P. 2 – P. 6] Reading, Writing, Speaking & Listening	[P. 2 – P. 5] Reading, Writing, Speaking & Listening
	[P. 6] Reading, Writing, Speaking & Listening		[P. 6] Reading & Writing
English	[P. 2 – P. 5] Reading & Writing	[P. 2 – P. 6] Reading, Writing, Speaking & Listening	[P. 2 – P. 5] Reading, Writing, Speaking & Listening
	[P. 6] Reading, Writing, Speaking & Listening		[P. 6] Reading & Writing
General Studies	[P. 2 – P. 6] Written Exam	[P. 2 – P. 4] Written Exam & Project Learning	[P. 2 – P. 3] Written Exam & Project Learning
			[P. 4] Written Exam, Project Learning & News Sharing
		[P. 5 – P. 6] Written Exam	[P. 5] Written Exam
			[P. 6] Written Exam & News Sharing
Maths	[P. 2 – P. 6] Written Exam	[P. 2 – P. 6] Written Exam	[P. 2 – P. 6] Written Exam
Putonghua	[P. 2 – P. 5] <i>No Exams</i>	[P. 2 – P. 6] Written Exam & Oral	[P. 2 – P. 5] Written Exam & Oral
	[P. 6] Written Exam & Oral		[P. 6] <i>No Exams</i>
Visual Arts, PE & Computer Studies	[P. 2 – P. 5] <i>No Exams</i>	[P. 2 – P. 6] Subject Skills	[P. 2 – P. 5] Subject Skills
	[P. 6] Subject Skills		[P. 6] <i>No Exams</i>
Music	[P. 2 – P. 5] <i>No Exams</i>	[P. 2 – P. 5] Music Skills (singing / playing musical instruments), Written Exam & Attitude	[P. 2 – P. 4] Music Skills (singing / playing musical instruments), Written Exam & Attitude
	[P. 6] Music Skills (singing / playing musical instruments), Written Exam & Attitude	[P. 6] Music Skills (singing / playing musical instruments), Written Exam & Attitude	[P. 5] Music Skills (singing / playing musical instruments), Written Exam & Attitude
			[P. 6] <i>No Exams</i>

**(4) Arrangements on Absence in Examinations**

- Parents of P. 2 – P. 6 students must CALL the school on the day of examination, FILL in the STUDENT HANDBOOK to inform the school regarding the leave of absence, and SUBMIT a medical certificate as a proof of sick leave after returning to school. Make-up examination will ONLY be arranged for those applications that are accepted by school, within two days after the original examination). **For students being absent for three days or more, NO make-up examinations will be arranged.**

Please Turn Over

[Teacher-in-charge: Ms.YU Ming Chu, the senior teacher]

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- The 3rd examinations in P. 5, and the 1st and 2nd examinations in P. 6 are internal examinations for Secondary School Places Allocation (SSPA) purpose. Students' examination results will be submitted to EDB for calculation of allocation bands after mark adjustments and standardization. The SSPA-related subjects are Chinese, English, Mathematics, General Studies, Music and Visual Arts. **For students who are absent in such examinations due to illnesses, make-up examinations will not be arranged unless a medical certificate is presented.** For students who are unable to complete SSPA-related examinations due to special reasons, the school will report the situation to relevant departments of EDB and handle the situation according to the departments' instructions.

(5) **Criteria for Class Allocation Mechanism**

**P. 1 promoting to P. 2:**

- All classes compile of students with mixed levels of learning ability.
- Those Non-Chinese Speaking (NCS) students who need more assistance in Chinese will be allocated to the same class as far as possible, so that appropriate support can be provided to them by the school.
- With no examinations, students' "Learning Report" instead of "Report Card" will be received by parents.

**P. 2 promoting to P. 3 or above:**

- Students are allocated to different classes according to learning ability. Students demonstrating the best learning ability will be allotted to Class A, and the next students to Class B, while Classes C and D compile of students with mixed levels of learning ability.

**Remarks:**

- **# Parents are advised to keep this notice until July 2024, and refer to it before each Examination.**
- **# Parents will be informed of the syllabuses and timetables of subject examinations through notices before the examinations.**

Ms. CHENG Yuk Ching  
Headmistress

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**REPLY SLIP**

Dear Ms. Cheng,

**Arrangements of P.1- P.6 Regular Assessments for Learning and  
P. 2 – P. 6 Summative Assessments (Examinations)**

I have read through Type-A Notice, No.E014 and understand the corresponding content.

Class: \_\_\_\_\_ Name: \_\_\_\_\_ ( ) Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Date: \_\_\_\_\_ of October, 2023

DISCLAIMER: The English version is a translation of the original in Chinese for information purposes only. In case of any discrepancy, the Chinese original is reserved as official interpretation of the school (applied to all e-notices / parent notifications in English). Thank you very much.

[Teacher-in-charge: Ms.YU Ming Chu, the senior teacher]

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