



中二級：功課、測考安排、成績匯報及升班標準事宜

敬啟者：

為促進學習，讓同學定期檢視其學習進度，除日常課業外，學校全年將舉行兩次統一測驗及兩次考試，並於測驗及考試後派發成績單/成績表。茲附上記錄功課及欠交跟進、全年測考安排、成績匯報方式、缺席測考安排以及升班標準等資料，敬希家長垂注。

I. 功課安排

1. 記錄功課

學校會將各班課業安排上傳至內聯網 e-Class 內，以供同學在家查閱。家長亦可沿用舊有登入內聯網 e-Class 的密碼以查閱課業安排。

2. 欠交處理

- 若同學欠交功課，校方會於收到欠交紀錄後即日發放 e-Class 短訊通知家長。
- 每月月初，班主任會將上一個月的「欠交功課月結紀錄」張貼於有關同學的手冊內，方便家長查閱。

3. 欠交跟進

欠交日數	「欠交功課」跟進
5	● 電話聯絡家長。
7	● 學務組面見有關學生。
10	● 記功課缺點一次，並以電話聯絡家長。

- 同學被記第一個功課缺點後，往後每欠交 5 日功課，將記功課缺點乙次。凡有功課缺點的同學，其操行等級將受影響。
- 欠交功課紀錄每一學期結算一次。
- 個別有需要學生將由校方安排參與功課輔導班，期間需暫停參與課後活動(如興趣班/補習)。已繳交的活動費用，將不獲退還。

II. 各科測考安排

1. 科目包括中國語文、英國語文、數學、生活與社會、地理、綜合科學、中國歷史、宗教與德育、普通話、電腦科、家政、音樂、視覺藝術、體育及 INNO-Master。
2. 統一測驗及考試安排：
 - 中國語文、英國語文、數學、生活與社會、地理、綜合科學及中國歷史將於所有統一測驗及考試設有考卷；
 - 宗教與德育科將於上學期及下學期考試設有考卷；
 - 普通話科只於下學期考試設筆試；
 - 其餘科目將採用不同評估方式作持續評估。

III. 成績顯示

1. 中國語文、英國語文、數學、生活與社會、地理、綜合科學、中國歷史及宗教與德育科成績將以分數顯示。
2. 其餘科目成績則以等級顯示，科任老師將向學生解釋有關標準。

IV. 測考及持續評估分數分配

上學期成績佔全年總成績 40%，下學期成績佔全年總成績 60%。

各科測考成績及持續評估所佔比例將因應各科需要而略有不同，但大致比例如下：

上學期成績		下學期成績	
持續評估*	正規考試	持續評估*	正規考試
不少於 40%	不多於 60%	不少於 40%	不多於 60%

*各科的持續評估項目包括統一測驗成績、課前預習、課堂表現、功課表現、默書、小測或專題研習表現等，具體內容由各科老師通知學生。

*若評核成績未能達至合格標準，校方將安排溫習班，期間老師會協助學生溫習並解答學科上的疑難。

V. 缺席測考安排

1. 所有測驗及考試不設補考。
2. 同學如因病不能應試，必須於當日早上八時前由家長致電回校請假，並於翌日呈交請假信及註冊醫生證明書予班主任，而測考成績則按以下原則評估：

請假類別	測考成績
病假〈附有醫生證明書〉 事假〈獲校長批准〉	按學生持續評估及其他測考成績推斷
病假〈無醫生證明書〉 事假〈未獲校長批准〉	零分

3. 若學生於統一測驗時缺席，成績單上將會顯示「缺席」字樣，而整體成績將顯示「不適用」。而該次測驗成績將按下一次考試成績推斷。
4. 若學生在某次統一測驗或考試缺席多於一半測考節數，該次測考將不獲發成績單/成績表。

VI. 特殊教育需要學生校內考試調適

有特殊教育需要的學生應及早向校方及專業人士尋求協助。持有專業評估報告/醫生證明書的學生，須於收到是次統一測驗或考試時間表後兩個上學日內，向班主任提交相關文件以作測考安排。

VII. 升級標準

1. 全年總平均分 ≥ 50 分及
2. 中國語文、英國語文及數學三科及格及
3. 出席率達 85%或以上(詳見學生手冊)

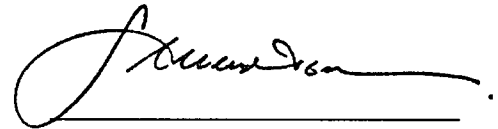
VII. 中三級編班安排

為照顧不同學習需要，校方會按學生全年總成績，操行等級為 B 級或以上，編配約 33 位能力稍高的同學入讀同一班，其餘同學則按混合能力編班。校方將調節不同班別的人數，並按需要於混合能力班提供更多支援配套，以便更好地照顧不同學生的學習需要，提升各班的學習效能。

此致

各位家長/監護人

天主教郭得勝中學校長



韓思聰謹啟

二零二三年九月六日

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回條

通告編號：23-24/005c(S2)

敬覆者：本人已知悉及同意 貴校上述各項有關中二功課、測考安排、成績匯報及升班標準事宜之安排，並敦促子女認真努力學習。

此覆

天主教郭得勝中學

學生姓名：_____

班別：_____ 學號：_____

家長 / 監護人簽名：_____

二零二三年____月____日



Dear Parent(s) / Guardian(s),

Various Academic Arrangements for S.2 Students

To achieve better learning results, apart from regular assignments, the School administers two uniform tests and two examinations in each academic year, after which Report Slips / Report Cards will be issued. Here are the arrangements concerning homework, assessments, academic reports, absences during tests and examinations, promotion criteria, etc.

i. Homework

1. Homework records

Daily homework record of each class will be uploaded to Intranet e-Class for reference at home. Parents could continue using old passwords to access Intranet e-Class.

2. Failure to submit homework

- An e-Class message will be sent to the parents concerned.
- Labels showing "no homework" records (of the previous month) will be affixed in the Student's Handbook at the beginning of each month.

3. Follow-up actions

Days late	Actions to be taken
5	● Call the parents concerned
7	● Academic Committee meets the students concerned
10	● 1 black mark (homework-related) to be given. Parents will be informed.

- Students who receive a black mark (homework-related) will receive another black mark if they fail to submit homework for 5 days again. The grade of conduct of students will be affected after they receive black mark (homework-related).
- "No homework" records are settled every term.
- Some students with needs will be asked to attend "homework class". All after-school activities (like interest classes / tutorial classes) are to be suspended during the "homework class" periods. All fees concerned will not be returned.

II. Assessments arrangements

1. Subjects to be assessed are Chinese Language, English Language, Mathematics, Life & Society, Geography, Integrated Science, Chinese History, Religious and Moral Education, Putonghua, Computer Literacy, Home Economics, Music, Visual Arts, Physical Education, and INNO-Master.
2. Uniform tests and examinations:
 - All uniform tests and examinations: Chinese Language, English Language, Mathematics, Life & Society, Geography, Integrated Science and Chinese History
 - First term and second term examinations: Religious and Moral Education
 - Second term examination only: Putonghua
 - Continuous assessment throughout the year: all other subjects

III. Academic reports

1. Chinese Language, English Language, Mathematics, Life & Society, Geography, Integrated Science, Chinese History, and Religious and Moral Education: Marks will be given.
2. All other subjects: Grades will be given (subject teachers will explain the grading system in class)

IV. Weighting of academic results

1. First term results: 40% of the yearly results
2. Second term results: 60% of the yearly results
3. The weighting between continuous assessment and regular examinations varies from subjects to subjects. An approximate weighting is as follows:

First term		Second Term	
*Continuous Assessment	Regular Examinations	*Continuous Assessment	Regular Examinations
Not less than 40%	Not more than 60%	Not less than 40%	Not more than 60%

*Continuous assessment includes uniform tests, pre-lesson preparations, class performance, homework quality, dictations, quizzes, projects, etc. Subject teachers will explain in class.

* If the academic results being less than 50%, your son / daughter has to attend the after-school study classes. Teachers will provide academic support to students in the classes.

V. Absences during assessment periods

1. No supplementary tests and examinations will be offered.
2. If a student is absent due to illness, parents must call the Office before 8 a.m. on that day and submit a letter of absence AND a medical certificate to the Form Teacher the following day. Marks will be adjusted as follows:

Nature of absence	Mark adjustments
Sick Leave (with medical certificate) Casual Leave (with principal's approval)	Marks will be adjusted according to the continuous assessment and other tests and examinations of the students concerned
Sick Leave (without medical certificate) Casual Leave (without principal's approval)	Zero marks

3. On the Uniform Test Report Slip, "Absence" will be given to the subject(s) that the students are absent for. "Not Applicable" will be given in the "Overall Performance in Class" section. The marks concerned will be estimated based on the coming examination results.
4. If a student has not taken part in more than 50% of the test/examination sessions, no Report Slips / Report Cards will be issued.

VI. Accommodation for students with special education needs in school tests and examinations

Students with special education needs should proactively seek assistance from both the school and relevant professionals. Students who possess a professional assessment report or a doctor's certificate must submit these relevant documents to their form teacher within two school days after receiving the timetable for that test or examination. This is to ensure proper arrangements for the test or examination process.

VII. Promotional criteria

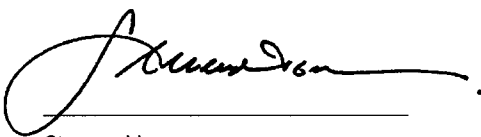
1. Average total marks equal or over 50, AND
2. Passes in Chinese Language, English Language, and Mathematics, AND
3. Attendance rate over 85% (please see Student's Handbook for more details)

VIII. Class allocation for S.3

To cater for learner's diversity, around 33 students with higher academic ability will be allocated to the same class according to their yearly results and at least grade B of conduct. The remaining students will be allocated evenly to the remaining classes of mixed abilities. Number of students will be adjusted, and more assistance will be offered to the 'mixed ability classes' so that the School can cater for student's learning needs more and enhance learning-and-teaching effectiveness.

Thank you for your attention.

Yours sincerely,



Steven Hon
Principal



Ref: 23-24/005e(S2)
6 September 2023

Reply Slip

I agree and am aware of the arrangements for the Various Academic Arrangements for S.2 Students. I will urge my child to pursue his/her studies with diligence and dedication.

Student's name: _____

Class: _____ Class no.: _____

Parent's / Guardian's signature: _____