



中六級：功課、考試安排、成績匯報及畢業標準事宜

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考試，並於考試後派發成績表。茲付上欠交功課跟進、全年考試安排、成績匯報方式、缺席考試安排以及畢業標準等資料，敬希家長垂注。

I. 功課安排

1. 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。

2. 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。

II. 各科考試安排

1. 科目包括中國語文、英國語文、數學、公民與社會發展、所有選修科、宗教倫理及體育。
2. 考試安排：
  - 中國語文、英國語文、數學、公民與社會發展、所有選修科及宗教倫理科將於所有考試設考卷；
  - 體育科將採用不同評估方式作持續評估。

III. 成績顯示

1. 除體育科外，所有科目的成績將以分數顯示。
2. 體育科成績以等級顯示，科任老師將向學生解釋有關標準。

#### IV. 各科分數比重

科目	成績比重
中文、英文、數學	2
公民與社會發展、所有選修科、宗教倫理	1

#### V. 考試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%。

各科考試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 30%	不多於 70%	不少於 30%	不多於 70%

\* 除校本評核（如有），各科的持續評估項目可包括課前預習、課堂表現、功課表現、默書、小測或專題研習表現等各方面，具體內容由各科老師知會學生。

#### VI. 缺席考試安排

1. 所有考試不設補考。
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，而考試成績則按以下原則評估：

請假類別	考試成績
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考試成績推斷
病假（無醫生證明書） 事假（未獲校長批准）	零分

#### VII. 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，須於收到是次考試時間表後兩個上學日內，向班主任提交相關文件以作考試安排。

#### VIII. 畢業標準

出席率達 85%或以上(詳見學生手冊)

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

✂

回條

通告編號：23-24/005c(S6)

敬覆者： 本人已知悉及同意 貴校上述各項有關中六功課、考試安排、成績匯報及畢業標準事宜之安排，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.6 Students

To achieve better learning results, apart from regular assignments, the School administers 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 examinations, graduation criteria, etc.

#### I. Homework

##### 1. 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.

##### 2. 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.

#### II. Assessments arrangements

1. Subjects to be assessed are Chinese Language, English Language, Mathematics, Citizenship and Social Development, all electives, Religion & Ethics and Physical Education.

##### 2. Examinations:

- Examinations: Chinese Language, English Language, Mathematics, Citizenship and Social Development, all electives, and Religion & Ethics
- Continuous assessment throughout the year: Physical Education

III. Academic reports

1. All subjects, except Physical Education: Marks will be given.
2. Physical Education: Grades will be given (subject teachers will explain the grading system in class)

IV. Weighting of different subjects results

Subject	Weighting
Chinese Language, English Language, Mathematics	2
Citizenship and Social Development, all electives, Religion & Ethics	1

V. 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 30%	Not more than 70%	Not less than 30%	Not more than 70%

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

VI. Absences during assessment periods

1. No supplementary 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 below:

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 examinations of the students concerned
Sick Leave (without medical certificate) Casual Leave (without principal's approval)	Zero marks

VII. Accommodation for students with special education needs in school examinations

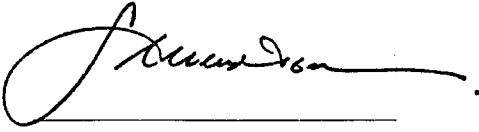
Students with special education needs should proactively seek assistance from both the school and relevant professionals. Students who possess a professional assessment report or a doctor's certificate must submit these relevant documents to their form teacher within two school days after receiving the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

VIII. Graduation criterion

Attendance rate over 85% (please see Student's Handbook for more details).

Thank you for your attention.

Yours sincerely,



Steven Hon

Principal

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Ref: 23-24/005e(S6)

6 September 2023

Reply Slip

I agree and am aware of the arrangements for the Various Academic Arrangements for S.6 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: \_\_\_\_\_