



KWOK TAK SENG CATHOLIC SECONDARY SCHOOL

天主教郭得勝中學

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通告編號: 21/22-007c(S4)

中四級：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。茲付上欠交功課跟進、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. 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. 各科測考安排

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. 測驗週及考試安排：

- 中國語文、英國語文、數學、公民與社會發展及所有選修科將於所有統一測驗及考試設有考卷；
- 宗教倫理科將於上學期及下學期考試設有考卷；
- 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. 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 30%	不多於 70%	不少於 30%	不多於 70%

*除統一測驗成績及校本評核 (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，具體內容由各科老師知會學生。

VI. 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。
1. 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。

VII. 升級標準

1. 全年總平均分 ≥ 50 分及
2. 中國語文、英國語文、數學及公民與社會發展四科及格 及
3. 最少一科選修科及格 及
4. 出席率達 85%或以上(詳見學生手冊)

VIII. 中四退修及選讀應用學習課程安排

1. 同學可於下學期考試後(指定時間內)向校方申請退修一個選修科。
2. 本港大部分大學的最低收生要求為四個必修科目和兩個選修科目，因此，為保障同學不會因為退修後選修科數目減少而降低入大學的機會，校方將安排部分同學修讀應用學習課程，以確保同學能符合大學對選修科數目的要求。校方將另行安排講座，向同學介紹相關安排。

此致

各位家長/監護人

天主教郭得勝中學校長

韓思聰謹啟

2021年9月13日

通告編號: 21/22-007c(S4)

回條

敬覆者：本人已得悉 貴校有關課業、測考、成績匯報及升班標準等安排。

此覆

天主教郭得勝中學

學生姓名：_____

班別：_____ 學號：_____

家長/監護人簽署：_____

2021年9月 日



Ref: 21/22-007e(S4)

13 Sep 2021

Dear Parent(s) / Guardian(s),

Various Academic Arrangements for S4 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. Failure to submit homework

- An SMS 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. Uniform tests and examinations:
 - All uniform tests and examinations: Chinese Language, English Language, Mathematics, Citizenship and Social Development and all electives
 - First term and second term examinations: 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 uniform tests, pre-lesson preparations, class performance, homework quality, dictations, quizzes, projects, etc. Subject teachers will explain in class.

VI. Absences during assessment periods

1. No makeup tests and examinations will be offered.
2. If a student is absent due to illness, parents must call the Office before 8am 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.

VII. Promotional criteria

1. Average total marks equal or over 50, AND
2. Passes in Chinese Language, English Language, Mathematics, and Citizenship and Social Development AND
3. Pass in at least ONE elective subject, AND
4. Attendance rate over 85% (please see Student's Handbook for more details)

VIII. Withdrawal of elective subjects and application for applied learning in S4

1. Students could apply to withdraw one elective subject after the Second Term Exam (within the designated period).
2. The minimum entrance requirement of most local universities includes 4 core subjects and 2 elective subjects. In order not to lower our students' university admission opportunity, students who withdraw an elective subject will be arranged to take Applied Learning, so that they can fulfil the university entrance requirement. A talk will be organized later to disclose more information.

Thank you for your attention.

Yours sincerely,
Steven Hon
Principal

Ref: 21/22-007e(S4)

_____ Sep 2021

Reply Slip

I have been fully informed of the various academic arrangements.

Student's name: _____

Class: _____ Class no.: _____

Parent's / Guardian's signature: _____