

## Tai Po Sam Yuk Secondary School Policy on Homework and Tests

In accordance with the "Guidelines on Homework and Tests" issued by the Education Bureau (EDB), the following homework policy has been formulated to help students build on and consolidate their learning in accordance with the school situation and the needs of students.

### Homework Policy

#### a. Design

1. The assessment measures used by teachers and schools are part of the learning and teaching process and can therefore be divided into pre-learning, in-process assessment and post-learning assessment.
2. Principles of assessment design: Continuous and progressive assessment provides feedback through ongoing formal and informal assessment of student performance in order to improve student outcomes.
3. Principles of Assessment Design: To consolidate, deepen or extend what has been learned.
4. Teachers will allow students sufficient time to complete their homework assignments.
5. All missed homework assignments must be made up. If a student regularly fails to turn in homework, the teacher may report it to the Discipline Team for record. The teacher may also contact and meet with parents to inform them of their child's repeated arrears.
6. Each class will be responsible for inputting the homework items to the homework list in the school eClass table every day.

#### b. Homework time per week

S1	Religious Studies	Chinese	English	Mathematics	Chinese History	Life & Society	Integrated Science	CIT	Geography	Putonghua	Reading	Total Time
	1h	2.5h	3h	2.5h	1h	1h	2h	0.5h	0.5h	0.5h	0.5h	15h
S2	Religious Studies	Chinese	English	Mathematics	Chinese History	Life & Society	Integrated Science	CIT	Geography	Putonghua	Reading	Total Time
	1h	2.5h	3h	2.5h	1h	1h	2h	0.5h	0.5h	0.5h	0.5h	15h
S3	Religious Studies	Chinese	English	Mathematics	Chinese History	Life & Society	Integrated Science	CIT	Geography	Putonghua		Total Time
	1h	2.5h	3h	2.5h	1h	1h	2h	0.5h	1h	0.5h		15h

S4	Religious Studies	Chinese	English	Mathematics	Citizenship & Social Development		Other subjects (per subject)
	1h	3h	3h	3h	1.5h		2.5h
S5	Religious Studies	Chinese	English	Mathematics	Citizenship & Social Development		Other subjects (per subject)
	1h	3h	3h	3h	1.5h		2.5h
S6	Religious Studies	Chinese	English	Mathematics	Liberal Studies		Other subjects (per subject)
	0.5h	3h	3h	3h	2.5h		2.5h

NB: (1) h = hour(s) (小時)

(2) For Music, Visual Arts, Home Economics, and Design & Technology, teachers will assign their own homework.

## Test and Examination Guidelines

### **a. General Subject Tests**

1. Subject tests will be administered during class time.
2. The maximum number of tests per day for each class is two (for tests lasting 40 minutes) to avoid increasing students' stress.

### **b. Uniform Tests**

1. There will be occasional uniform tests on Fridays during 8<sup>th</sup> period.
2. Students will be informed of the timetable for the year at the beginning of the September term (posted in the classroom). The subject teacher will inform students in advance of each test.
3. If a student is absent from the uniform test without reasonable reason, the mark for the paper will be counted as zero and there will normally be no make-up test. If a student who is absent due to illness and wishes to make up a test due to illness, he/she must present a letter from his/her parents and/or a medical certificate and/or a valid documentary proof to his/her class teacher or subject teacher beforehand or on the first day of his/her return to school.

### **c. Examinations**

1. There are two examinations in each school year, one in the first term and one in the second term.
2. Except for Physical Education, Music, Home Economics, Visual Arts, Design and Technology, the examination results of each subject account for approximately. The examinations in all subjects, except Physical Education, Music, Home Economics, Visual Arts, Design and Technology, account for 60-70% of the total marks.
3. Notes on Leave of Absence and Make-up Exams
  - i. General.

If a student is absent from an examination due to illness, he/she must submit a letter from his/her parents and a valid medical certificate on the first day of school after his/her illness. In order to be allowed to take the examination on the following day.
  - ii. Special Circumstances.
    - 1) If the student who is absent from the examination may apply for a supplementary examination in the afternoon of the same day if he/she is medically stable and can produce a valid parental letter and medical certificate.
    - 2) If the student is absent on the last day of the examination and the day following the examination day is the beginning of a long holiday, there will be no make-up examination and the student's Continuous Assessment mark for the term will be used to estimate the examination mark.
    - 3) If a student is absent on the last day of an examination and the day following that examination day is a school day, the student will be taken out from class to make up the examination if he/she returns to school on the next school day.
  - iii. If a student is seriously ill or infected with an infectious disease during an examination and has not fully recovered by the end of the examination, the student will not be allowed to return to school to sit or make up the examination to avoid spreading the disease. The school will use the student's continuous assessment mark for the semester to estimate the examination mark.

# 大埔三育中學

## 《家課與測考政策》

根據教育局發出的《家課與測驗指引》就「有效益家課的原則和措施」並按照校情及學生的需要製定了以下的家課政策，協助學生在現有的學習基礎上，延展和鞏固學習。

### 課業政策

#### a. 設計

1. 教師和學校採用的評估措施，是學與教過程的一部分，因此可分為預習，學習過程中的評估及課後的評估。
2. 評估設計的原則：持續而具進展性的評估，透過持續正式和非正式地評估學生的表現，以改善其學習成果。
3. 課業設計原則：鞏固、深化或延展出所學。
4. 教師會給予學生充份時間完成家課作業。
5. 所有欠交之家課作業，必須補交。如學生經常欠交功課，教師除可報告訓導組記錄。此外，教師亦可聯絡及會見家長，知會其子弟繳交功課之情況。
6. 各班安排學生負責每天上載家課項目到學校 eClass 表內的家課網頁。

#### b. 每星期的家課時間

S1	宗教	中文	英文	數學	中史	生活與社會	科學	電腦	地理	普通話	閱讀	總時間
	1h	2.5h	3h	2.5h	1h	1h	2h	0.5h	0.5h	0.5h	0.5h	15h
S2	宗教	中文	英文	數學	中史	生活與社會	科學	電腦	地理	普通話	閱讀	總時間
	1h	2.5h	3h	2.5h	1h	1h	2h	0.5h	0.5h	0.5h	0.5h	15h
S3	宗教	中文	英文	數學	中史	生活與社會	科學	電腦	地理	普通話		總時間
	1h	2.5h	3h	2.5h	1h	1h	2h	0.5h	1h	0.5h		15h

S4	宗教	中文	英文	數學	公民與社會發展科	其他科目 (每科)					
	1h	3h	3h	3h	1.5h	2.5h					
S5	宗教	中文	英文	數學	公民與社會發展科	其他科目 (每科)					
	1h	3h	3h	2.5h	1.5h	2.5h					
S6	宗教	中文	英文	數學	通識	其他科目 (每科)					
	0.5h	3h	3h	3h	2.5h	2.5h					

NB: (1) h = hour(s) (小時)

(2) 音樂、視覺藝術、家政、設計與科技四科，教師會自行分配家課。

## 測驗及考試指引

### a. 一般科本測驗

1. 科本測驗會在課堂時間內進行。
2. 各班每日測驗次數最多兩科(超過40分鐘的測驗)，以免增加學生壓力。

### b. 統測

1. 星期五第八節會有不定期的全校性統測。
2. 九月學期初，學生會知悉該學年的統測時間安排(張貼課室)，而科導師亦會每次預早通知學生有關統測內容。
3. 同學如無充份理由缺席統測，該卷分數將作零分計算，一般情況下，不設補測。學生如因病缺席而欲申請補測，必須於事前或回校後首天出示家長信及/或醫生紙及/或有效的文件證明，向班主任或科任老師申請，逾期不予辦理。

### c. 考試

1. 每學年共有兩次考試，上、下學段各有一次。
2. 除體育、音樂、家政、視藝（初中）、設計與科技科外，其他各科的考試成績約佔全科總分的60-70%。
3. 考試請假及補考須知
  - (1) 一般情況：

如學生因病缺席考試，須於病後上學的第一天呈交家長信及有效的醫生證明，方可獲批於翌日補考。
  - (2) 特別情況：
    - ① 如缺席當天考試的學生下午身體狀況穩定並能出示有效的家長信及醫生證明，學生可申請安排當天下午補考。
    - ② 如學生在考試最後一天缺席，而該考試天之翌日為長假期的開始，學校將不設補考，只用該生該學期的持續性評估分數估算考試分數。
    - ③ 如學生在考試最後一天缺席，而該考試天之翌日為上課天，若缺考學生於翌日之上課天回校上課，則會被抽離課堂補考。
  - (3) 如學生於考試期間病重或感染傳染病，該生於考試完結前仍未完全康復的情況下，學生一概不獲批准回校應考或補考，以免傳播病菌及疾病，本校並會以該生該學期的持續性評估分數估算考試分數。