

Policy on Adding or Dropping

Policy on taking an extra elective outside school

Criteria & Deadlines Summary:

To Add	Criteria	F.4	F.5	F.6
M1/M2	F.4 Math Final: Median or above			by 5th school day
4 th X / ApL*	F.4 Final, F.5 Mid-year & F.5 Final : Top 20			by 5th school day
Other Languages	no specific requirements		2nd week in October	

* Please refer to the parents' circular issued in January for further details.

A. Maths Extended Module (1 or 2)

Eligibility Criteria:

1. Attain Math subject position in F.4 Final Examination: **Median or above**
2. In case an applicant's Math performance in F.4 Final Exam is marginally below the median, her application will be subjected to further review based on her performance in F.5 Final Exam.
3. Provide proof for training/ course(s) for the subject(s) taken outside school starting from F.4 or continuously for 2 years by the time application is submitted
4. Submit a completed **application form** for the purpose

Application deadline : by the 5th school day in F. 6

B. The 4th Elective

Eligibility Criteria:

1. Form Position in **F.4 Final, F.5 Mid-year & F.5 Final : Top 20** position in the level
2. Keep the total number of elective taken at school at **3**
3. Ensure the extra elective is not a subject which requires SBA or a forbidden combination as stated by the HKEAA (refer to: <http://www.hkeaa.edu.hk> : select HKDSE / Exam Regulations / Section 2 and Section 3.6)
4. For students choosing eight (4C+4X) subjects, at least one of the subjects chosen must come from the following areas:
 - (a) Ethics & Religious Studies/Music/Physical Education/Visual Arts in Category A;
or
 - (b) Applied Learning subjects in Category B*; or
 - (c) Other language subjects in Category C*

Application deadline: by the 5th school day in F. 6

*See Sections C and D for corresponding application deadlines.

C. Taking Applied Learning as the 4th Elective

Eligibility Criteria:

1. Form Position in **F.4 Final, F.5 Mid-year & F.5 Final** : **Top 20** position in the level
2. Keep the total number of elective taken at school at **3**

Application deadline: by late March in F.4

D. Other Languages

Eligibility Criteria:

1. Form Position : no specific requirements
2. Keep the total number of elective taken at school at **3**
3. Provide proof for training/ course(s) for the subject(s) taken outside school starting from F.4 or continuously for 2 years by the time application is submitted
4. Languages to take : French, German, Hindi, Japanese, Spanish or Urdu
5. **Advanced Subsidiary (AS) level** question papers from Cambridge International Examinations (CIE) will be used for these six language subjects.**
6. Submit a completed **application form** for the purpose

Application deadline : by 2nd week in October in F.5

*** Please note that public examinations for Category C subjects are held in **either November of the year before the HKDSE year or June of the HKDSE year** (e.g. **Nov 2017/ June 2018 for HKDSE 2018**). Students must read the HKDSE Regulation from the HKEAA Website to find out details on Registration for Category C Subjects and Instructions to Applicants:
http://www.hkeaa.edu.hk/en/hkdse/Subject_Information/other_lang/*

E. Teaching, Examination, Results Reporting and Appeal Application:

1. The school is not responsible for the teaching & learning of the extra subject(s) taken outside school.
2. The school will not provide examination for the extra subject(s) taken outside school.
3. Results of the extra subject(s) taken outside school (excluding Applied Learning) will not be listed in Report Cards and School Transcripts.
4. For Applied Learning, attendance record and performance of the course will be listed in the report card if the information is made available to the school.
5. The school will not handle appeal application of HKDSE results of the extra subject(s) taken outside school.

Application Procedures for taking an extra elective:

1. Applicants are required to complete an application form for the purpose.
2. Applicants are required to submit a **Parent Support Letter** signed by either parent or guardian **addressed to the Principal**
3. Both the completed application form and **Parent Support Letter** should be handed in to the class teacher to pass on to **Ms. Flora Poon** by the deadlines specified above.

Policy on dropping an elective taken in school

Deadlines Summary

To drop	F.4	F.5	F.6
X M1/M2	After Final Exam*	2 working days after Final Exam Report Release **	

* The application is closed 2 working days after the release of F.4 Final Examination Report.

** The application is closed 2 weeks before F.5 Mid-year Examination and F.5 Final Examination.

F. Dropping an elective

1. Students may be advised to drop an elective after **F.4/F.5 Mid-year or Final Examinations** *if and only if* the performance in the subject is extremely poor and /or taking 3 electives is detrimental to their overall performances or for conditional admission to a higher level.
2. Students may also request to drop an elective with justifiable reasons after **F.4 Final Examination**.
3. The total number of electives taken at school should generally **not fall below 2**.
4. Application will be considered on a case by case basis after consultation with class teachers, subject teacher and careers teachers.

G. Dropping an elective to take Applied Learning

Students may apply for Applied Learning in late March in F.4. If she intends to take it as her second or third elective, she must drop an elective at school after F.4 Final Examinations when she obtains her Applied Learning offer.

H. Dropping M1 / M2

1. If a student falls below the 40th percentile in the F.4 Final Examination Mathematics (Core Part) subject position, she is stipulated to drop M1 /M2.
2. Students may request to drop a Math Extended Module on her own accord with justifiable reasons.
3. Application will be considered on a case by case basis after consultation with class teachers, subject teacher and careers teachers.

I. Application procedure for dropping an elective / Math Extended Module:

1. Applicants **should consult** parents, class teachers/co-class teachers, subject teachers, careers teachers & guidance teachers **before making the decision**.
2. Applicants are required to complete **an application** form indicating clearly the elective to be dropped with reason(s) and showing endorsement from parent, subject teacher and class teacher.
3. Applicants are also required to submit a **Parent Support Letter** signed by either parent or guardian **addressed to the Principal**
4. Applicants should hand in both the completed application form and Parent Support Letter **to their class teachers** by the deadlines specified above.
5. Upon receiving an application form, the class teachers should talk to the applicants and call their parents to confirm the applications.

6. The class teachers can then pass both the completed application form and Parent Support Letter to **Ms. Flora Poon** for processing and approval.
7. A withdrawal confirmation letter will be issued to the applicant via the class teacher.
8. Upon the return of the reply slips signed by the applicants' parents/guardians, the applicants will be notified the exact date they are officially withdrawn from the subjects.
9. During lessons of the subject dropped, students should report to the school library and **self-study[#]** there.
10. Application Period :

Application Period *:

After F.4 Final Exam till 2 working days after Release of F.5 Final Examination Report

*The application is closed 2 working days after the release of F.4 Final Examination Report (i.e. during the summer holidays) and 2 weeks before the F.5 Mid-year Examination and 2 weeks before the F.5 Final Examination.

J. [#] Use of Self -Study Time for students taking fewer than 2 electives

1. Students taking 1 or 2 electives are required to use a portion of their self-study time to complete a prescribed course of supplementary work for the core subjects.
2. The students should login to the eClass entitled "SSP - Self-study Period Supplementary Tasks" for general guidelines, subject instructions and record form.
3. The students are responsible for submitting the completed supplementary work for regular inspection.

Revised on 1 September 2020

Appendix ***NSS Drop and Add Form***

NSS Add Form

NSS Drop Form