

## Policy on Adding or Dropping (2024 - 25)

### 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: <b>Top 50% in Form AND Top 40% in Math</b>			by 5th school day
4 <sup>th</sup> X / ApL*	F.4 Final, F.5 Mid-year & F.5 Final : <b>Top 20</b>			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. Form position: **Top 50%** AND Math subject position **Top 40%** in F.4 Final Examination
2. In case an applicant's Math performance in F.4 Final Exam is marginally below the requirement stated above, 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 5<sup>th</sup> 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 minimum number of electives taken at school at **3**
3. **Ensure the extra elective is not a subject which requires SBA (refer to: <http://www.hkeaa.edu.hk> : select HKDSE / Exam Administration / HKDSE 202X Regulations / Section 2 and Section 3.6)**

##### **Applicable to 2025 & 2026 HKDSE**

Candidates may take up to a maximum of eight subjects. These subjects may come from any of Categories A, B or C. If a candidate chooses to take the extended part of Mathematics, the result of the extended part will be reported separately from the compulsory part. The extended part is not regarded as an additional subject.

**Application deadline: by the 5<sup>th</sup> school day in F. 6**

\*See Sections C and D for corresponding application deadlines.

### C. Taking Applied Learning subjects as the 4<sup>th</sup> Elective (Category B)

#### 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 minimum number of electives taken at school at **3**

**Application deadline:** by late March in F.4

### D. Taking Other Languages subjects as the 4<sup>th</sup> Elective (Category C)

#### Eligibility Criteria:

1. Form Position : no specific requirements
2. Keep the minimum number of electives 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 :  
HKDSE 2025: French, German, Japanese, Korean, Spanish or Urdu  
HKDSE 2026: French, German, Japanese, Korean or Spanish
5. Take the stipulated language examinations administered in Hong Kong by the official organizations, which are the official providers of the language examinations concerned according to the schedule of the respective language examinations.\*\*
6. Submit a completed **application form** for the purpose

**Application deadline :** by 2<sup>nd</sup> week in October in F.5

\*\* Candidates' results obtained in these examinations at the stipulated minimum proficiency level or above will be included in the HKDSE Category C results. The HKDSE accepts results obtained in the language examinations taken within two years preceding the HKDSE the candidate sits. *Students must read the HKDSE Regulation from the HKEAA Website to find out details on Registration for Category C Subjects and Instructions to Applicants:* [https://www.hkeaa.edu.hk/en/hkdse/assessment/subject\\_information/category\\_c\\_subjects/](https://www.hkeaa.edu.hk/en/hkdse/assessment/subject_information/category_c_subjects/)

### 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 (download from School Intranet) 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**

### **A. Dropping an elective (including M1/M2)**

1. Students may be stipulated or 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. The total number of electives (including M1/M2) taken at school should generally **not fall below 3**.
3. If a student falls below the 50th percentile in the F.4 Final Examination Mathematics (Core Part) subject position, she is stipulated to drop M1 /M2.
4. Students concerned will be notified after F.5 Mid-year and Final Exams if they are stipulated or advised to drop any electives.
5. Students dropping M1/M2 may be reallocated to a Maths Compulsory Part class so as to maximize her class time in the subject if places are available.
6. During lessons of other elective subject dropped, students should report to the school library and **self-study**<sup>#</sup> there.

### **B. 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 third elective, she will be stipulated to drop an elective at school after F.4 Final Examinations upon acceptance of her Applied Learning offer. Students should then report to the school library and **self-study**<sup>#</sup> there from F.5 onward during lessons of the elective dropped.

### **# Use of Self -Study Time for students taking fewer than 3 electives (including Math Extended Module)**

1. Students taking 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.

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Revised on 30 September 2024