Policy on Adding or Dropping

Policy on taking an extra elective outside school

Criteria & Deadlines Summary:

<table>
<thead>
<tr>
<th>To Add</th>
<th>Criteria</th>
<th>F.4</th>
<th>F.5</th>
<th>F.6</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1/M2</td>
<td>F.4 Math Final: Median or above</td>
<td></td>
<td></td>
<td>by 5th school day</td>
</tr>
<tr>
<td>4th X</td>
<td>F.4 Final / F.5 Mid-year /</td>
<td></td>
<td></td>
<td>by 5th school day</td>
</tr>
<tr>
<td></td>
<td>F.5 Final: Top 20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th X : ApL</td>
<td></td>
<td>late March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>no specific requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Languages</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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 (Category C Subjects)**

**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 (for French & Spanish only) (e.g. Nov 2016/ June 2017 for HKDSE 2017). 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 Reports Cards and School Transcript.
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 hand in a **Parent Support Letter** signed by either parent or guardian **addressed to the Principal** through their Class-Teachers to Ms. Amelia Tsang by the deadlines specified above.
2. Applicants are then required to complete a relevant application form for the purpose.
Policy on dropping an elective taken in school

**Deadlines Summary**

<table>
<thead>
<tr>
<th>To drop</th>
<th>F.4</th>
<th>F.5</th>
<th>F.6</th>
</tr>
</thead>
<tbody>
<tr>
<td>X M1/M2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>After Final Exam*</td>
<td>2 working days after Final Exam Report Release **</td>
<td></td>
</tr>
<tr>
<td>X → ApL</td>
<td>late March</td>
<td></td>
<td></td>
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</tbody>
</table>

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

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

**F. Dropping an elective to take Applied Learning**

Eligibility Criteria:
1. Students may make such request with justifiable reasons.
2. Applicants will be counseled carefully and advised to consider the implications of such request

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

**G. Dropping an elective**

1. Students may be advised to drop an elective after F.4 / F.5 Final Exam if and only if the performance in the subject is extremely poor and /or taking 3 electives is detrimental to their overall performances.
2. Students may also request to drop an elective with justifiable reasons.
3. The total number of electives taken at school should generally not fall below 2.
4. Applicants are required to submit a Parent Support Letter indicating clearly the elective to be dropped with reason(s) and an application form showing endorsement from parent, subject teacher and class teacher.
5. Application will be considered on a case by case basis after consultation with class teachers, subject teacher and parents.

**Application Period:**

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

*The application period 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.

**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 parents.
**Application Period:**

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

*The application period 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.

**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 to complete a relevant **application form** for the purpose.
3. Together with the completed application form, a **support letter signed by either parent or guardian addressed to the Principal** should be handed in to their class teachers by the deadlines specified above.
4. Upon receiving a parent support letter and an application form, the class teacher should talk to the student and call her parents to confirm the application.
5. Class teachers can then pass on the letter and form to Ms. Amelia Tsang for processing and approval.
6. A withdrawal confirmation letter will be issued to the applicant via the class teacher.
7. 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 and should **self-study**# at the school library.

# **Use of Self-Study Time for students taking 2 electives**

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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15 August 2016
Learning & Teaching Section