

Academic Assessment and Report Card System (2024-2025)

A. Common Tests and Examinations

Forms 1- 3	Forms 4-5	Form 6
ONE Common Test & TWO Examinations	TWO Examinations	ONE Examination

B. Pass Mark/Level

Forms 1 – 3	Forms 4 – 6
50% of the full mark	Level 2

C. Reporting

1. Forms 1 – 3

- All subjects submit “Marks” for inputting and are reported in “Marks”
- Full score for all subjects is 100 marks while each subject bears different weighting
- Subject departments should try to adjust marking criteria or modulate marks so as to ensure reasonable mark dispersion. Subject teachers / panel heads should monitor the ranges through studying the Minimum/Maximum/Median/Mean/Range/InterQ Range/Standard Deviation of marks entries. **The agreed inter-quarter range for all levels should be at least 10 or above.**
- Weighted Mark Average (All subjects) is used for calculating Class Position & Form Position

(a) Form 1-2:

Academic Subjects	Max	Weighting	Cultural Subjects	Max	Weighting
1. English Language	100	9	1. Visual Art	100	2
2. Chinese Language	100	9	2. Music	100	2
3. Mathematics	100	9	3. Home Economics	100	2
4. Integrated Science	100	6	4. Physical Education	100	2
5. Citizenship, Economics and Society / Life and Society	100	3	5. Info. and Comm. Tech.	100	2
6. History	100	3	6. Religious Education	100	2
7. Geography	100	3			
8. Chinese History	100	3			
9. Chinese as a Second Language	100	4.5			
10. Chinese History for Non-Chinese Students	100	1.5			
Weighted Mark Average : 100					

(b) Form 3:

Academic Subjects	Max.	Weighting	Cultural Subjects	Max.	Weighting
1. English Language	100	9	1. Art	100	2
2. Chinese Language	100	9	2. Music	100	2
3. Mathematics	100	9	3. Home Economics	100	2
4. Physics	100	3	4. Physical Education	100	2
5. Chemistry	100	3	5. Info. and Comm. Tech	100	2
6. Biology	100	3	6. Religious Education	100	2
7. History	100	3			
8. Geography	100	3			
9. Chinese History	100	3			
10. Life and Society	100	3			
11. Chinese as a Second Language	100	4.5			
12. Chinese History for Non-Chinese Students	100	1.5			
Weighted Mark Average : 100					

2. Forms 4 – 6

- Subject Weighting

Subjects	Weighting
Chinese, English, Math	5
C.S.D.	2
Electives (including Math Extended Modules)	4
Religious Education	1
P.E., V.A.A., M.A.	0

- Physical Experience, Visual Arts Appreciation, Music Appreciation
 - Report Grades on report card (A – D);
 - Student achievement & performance in these subjects to be reported separately under the charge of Aesthetic Education Team.
 - Subjects with component reporting in F.6
 - Follow the format of Hong Kong Diploma of Secondary Education (HKDSE) Examination
 - Level Conversion
 - **Sub-levels**
 - Levels 4 and 5 should be referenced against standards associated with the old grades A – D to ensure a degree of continuity with past practice.
- | Level | 1 | 1* | 1** | 2 | 2* | 2** | 3 | 3* | 3** | 4 | 4* | 4** | 5 | 5* | 5** |
|--------------------|---|----|-----|---|----|-----|----|----|-----|----|----|-----|----|----|-----|
| Grade Point | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
- Within each Level, students with the best performance will be awarded with “**” and the next top group with “*” .
 - Whole numbers shall be used for Overall Levels
 - Decimal numbers shall be used for Component Levels as the no. of Levels may exceed the full marks of the component.
 - **Pass Level :**

Level 2 shall be considered as a pass. The Pass Level would not be indicated on the Report Cards for F.4 – F.6. Level 2 will be used as the Pass Level strictly for internal reference in School to identify under-performing students for evaluation purpose.
 - **Pass Mark:** The pass mark shall be set at **40**. (Panel head should approach L&T Section Head if the pass mark of a particular subject needs to be adjusted to lower than 40 before submission of level conversion forms.)
- Unjustified absence to be reported as “U” for all subjects

D. Term, Examination and Overall Marks

	All subjects
Term Mark Weighting	At least 10% for continuous assessments
Examination Mark Weighting	At least 50% (At least 60% for F.1-3 non-core academic subjects)

The weightings should be agreed in each Subject Department and uploaded to subject web page. The panels in PSHE and Science KLAs should ensure the weightings are aligned in junior forms.

- (b) All subjects are to give only **ONE overall mark**. However, the agreed percentage of Term Mark and Examination Mark within each Department must be followed.
- (c)

<u>Yearly Overall for Forms 1, 2 & 3</u>	<u>Weighting</u>
1 st Term Overall Mark	40 %
2 nd Term Overall Mark	60 %

E. Class, Form, Stream and Subject Positions

The following will appear on the Report Cards:

Forms 1 – 6:

- Top 50% of the class positions
- Top 50 % of the form positions
- All subject positions in the form

F. Cheating during Tests and Examinations

In principle, a student found cheating during Tests/Examinations will be given **ZERO** mark in that paper. Ranking still applies in the usual manner.

G. Absences during Tests and Examinations

Refer to Staff Handbook Section 3.4 on Handling Absences in Tests / Exams - Explanatory Notes

- **Unjustified absence**

A **ZERO** mark will be given to the Paper / Section absent. In the case of a subject consisting of more than one paper / section, the overall mark and ranking will be computed in the usual manner

- **Justified absence**

- The absentee(s) **would not be counted** in the ranking. For example, if 1 student is absent out of 200 students, the number of students is **199** but not 200.
- If a student is absent in one or more subject(s) in an examination, her overall average mark/level for the subjects sat will appear in her Report Card. However, her class and form positions will not be shown.
- Each subject department should set up a well-defined policy stating under what conditions a projected mark/level can be provided within the framework laid out in this Assessment Policy (Staff Handbook 3.3) & Mark Projection Policy (Staff Handbook 3.5.2). Such policy should be documented and adhered to strictly by all panel members and made known to students concerned. Copy of such policy should also be forwarded to the Learning & Teaching Section Head.
- Whenever a student is absent from the whole paper or section of a paper of language or non-language subject in an examination, no mark projection will be given. The subject is default to be reported as “Absent” on the Report Card and NO class / form position will be issued. However, the student is allowed to opt for applying for a zero mark for the section / paper absent and subject mark is calculated in the usual manner. Class / Form position will hence be issued.
- Whenever a student is absent from Forms 1-3 Organized Tests held in the OT days, the Organized Test percentage proportion will be added to that of the Examination of the term. The Term Overall mark will be computed based on the term mark (without OT) and the exam mark (with OT percentage).

	Term Overall Mark		Yearly Overall Mark
	1 st Term	2 nd Term	
1	Not available	Available	100% 2 nd Term Overall Mark
2	Available	Not Available	Will not be computed
3	Not Available	Not Available	Will not be computed

H. Form/Class positions computation for F.4- F.6 students taking 2X vs 3X

Form 4

- Sorting sequence basing on the Weighted Cumulative Grade Point (WCGP):
 - WCGP of Core 4 and 3 best electives
 - WCGP of Core 4 and all electives
 - WCGP of Core 4, all electives and RE

Form 5

- Sorting sequence basing on the Weighted Cumulative Grade Point (WCGP):
 - WCGP of Core 4 and 3 best electives
 - WCGP of Core 4 and 3 best electives
 - WCGP of Core 4 and all electives
 - WCGP of Core 4, all electives and RE

Form 6

- Sorting sequence basing on the Weighted Cumulative Grade Point (WCGP):
 - WCGP of Core 4 and 2 best electives
 - WCGP of Core 4 and 3 best electives
 - WCGP of Core 4 and all electives
 - WCGP of Core 4, all electives and RE

- In case a student only takes 1 elective in school, her WCGP is Core 4 and 1 elective.

I. Attendance Criteria for Promotion Consideration

- A student has to attain **80 % or above** attendance rate (based on the total number of school days of the academic year) in order to be eligible for promotion consideration. (Absent for about ≤ 38 days or equivalent)
- Exemptions can be given to students with continuous leave for over 3 weeks or above with justified reasons.
