



Chiu Sheung School, Hong Kong  
79B Pok Fu Lam Road, Hong Kong  
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9<sup>th</sup> October, 2023

Dear Parents/Guardians,

Notice on P.1 Learning Activities and Assessment Policy 2023-2024 No.087B  
(To: P.1 Students)

To assess the learning progress of students, formative and summative assessments are conducted to collect evidence of students' learning.

The first term summative assessments for P.2-P.5 and SSPA assessment for P.6 of this school year will be held from 16<sup>th</sup> November to 21<sup>st</sup> November. P.1 students will have a special timetable during this period. The arrangements are as follows:

Class	Learning activities	Date	Time	Remarks
P.1	Learning activities of different subjects	16/11 (Thursday), 17/11 (Friday), 20/11 (Monday), 21/11 (Tuesday)	8:00 a.m. - 11:30 a.m.	1. Classes will be dismissed at 11:30a.m. 2. School bus will leave school at around 11:40 a.m.

Please keep the assessment policy properly for reference. Please refer to P.14-15 in the student handbook for the absence policy during assessment and return the reply slip on or before 11<sup>th</sup> October. Thank you for your attention.

  
Mr. Chim Hon Ming  
Principal, CSSHK

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To: CSSHK Class No:( )

Reply Slip for Notice on P.1 Learning Activities and Assessment Policy 2023-2024 No.087B

I acknowledge receipt of the captioned notice. I understand the assessment policy as well.

Name of student: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Class : \_\_\_\_\_

Signature: \_\_\_\_\_

11-10-2023 Ting

## Assessment Policy (2023-2024)

### (A) Absence during summative assessment

1. Those taking sick leave have to present the doctor's certificate. Absentees should sit for the make-up-assessment within 3 days. A zero mark will be recorded if no doctor's certificate or approval from the Principal is presented.
2. A written application approved by the Principal must be made in advance for those taking a personal leave. Absentees should sit for the make-up-assessment within 3 days and 20% of the marks will be deducted. No make-up-assessment is made after 3 days and a zero mark is recorded.

### (B) Summative Assessment Papers

1. The first term papers will be returned to parents.
2. The second term papers will not be returned to parents. Students should check the papers and do their corrections under the supervision of the teachers. Written application from parents is needed for marks checking.
3. All SSPA papers will be kept at school.
4. Chinese is the main language of Music assessment paper. Some of the musical terms commonly used will be translated in English, German or French.

### (C) Subjects assessed

Chinese	English	Mathematics	General Studies	Music
P.E.	Putonghua	Visual Arts	I.T.	Reading

### (D) Marks and Grades:

Grades	A	B	C	D	E
Marks in percentage	88-100	75-87	60-74	30-59	0-29

### (E) Subjects Weighting and Average Marks for ranking class position\*

	Chinese	English	Maths	General Studies	Music	Visual Arts	Full Marks	Average Marks
P. 1 - 4	1	1	1	1	/	/	400	Total ÷ 4
P. 5 - 6	9	9	9	6	2	3	600	Total ÷ 38

\*The first ten positions in each class level and the first three positions in each class will be shown on school report.

### (F) Annual Marks

	First Summative Assessment	Second Summative Assessment	Annual Marks
P.1	---	100%	100%
P.2 - 6	50%	50%	100%

### (G) Arrangement for reading assessment papers by teachers

- P.1 — In the 2<sup>nd</sup> Term
- P.2 — Only in the 1<sup>st</sup> Term
- P.3-P.6 — No arrangement for reading assessment papers

## Weighting of Chinese, English, Mathematics and General Studies Assessments in each term

### Chinese

Assessment Paper	Marks	Proportion	
		P. 1-2	P. 3-6
Reading and Writing(Summative)	100	40%	70%
Listening	5/10	25%	10%
Speaking	5/10	25%	10%
Dictation	100	10%	10%
Total		100%	100%

### English

Assessment Paper	Marks	Proportion	
		P. 1-2	P. 3-6
Reading and Writing (Summative)	100	40%	70%
Listening	5/10	25%	10%
Speaking	5/10	25%	10%
Dictation	100	10%	10%
Total		100%	100%

### Mathematics and General Studies

Format	Weighting			
	P.1	P.2	P.3 - 5	P.6
Formative Assessment (Game booth / Pencil and paper mode) and Summative Assessment	Whole year	First Term	First Term	First Term
	Formative Assessment	Formative Assessment	Formative Assessment	Formative Assessment
	1) Game booth 10%	1) Game booth 10%	1) Pencil and paper mode 10%	1) Pencil and paper mode 10%
	2) Pencil and paper mode 10%	2) Pencil and paper mode 10%	2) Pencil and paper mode 10%	2) Pencil and paper mode 10%
	3) Game booth 10%	<b>Summative Assessment</b> 80%	<b>Summative Assessment</b> 80%	<b>Summative Assessment</b> 80%
	4) Pencil and paper mode 10%	<b>Total :</b> 100%	<b>Total :</b> 100%	<b>Total :</b> 100%
	<b>Summative Assessment</b> 60%			
	<b>Total :</b> 100%			
		<u>Second Term</u>	<u>Second Term</u>	<u>Second Term</u>
		Formative Assessment	Formative Assessment	<b>Summative Assessment</b> 100%
		3) Game booth 10%	3) Pencil and paper mode 10%	<b>Total :</b> 100%
		4) Pencil and paper mode 10%	4) Pencil and paper mode 10%	
		<b>Summative Assessment</b> 80%	<b>Summative Assessment</b> 80%	
		<b>Total :</b> 100%	<b>Total :</b> 100%	

Special Timetable from 16<sup>th</sup> November to 21<sup>st</sup> November, 2023

<b>16/11(Thursday)</b>			
Class Time	1A	1B	1C
8:00 – 8:15	Class teacher period		
8:15 – 9:00	P.E.	Visual Arts	General Studies
9:00 – 9:45	English	Visual Arts	English
9:45 – 10:05	Recess		
10:05 – 10:50	General Studies	General Studies	Library Study
10:50 – 11:30	Library Study	P.E.	Music
11:30	Dismissal		

<b>17/11(Friday)</b>			
Class Time	1A	1B	1C
8:00 – 8:15	Class teacher period		
8:15 – 9:00	P.E	I.T.	General Studies
9:00 – 9:45	English	Music	I.T.
9:45 – 10:05	Recess		
10:05 – 10:50	Visual Arts	English	Visual Arts
10:50 – 11:30	Visual Arts	Putonghua	Visual Arts
11:30			

<b>20/11(Monday)</b>			
Class Time	1A	1B	1C
8:00 – 8:15	Class teacher period		
8:15 – 8:50	Maths	Maths	Maths
8:50 – 9:45	I.T.	General Studies	P.E.
9:45 – 10:05	Recess		
10:05 – 10:50	General Studies	English	English
10:50 – 11:30	Music	P.E.	Putonghua
11:30	Dismissal		

<b>21/11(Tuesday)</b>			
Class Time	1A	1B	1C
8:00 – 8:15	Class teacher period		
8:15 – 9:00	Chinese	Chinese	Chinese
9:00 – 9:45	Chinese	Chinese	Chinese
9:45 – 10:05	Recess		
10:05 – 10:40	Putonghua	Library Study	P.E.
10:40 – 11:30	Maths	Maths	Maths
11:30	Dismissal		