

明愛屯門馬登基金中學
2020-2021 年度 家長通告

敬啟者：

考試溫習週、中一至中五級上學期考試及中六級模擬考試安排 (中四級)

教育局日前宣布在學校農曆新年假期後，學校每天可安排兩節半天的課堂，而每半天回校的學生數目將提高至全校最高限額的三分之一為限。為此，本校作出以下安排：

1. 考試溫習週 (22/2/2021-26/2/2021)

		22/2/2021 星期一	23/2/2021 星期二	24/2/2021 星期三	25/2/2021 星期四	26/2/2021 星期五
上午	面授實體課	中六 中四	中六 中三	中六 中二	中六 中一	中六 中三
	網課	其餘級別				
下午	面授實體補課	中五	中五	中五	中五	中五
	網課	<ul style="list-style-type: none"> ● 中一及中二級 校本課後學習支援功課輔導班 ● 中三至中五級 課後學習支援計劃 (第二期) ● 中六級 網上補課 ● 網上學科活動/OLE/英語話劇等 				

2. 中一至中五級上學期考試及中六級模擬考試 (1/3/2021-11/3/2021)

中一至中五級上學期考試及中六級模擬考試將會在 1/3/2021-11/3/2021 (安排 C) 期間進行。現附上安排 C 的考試時間表。考試範圍維持不變，詳見「家長通告第 2021_101 號」。

由於疫情變化難測，上述安排或隨着疫情變化及教育局最新公布而有所更新，請各家長隨時留意教育局的最新公布及學校網頁最新消息，亦請提醒子女留意 Microsoft Teams 系統所發放之公布。

如有任何查詢，請於辦公時間致電 24610304 聯絡各班主任。

此致
貴家長

學務委員會郭嘉瑜助理校長負責主理

校長

謹啟

袁國明

二零二一年二月八日



家長通告第 2021_104_4 號

〔 回 條 〕

敬覆者：

本人已知悉有關「考試溫習週、中一至中五級上學期考試及中六級模擬考試安排(中四級)」之安排。

此覆
明愛屯門馬登基金中學

中_____班_____號 學生：_____

家長簽署：_____

家長姓名：_____

日期：_____

Caritas Tuen Mun Marden Foundation Secondary School
2020-2021 Parents Notice

8 February 2021

Dear Parents/Guardians,

Arrangements of Revision Week, S.1-S.5 First Term Examination & S.6 Mock Examination (S.4)

The Education Bureau announced that schools will be allowed to arrange more students to return to campuses on a half-day basis after the schools' Chinese New Year's holidays, with the number of students capped at **one-third of the total number of students**. To accommodate the examination of all forms under various constraints, our school has made the following arrangements:

1. Revision Week (22/2/2021 - 26/2/2021)

		22/2/2021 Monday	23/2/2021 Tuesday	24/2/2021 Wednesday	25/2/2021 Thursday	26/2/2021 Friday
A.M.	Face-to-face Classes	S.6 S.4	S.6 S.3	S.6 S.2	S.6 S.1	S.6 S.3
	Online Lessons	Other Forms				
P.M.	Face-to-face Classes	S.5	S.5	S.5	S.5	S.5
	Online Lessons	<ul style="list-style-type: none"> ● S.1 – S.2 School based After-School Learning Support – Homework Tutorial Programme ● S.3 – S.5 After-School Learning and Support Programme (2nd Phase) ● S.6 Online Tutorials ● Subject-based Online Activities /OLE/ English Drama 				

2. S.1-S.5 First Term Examination & S.6 Mock Examination (1/3/2021 - 11/3/2021)

S.1-S.5 First Term Examination and S.6 Mock Examination will be held from 1/3/2021 to 11/3/2021. Revised examination timetable is enclosed for your perusal. Please note that the scope of S.1-S.5 First Term Examination will remain the same. You may refer to “Parents Notice No.: 2021_101” for the Scope of Examination for each subject.

Due to unpredictable changes with the epidemic situation, the above arrangements will be updated in accordance with the latest epidemic situation and the latest announcements made by the Education Bureau. Please keep a close eye on EDB announcements and the school website for further updates. Parents please remind your child to pay attention to the announcements released on Microsoft Teams as well. For enquiries, please contact the class teachers at 24610304 during office hours.

Yours faithfully,

Mr. Yuen Kwok Ming
Principal

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Parents Notice No.: 2021_104_4

Reply slip

Dear Sir,

I acknowledge the notice on “Arrangements of Revision Week, S.1-S.5 First Term Examination & S.6 Mock Examination (S.4)”, the contents of which have been noted.

Name of Student : _____
 Class and Class no. : _____ ()
 Signature of Parent / Guardian : _____
 Name of Parent / Guardian : _____
 Date : _____

1. 暫停球類活動
 - 1.1 考試期間(安排 C：1/3/2021-11/3/2021)，學生須暫停於球場上進行各項球類活動。
2. 試場
 - 2.1 試場包括禮堂、N101 室、607 室及其他課室。
 - 2.2 未得到監考老師的指示，學生不得擅自進入試場。
 - 2.3 考試期間，學生不得使用課室的儲物櫃。
 - 2.4 部份班別的部份科目/卷別，會將安排在不同的試場進行考試。
3. 座位安排
 - 3.1 學生須依照張貼在各試場出入口當眼處的座位表就座。
 - 3.2 請於進入試場前查看座位安排。
 - 3.3 學生不得塗污或破壞貼在桌上的「班別及班號」貼紙，或「學生姓名」貼紙。
4. 考試所需的文具
 - 4.1 試場將提供所需的紙張，包括草稿紙。
 - 4.2 學生須自行攜帶所需的文具(包括：藍色或黑色原子筆及塗改液以作答「問答卷」之用；HB 鉛筆及橡皮膠以作答「多項選擇題」之用；顏色筆以作答視覺藝術科考試之用)。
 - 4.3 考試進行期間，學生不得向老師、同學或教學助理借取任何文具。
5. 遲到
 - 5.1 凡遲到者須接受處分。
 - 5.2 遲到不逾 30 分鐘者，仍可進入試場考試，唯不會補加時間。
 - 5.3 遲到逾半小時者，將不獲准參加該節之考試，並須參加補考。
 - 5.4 如學生因遲到逾 30 分鐘而須參加補考，補考分數將以 80%計算。
6. 缺席
 - 6.1 所有缺席考試的學生須在指定時段到禮堂或其他指定地點補考。
 - 6.2 所有缺席中文科(卷三)考試、英文科(卷 3)考試的中四至中六學生，須自行聯絡科任老師安排補考。
 - 6.3 如因病假(能出示有效醫生證明)、事假(已於缺席日前交家長信請假)或其他可接受理由缺席(須提交家長信或其他證明文件)而未能應考，補考分數將以 80%計算。所有證明文件及/或家長信須於 16/3/2021(安排 C)下午四時前提交校務處。
 - 6.4 如無故缺席考試，補考分數將以 60%計算。
 - 6.5 [安排 C] 補考會安排在考試期間週六(6/3 及 13/3/2021)早上，學生只可補至下午一時。補考學生須到指定地點補考。如學生缺席當日之補考，有關考卷的分數以零分計算。
 - 6.6 如學生由於某些原因(例如：須留在醫院接受治療、家中突發事件等)缺席整個考試，也未能趕及參加補考，所有是次考試科目的分數將以零分計算，該次考試整體成績只計算持續性評估的分數。學生如能提交醫生證明、家長信或其他證明文件等，學生該學期的考績及其後的全年考績不會被計算班名次或級名次，成績表內會附加註明學生是由於缺席整個考試，而引致全年平均分低於正常水平。學生能否升班會依照正常程序於每年的升留評定會議中作特別考慮。
7. 早退
 - 7.1 學生不得提早離開試場。
8. 飲食
 - 8.1 考試進行期間，學生不可進食(包括咀嚼口香糖)，但可飲用自行帶來的瓶裝水。唯所有水壺須放置在桌子/椅子下。
9. 個人物品
 - 9.1 學生須把書包及個人物品放置在學生椅下面。
10. 筆袋/盒
 - 10.1 如學生有攜帶筆袋/盒(包括透明筆盒)，須將所需文具放在桌子上面，並將筆袋/盒放在椅子下面。
11. 計算機
 - 11.1 除語文科目考試(即中國語文科及英國語文科)外，學生於任何科目的考試均可使用計算機，包括可輸入計算程式的計算機。但計算機必須以乾電池為能源，操作時不可發出聲響及沒有印刷或顯示圖表/語文字句設備。考生不得使用備有點陣圖顯示模式的計算機。
 - 11.2 計算機必須已印上「H.K.E.A.A. APPROVED」或「H.K.E.A. APPROVED」的標籤。學生攜帶未有印上指定標籤的計算機應試，會被扣分。
 - 11.3 學生不得在計算機背後或機身任何地方書寫，否則會被扣分。
 - 11.4 考試期間，學生必須將計算機放在桌上，並將計算機的蓋/皮套放置於手提包內或座位下。

12. 考試程序

12.1 學生必須遵守考試規則，並須特別注意不要觸犯下列可引致**扣分、取消相關科目成績及/或紀律處分**的**違規行為**：

- 12.1.1 於考試進行期間向老師、同學或教學助理借取文具或其他物品。
- 12.1.2 於考試進行期間進食(包括咀嚼口香糖)。
- 12.1.3 於考試進行期間談話，或意圖以任何方式與其他學生通訊。
- 12.1.4 於考試進行期間，被發現未有關上電子/通訊器材(包括手提電話)，或有關的電子或通訊器材發出聲響(包括內置的鬧鐘或備有響鬧的裝置發出聲響)。
- 12.1.5 監考老師派卷後，未經許可翻閱派放在桌子上面的試卷或未宣布前開始作答。
- 12.1.6 行為不檢，擾亂考試秩序，或作出其他不檢點行為(例如：在答卷寫上粗言穢語或不雅字句、違反老師指示等)。
- 12.1.7 於試場主考宣布「考試現已終結，立即停止作答」後，繼續手持文具或改動答卷(包括使用膠擦、書寫或作其他改動答卷的行為)。
- 12.1.8 違反試場主考或監考老師的合理指示。
- 12.1.9 派發試卷後，被發現在身上、衣袋內、桌上或桌子的抽屜內有違規物品(包括手提電話)或可供作弊的物品。
- 12.1.10 未經許可擅自離開試場。
- 12.1.11 **未經許可擅自離開學校，或缺席同一天的第二節或下午的考試。**
- 12.1.12 作弊。
- 12.1.13 塗污或破壞貼在桌上的「班別及班號」貼紙，或「學生姓名」貼紙。**

12.2 學生應按照試場主考的指示，小心地檢查試卷是否有缺漏。如有，或發現其他問題，應立即通知監考老師。

12.3 當監考老師收集試卷時，學生須安坐靜候，待獲得指示時才可收拾個人物件。

13. 個別考試科目須知 --- 視覺藝術科(中四至中六級)

13.1 學生可攜帶以下物品進入試場及於考試時使用：

13.1.1 繪圖用的美術材料及工具，例如：鉛筆、畫筆、顏料、調色碟、畫板、夾、圖釘、膠擦、膠貼條、紙張、少量拼貼材料、參考資料、書本、雜誌等。

13.2 學生不可於考試時使用的物品：

13.2.1 字典、慢乾性材料，例如：油畫顏料、慢乾劑及危險性物料，例如：罐裝噴漆、噴裝固定液、火燒及煙燻技法的器材。

13.3 考試進行期間學生不得借用他人物品。

14. 校服髮式

14.1 於考試期間，學生須如常穿著整齊校服回校。

14.2 如有違規者，將受到紀律處分。

15. 手提電話

15.1 學生必須關掉手提電話(包括響鬧功能)。

15.2 **學生必須將手提電話放在手提包內，不可放在身上、衣袋或褲袋內、桌上或桌子的抽屜內。**

16. 作弊的嚴重後果

16.1 所有學生須努力溫習以應付考試，不得作弊。作弊乃嚴重違反誠信的行為。

16.2 如發現學生作弊，學校將採取以下措施：

16.2.1 該科/卷得零分

16.2.2 學生接受訓導組的處分

16.2.3 知會家長

16.2.4 學期結束的時候，將於成績表中列明曾作弊

17. 其他

17.1 考試完結後，所有學生應立即回家，不應於街道上流連。

17.2 學生如於考試進行期間有任何疑問，或有任何意見或事項提出，請向監考老師或試場主考提問或通知。

17.3 為讓考試能順利進行，於禮堂安排攝錄。

18. 升留評定

18.1 中六級學生成績及操行如未能達到一定水平，將不會獲發畢業證書，只能獲發修業證書。

18.2 中一至中五級學生成績及操行如未能達到一定水平，將不能升班。

18.3 每年的指定成績及操行水平悉依升留評定或畢業/修業評定會議決定。

Caritas Tuen Mun Marden Foundation Secondary School
2020/2021 Conduct of Examinations (S.1-S.5 First Term Examination and S.6 Mock Examination)
Notice to All Students

1. Activities during the examination period
 - (a) During the examination period (Plan C : 1/3/2021-11/3/2021), ALL GAMES on the playground are suspended.
2. Examination Venues
 - (a) Examination centres are the School Hall, Rooms N101 and 607 and other classrooms.
 - (b) Students are not allowed to enter the examination centres before the arrival of the invigilator(s).
 - (c) Students are not allowed to use their lockers in their classrooms during the examination period.
 - (d) Some examination sessions will be scheduled in venues other than the normal examination centres allocated.
3. Seating Arrangements
 - (a) Students must follow the seating plan posted outside each examination centre.
 - (b) Students should check the seating arrangement before entering the examination centres.
 - (c) **Students should not tamper with any labels (“class and class number labels or name tags”) stuck on their desks (including writing or drawing on the labels, or damaging the labels).**
4. Examination Stationery
 - (a) All paper, including rough work sheets, will be provided. **Students should bring their own stationery** (e.g. blue or black ball pens and correction pens for conventional papers, HB pencils and rubbers for Multiple-choice papers, colour pencils for Visual Arts examination).
 - (b) **Students are not allowed to borrow any items of stationery from their teachers, schoolmates or teaching assistants while the examination is in progress.**
5. Late Arrivals
 - (a) Students who arrive late but within 30 minutes of the reporting time of an examination session may be admitted but no extra time will be given.
 - (b) Students who arrive more than 30 minutes late will not be admitted to that examination session and will be required to sit a supplementary examination.
 - (c) If a student has to sit a supplementary examination because of being late by more than 30 minutes, only 80% of his/her marks scored in the supplementary examination will be counted.
6. Absence from the examination
 - (a) Students who are absent from any examination session have to sit a supplementary examination.
 - (b) For S4 to S6 students who are absent from the English Language Paper 3 examinations, they should contact their subject teachers directly to arrange for a supplementary examination.
 - (c) If a student can present a proper medical certificate to show that his/her absence was caused by illness or if he/she can present evidence to prove that he/she was physically unable to be present in the examination because of other acceptable reasons, 80% of his/her marks scored in the supplementary examination will be counted. **All the supporting documents and/or the parent’s letter should be submitted to the School Office by 4:00 p.m. on 16/3/2021 (Plan C).**
 - (d) For absentees who cannot present any medical certificates or evidence for their absence, only 60% of their marks scored in the supplementary examination will be counted.
 - (e) If a student is absent from the supplementary examination, he/she will be given ‘0’ mark for that paper/subject. **The days for taking supplementary examination are 6/3/2021 and 13/3/2021 by 1:00 p.m. (Plan C).** No supplementary examination will be arranged after this date.
 - (f) **If a student is unable to sit all the examination sessions as well as the subsequent supplementary examinations, he/she will be given ‘0’ mark for all the examination papers of that examination period and only marks from continuous assessments will be included in calculating the total marks for that assessment.** If student’s absence from the whole examination period is due to some special reasons such as serious illness, being hospitalised, or family tragedy, student’s absence from the whole examination period and the eventual lower than normal performance level will be annotated on his/her academic report. He/she will also be excluded from ranking his/her position in subject / class / class level for that term and the annual assessment. Student will also be given special consideration in deciding whether he/she will be promoted to the next level of study.
7. Early leavers
 - (a) Students are not allowed to leave early from any examination session.
8. Eating and drinking
 - (a) Eating (including chewing gum) is not permitted in any examination centres, but students may bring a clear water bottle. The water bottles must be placed under their desks/chairs.
9. Personal belongings
 - (a) Students’ bags and personal belongings should be placed under their chairs.
10. Pencil cases/boxes
 - (a) If students bring pencil cases/boxes (including transparent pencil boxes), they must place the contents on their desks and put the pencil cases/boxes under their chairs.
11. Calculators
 - (a) Electronic calculators may be used in any examination sessions (other than language subject examinations i.e. Chinese Language and English Language examinations) provided that the calculators are battery-powered, silent in operation, with no print-out or graphic/word-display facilities and do not use dot-matrix technology in the main display.
 - (b) **The calculators must have been pad-printed with the ‘H.K.E.A.A. APPROVED’ or ‘H.K.E.A.A. APPROVED’ label. Students bringing a calculator without the required label to the examination will risk a mark penalty.**
 - (c) Students must not write anything on the back or anywhere of the calculators. Otherwise, they will be subject to a mark penalty.
 - (d) Students are required to remove the calculator covers/jackets and place them inside their bags or under their chairs during the examination.

12. Examination proceedings
- (a) Students are required to abide by the regulations governing the examination and pay special attention not to commit the offences listed below which are liable to mark penalties, disqualification from the subject concerned and/or disciplinary punishment:
 - (i) Borrowing any items of stationery from their teachers, schoolmates or teaching assistants while the examination is in progress;
 - (ii) Eating (including chewing gum) during the examination;
 - (iii) Talking, communicating or attempting to communicate in any form with other students during an examination session;
 - (iv) Possession of an electronic/communication device (including a mobile phone) which is switched on or rang/emitted sound (including the alarm) during the examination;
 - (v) Starting to read or work on the question paper before being instructed to do so;
 - (vi) Misbehaving or acting maliciously in such a way that will disturb other students or the conduct of an examination or committing other types of misbehaviour (e.g. disobeying teachers' instructions, using foul language or obscene wording on answer scripts);
 - (vii) Continuing to hold any stationery or work on the answer script (including writing, using an eraser or filling in question numbers) after being told to stop working at the end of an examination session;
 - (viii) Repeatedly disobeying the reasonable instructions of the Chief Invigilator or an invigilator;
 - (ix) Being found to have **any unauthorised article (including a mobile phone) on your body, in your pockets**, on your desk or in the drawer of your desk after the question paper has been distributed;
 - (x) Leaving the examination room without permission;
 - (xi) **Leaving school before finishing all the examination sessions in a day or skipping any afternoon examination sessions without permission**;
 - (xii) Cheating.
 - (b) Students should check carefully to make sure that there are no missing pages in the question papers. They should inform teachers if there are any irregularities or missing pages in the question papers.
 - (c) At the end of the examination, students should stay in their seats quietly when the invigilator(s) is/are collecting the answer scripts and question papers. They should only pack their belongings when they are instructed to do so.
13. Instructions on individual subject --- Visual Arts (S4 to S6)
- (a) S4 to S6 Visual Arts students are allowed to bring and use the following materials in the Visual Arts examination:
 - (i) Painting materials and instruments, e.g. pencil, paint brush, colours, palette, drawing board, clips, pins, erasers, adhesive tapes, paper, small quantity of materials for collage, reference materials, books and magazines, etc.
 - (b) The following materials are not allowed for Visual Arts examination:
 - (i) Dictionary, slow drying materials such as oil paint, retarder and dangerous materials such as aerosol paints, air-brush, aerosol fixatives, burning and smoking devices.
 - (c) Materials cannot be shared during the examination. Students are not allowed to borrow any materials from their schoolmates when the examination is in progress.
14. Uniform
- (a) Students must be dressed in PROPER SCHOOL UNIFORM when in the school premises during school hours including examination time.
 - (b) Students who fail to observe the school rules will be subject to disciplinary action.
15. Mobile phones
- (a) All mobile phones must be switched off (including the alarm function) during the examination.
 - (b) **All mobile phones must be put in students' bags. Students are not allowed to keep their mobile phones on their bodies, in their pockets, on their desks or in the drawers of their desks.**
16. Serious consequences of cheating in examinations
- (a) Students should study hard and not cheat in any examination. Cheating in an examination is a very serious breach of discipline.
 - (b) The following measures will be taken by school in dealing with cheating:
 - (i) A student caught cheating in the examination of a paper of any subject will be given '0' mark for that subject/paper.
 - (ii) Further disciplinary action will also be taken.
 - (iii) The student's parents will be informed.
 - (iv) Such offence will be stated in the student's academic report.
17. Others
- (a) All students should go home directly after the examinations.
 - (b) If students have any questions or want to report any irregularities during the examinations, they should ask or report the matter(s) to the invigilators or the Chief Invigilator.
 - (c) For the smooth progress of the examinations, video-recording will be arranged in the School Hall examination centre.
18. Promotion / Graduation
- (a) For S6 students
If a student does not attain the stipulated level in academic and conduct performance, he/she will not be granted a Certificate of Graduation. A Certificate of Completion will be issued to the student instead.
 - (b) For S1 to S5 students
If a student does not attain the stipulated level in academic and conduct performance, he/she will not be promoted to the next level of study.
 - (c) Stipulated level of performance
The stipulated level of academic and conduct performance for each class level is set in the promotion meetings or the graduation/completion meetings convened by teachers every year.

S.4 Timetable (Plan C)

S.4 students should sit the examinations in the **School Hall**. The examination timetable is shown below.

2/3/21 Tuesday	4/3/21 Thursday	5/3/21 Friday	8/3/21 Monday	9/3/21 Tuesday	10/3/21 Wednesday
Distribution of exam papers 08:10-08:25	Distribution of exam papers 08:10-08:25	Distribution of exam papers 08:10-08:25	Distribution of exam papers 08:10-08:25		
B.A.F.S. 08:25-09:40 / T.H.S. 08:25-09:40 / Biology 08:25-09:55 / Visual Arts 08:25-11:25 (Room 607)	Liberal Studies 08:25-10:25	English (1) (Reading) 08:25-09:55	中國歷史 08:25-09:55 / Physics 08:25-10:05 / Chemistry 08:25-10:05 / I.C.T. 08:25-10:25		
Recess					
Distribution of exam papers 10:15-10:30	Distribution of exam papers 10:45-11:00	Distribution of exam papers 10:15-10:30	Distribution of exam papers 10:45-11:00		
Mathematics - Extended Part Module 2 (Algebra and Calculus) 10:30-12:00	Urdu 11:00-12:15 / Japanese 11:00-12:15 / Spanish 11:00-12:30	English (2) (Writing) 10:30-12:30	English (3) (Listening & Integrated Skills) 11:00-13:00		
Lunch					
				Distribution of exam papers 13:25-13:40	Distribution of exam papers 13:25-13:40
				Mathematics - Compulsory Part 13:40-15:10	GCSE / GCE Chinese (3) - (Reading and Responding) 13:40-14:35 / * 中文(一) (閱讀能力) 13:40-15:10 (N101室)
				Recess	Recess
				派發試卷 15:25-15:40	Distribution of exam papers 15:25-15:40
				* 中文(三) (聆聽能力/ 綜合能力) 15:40-17:10 (N101室)	GCSE / GCE Chinese (4) -(Writing) 15:40-16:40 / * 中文(二) (寫作能力) 15:40-17:10 (N101室)

Remarks :

1. Early leave is not allowed for all the examination sessions.
2. In the event of public announcements by the Education Bureau that all schools are to be closed on any day during the examination period, the examination(s) scheduled on that day will be postponed to the first school day after the end of the original examination period.
3. T.H.S. stands for Tourism and Hospitality Studies.
B.A.F.S. stands for Business, Accounting and Financial Studies.
I.C.T. stands for Information and Communication Technology.
4. * **3-4C6** (中四華語生) 須應考中文卷一、卷二、卷三。