

明愛屯門馬登基金中學
2018-2019 年度 家長通告

敬啟者：

有關中六級模擬考試安排

本校定於二月十八日至二月二十六日為二零一八至二零一九年度中六級模擬考試，現隨函附上考試時間表及考試規則。敬希詳閱考試規則，並督促 貴子弟依時回校。

此外，中六級學生出席率計算至三月一日，二月二十七日至三月一日為正常上課日，其後日子可自行參與由科任老師安排的補課活動，以強化學生的應試技巧及能力。敬希垂注。

此致

貴家長

學務委員會彭惠卿主任負責主理

校長

謹啟

袁國明

二零一九年一月十八日



家長通告第 1819_145 號

〔 回 條 〕

敬覆者：

本人已知悉有關「二零一八至二零一九年度中六級模擬考試之安排」。

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
2018-2019 Parents Notice

18 January 2019

Dear Parents/Guardians,

S.6 Mock Examination

Please be advised that a mock examination for S6 students will be held from 18 to 26 February 2019. After the mock examination, normal lessons will resume on 27 February 2019. All S6 students have to attend school till 1 March 2019. Starting from 2 March 2019, tutorials aimed at preparing students for the coming Hong Kong Diploma of Secondary Education Examination may be arranged by subject teachers. The tutorial schedules will be notified by individual subject teachers and it is at your child's discretion to attend these classes.

The mock examination timetable and the "Conduct of Examinations – Notice to All Students" are enclosed for your perusal. Please observe the regulations for the examination and remind your child to be punctual for all the examination sessions.

For enquiries, please contact the teacher-in-charge Ms. Pang Wai Hing (Academic Committee).

Yours faithfully,

Mr. Yuen Kwok Ming
Principal



Parents Notice No.: 1819_145

Reply slip

Dear Sir,

I acknowledge the notice on "S.6 Mock Examination", the contents of which have been noted. I will make sure that the regulations for the examination are heeded.

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

明愛屯門馬登基金中學
2018/2019 年度 考試規則 (模擬考試)

1. 暫停球類活動
 - 1.1 考試期間(18/2 – 26/2/2019)，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 201 室、N101 室及 607 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。
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(由該節考試報到時間起計算)，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限期前補考。
 - 6.2 所有缺席考試的學生，須自行聯絡科任老師安排補。
 - 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 27/2/2019 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 如缺席補考，該科將以零分計算。**考試完結後第一天上課日(27/2/2019)為最後補考日**，於該天後不會再安排補考，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。學生能否獲發畢業證書會依照正常程序於每年的畢業/修業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。

12.2 主考老師宣布開考後，學生才可在答卷、問題卷、問題答題簿或其他考試用紙張上填寫學生姓名、班別及班號等資料。

12.3 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。

12.4 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

13.1 學生可攜帶以下物品進入試場及於考試時使用：

- 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：

- 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 學生如有攜帶手提電話進入考試場地，應把它關掉(包括響鬧功能)，並將手提電話放在座位椅下的當眼處，讓監考老師清楚看見。

15.2 學生不可將手提電話放在身上、衣袋或褲袋內、桌上或桌子的抽屜內，否則會被扣分。

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：

- 該科/卷得零分
- 學生接受訓導組的處分
- 知會家長
- 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 N101 室安排攝錄。

18. 畢業/修業評定

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 每年的指定成績及操行水平悉依畢業/修業評定會議決定。

Caritas Tuen Mun Marden Foundation Secondary School
2018/2019 Conduct of Examinations (Mock Examination)
Notice to All Students

1. Activities during the examination period
 - (a) During the examination period (from 18 to 26 February 2019), **ALL GAMES** on the playground are suspended.
2. Examination Venues
 - (a) Examination centres are Rooms 201, 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.
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. They should contact their subject teachers directly to arrange for a supplementary examination.
 - (b) 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 justifiable 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 27 February 2019.**
 - (c) 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.
 - (d) If a student is absent from the supplementary examination, he/she will be given '0' mark for that paper/subject. **The last day for taking supplementary examination is 27 February 2019.** No supplementary examination will be arranged after this date.
 - (e) **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 granted a Certificate of Graduation or not.
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 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 sessions;
 - (viii) Repeatedly disobeying the reasonable instructions of the Chief Invigilator or an invigilator;
 - (ix) Being found to have any unauthorised article on your body, in your pockets, on your desk or in your 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 write their names, classes and class numbers on the question papers and answer scripts after the Chief Invigilator has announced the start of the examination.**
- (c) Students should check carefully to make sure that there are no missing pages in the question papers. They should inform teachers if they have questions or there are missing pages in the question papers.
- (d) 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
- (a) Visual Arts students are allowed to bring and use the following materials in the Visual Arts examination:
 - Painting materials and instruments (e.g. pencils, paint brushes, colours, palettes, drawing boards, clips, pins, erasers, adhesive tapes, paper, etc.), small quantity of materials for collage, and reference materials (e.g. books, magazines, art dictionaries, etc.).
 - (b) The following materials are not allowed for Visual Arts examination:
 - English and Chinese dictionaries (including excerpts from dictionaries), slow drying materials (e.g. as oil paint), retarder, dangerous materials (e.g. aerosol paints, air-brushes, aerosol fixatives, etc.) and 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 turned off (including the alarm function) and put under students' chairs in a position clearly visible to the invigilators during the examination.**
 - (b) **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:
 - A student caught cheating in the examination of a paper of any subject will be given '0' mark for that subject/paper.
 - Further disciplinary action will also be taken.
 - The student's parents will be informed.
 - 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 Room N101 examination centre.
18. Graduation/Completion
- (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) Stipulated level of performance
The stipulated level of academic and conduct performance for each class level is set in the graduation/completion meeting convened by teachers every year.

Caritas Tuen Mun Marden Foundation Secondary School
2018 ~ 2019 S.6 Mock Examination Timetable

S6 students should sit the examinations in Room **N101**.

The examination timetable is shown below.

18/2/19 Monday	19/2/19 Tuesday	20/2/19 Wednesday	21/2/19 Thursday	22/2/19 Friday	25/2/19 Monday	26/2/19 Tuesday			
Distribution of exam papers (08:10 – 08:25)									
English (1) (Reading) 08:25–09:55	Liberal Studies (1) 08:25–10:25	English(3) (Listening & Integrated Skills) 08:25–10:25	Physics (1) 08:25–10:55 / Chemistry (1) 08:25–10:55	I.C.T.(1) 08:25–10:25 / Visual Arts 08:25–12:25 (Room 607)#	B.A.F.S. (1) 08:25–09:40	Biology (1) 08:25–10:55	T.H.S. (1) 08:25–09:55	Mathematics (1) 08:25–10:40	GCE/GCSE Chinese(3) (Reading and Responding) 08:25–09:20 / * 中文(一) 08:25–09:55
Recess									
Distribution of exam papers 10:10–10:25	Distribution of exam papers 10:40–10:55	Distribution of exam papers 10:40–10:55	Distribution of exam papers 11:10–11:25	Distribution of exam papers 10:40–10:55	Distribution of exam papers 10:10–10:25	Distribution of exam papers 11:10–11:25	Distribution of exam papers 10:10–10:25	Distribution of exam papers 10:55–11:10	Distribution of exam papers 10:10–10:25
English (2) (Writing) 10:25–12:25	Liberal Studies (2) 10:55–12:10	* 中文(三) 10:55 – 12:25	Physics (2) 11:25–12:25 / Chemistry (2) 11:25–12:25	I.C.T.(2) 10:55–12:25	B.A.F.S. (2) 10:25–12:40	Biology (2) 11:25–12:25	T.H.S. (2) 10:25–12:10	Mathematics (2) 11:10–12:25	* 中文(二) 10:25–11:55
Lunch									
								Distribution of exam papers 13:25–13:40	
								Mathematics - Extended Part Module 2 (Algebra and Calculus) 13:40 – 16:10	

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. * 6C3 (中六華語生) 須應考中文卷一、卷二、卷三。

#如有其他班別學生需於 21/2/19 上午使用實驗室(607 室)，請改用 603 室或使用原有課室。