

Established 1875

SCHOOL PROFILE

2022-2023

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St. Joseph's College

7 Kennedy Road, Hong Kong.

Office Tel. 3652 4888 ; Fax 2877 0232

School Website: <http://www.sjc.edu.hk>

E-mail address: info@sjc.edu.hk



VISION

We aim to touch the hearts of the students confided to our care; in turn they touch the hearts of many more in our society, our country, our world with the talents and virtues they developed in their young years.

MISSION STATEMENT

The mission of St. Joseph's College is to impart a Human and Christian education to those entrusted to our care within the Lasallian family, and to do so with Faith and Zeal.

We strive to educate students in areas of moral, intellectual, physical, social, aesthetic and emotional development. This process will take place in an environment conducive to learning and in the context of interaction between staff and students.

Our mission is successful when our students

1. love their country, develop their talents and appreciate their culture;
2. understand and accept themselves and others;
3. think logically and critically and express themselves effectively;
4. clearly know what they believe and why they believe;
5. maintain physical fitness and mental health - avoiding excesses and abuses;
6. possess social awareness and a sense of responsibility for the common good.



SCHOOL MOTTO

Our College is named after Saint Joseph, and our school motto, "LABORE ET VIRTUTE" (Work and Virtue) sums up the life of this great Saint. He was a workingman, a carpenter by trade and his virtue made him worthy to be the foster-father of Jesus Christ. This motto expresses the spirit of our school. It is by hard work and virtue that a student will make a success of his life and so remains true to the best traditions of SJC.

JOSEPHIAN SPIRIT

The Christian Brothers and their devoted school staff are willing to give you their best under noble traditions. They are anxious that you make your own the Spirit of the School, and that you pass on to future pupils of ST. JOSEPH'S COLLEGE the spirit you have inherited. School Spirit can be seen in your loyalty to God, your commitment to your school duties and your care and concern for others.

Your school therefore expects you to acquire good practices like:

Punctuality;

Respect for your teachers and schoolmates;

Personal discipline in behaviour and dress;

Obedience;

Honesty; and

Good sportsmanship.

SCHOOL HISTORY

SJC has a history of 147 years. It was established by the Christian Brothers (De La Salle Brothers) in the nineteenth century. In 1875, six La Salle Brothers took over St. Saviour's College, which was founded in 1860, and renamed it as St. Joseph's College.

In 1876, the College expanded and moved from its original premises in Pottinger Street to a larger one at 9 Caine Road, known as Buxley Lodge. Five years later, a lack of space again resulted in the College being moved to Glenealy below Robinson Road. Then, in 1918, an earthquake caused severe damage to the premises and the school had to move again to the present site – 7 Kennedy Road, formerly known as the Club Germania (the German Club).

The Old Building where the S1-3 classrooms are now situated was erected in 1920; at that time the number of students was about 650. In 1925, the Chapel Block was completed and in 1963 the block on Kennedy Road was replaced by the present building. The New Building was opened by Sir Robert Black, the then Governor of Hong Kong. In 1968, in order to admit more students, the primary section was transferred to an independent establishment at 48 Wood Road, Wanchai. In 1974 St. Joseph's Kindergarten was established on the top floor of the Primary School Building.

In 2005, we started the process of building a new annex-Agabeg Annex, as an essential addition to the modernization of our school facilities. The Annex was eventually established in the summer of 2007. It is located at the former table tennis court, which is next to the basketball court under the New Building, comprising a new staff room, an ITLC, an art room and a multi-purpose room. It is named after the late Mr Godfrey Avryl Agabeg, a devoted alumnus who generously donated a total of three million dollars for the development of our school campus.

In 2016, the Education Bureau allocated the vacant school premises at 26 Kennedy Road in the Central & Western District to the Director in Hong Kong of St. Joseph's College for the physical extension of the St. Joseph's College. The new facilities, which include classrooms for Secondary Four and Six students and venues for a variety of extra-curricular activities, has come into service since September 2018.

After years of growth, SJC now provides education for around 2,000 students in the Primary and the College. The College has produced highly competitive and versatile students, and a large number of them have been successful in their careers.

STAFF

MEMBERS OF THE INCORPORATED MANAGEMENT COMMITTEE

Chairperson:	Brother Chan Jeffrey (Supervisor)	
Members:	Mr Ching King Bor (Alternate Supervisor)	Mr Wong Joseph (Teacher Manager)
	Ms Wong Yuen Fan (Principal)	Ms Young Maria (Alternate Teacher Manager)
	Mr Choy Peter (Sponsoring Body Manager)	Ms Thong Elizabeth (Independent Manager)
	Mr Ng Tony (Sponsoring Body Manager)	Dr Daniel Mak (Parent Manager)
	Mr Ku Eric (Sponsoring Body Manager)	Mr Sin Kai Chi (Alternate Parent Manager)
	Mr Wong Kenneth (Sponsoring Body Manager)	
	Ms Ma Veronica (Sponsoring Body Manager)	
	Ms Tam Millie (Sponsoring Body Manager)	

ADMINISTRATIVE HEADS / TEACHERS-IN-CHARGE / PANEL HEADS (with room location)

Vice Principals:	Mr Sin Ka Ming Mr Kwok Tik Man Mr Szeto Godwin	(Rm B) (Rm B) (Rm A)
Prefect-of-Studies:	Mr Chan Alfred Ms Young Maria Mr Tam Jason	(Rm A) (Discipline Teachers' Room) (Rm A)
Careers Master:	Mr Lo Christopher	(Rm A)
Counselling & Guidance Mistress:	Ms Li Dawn	(Rm A)
Discipline Mistress:	Ms Tsui Pui Shan	(Discipline Teachers' Room)
Extra-curricular Activity Master:	Mr Tam Jason	(Rm A)
Moral & Civic Education Master:	Mr Kam Ryan	(Rm A)
Teacher-in-Charge of Home-School Co-operation:	Ms Chu Mei Ling	(Rm A)
Teacher-in-Charge of Information Technology:	Mr Ip Kit Keung	(Rm A)
Teacher-In-Charge of Other Learning Experiences:	Mr Cheng Chris	(Music Room)
Teacher-in-Charge of Project Learning:	Ms Lo Jacky	(Rm A)
Teacher-in-Charge of Reading to Learn:	Ms Ting Loretta	(Rm A)
Teacher-in-Charge of SEN:	Ms Chan Peggy	(Rm A)
Teacher-in-Charge of STEAM:	Mr Chung Berton	(Rm A)
Business, Accounting & Financial Studies:	Ms Chu Mei Ling	(Rm A)
Biology:	Ms Chan Sze Mei	(Rm B)
Chemistry; Integrated Science:	Mr Chung Berton	(Rm A)
Chinese History; Chinese Language	Mr Hung Wai Wai	(Rm B)
Chinese Language (Junior Form Panel):	Ms To Ching Yee	(Rm A)
Citizenship and Social Development	Ms Young Maria	(Discipline Teachers' Room)
Computer & Information Technology:	Mr Tse Chun Keung	(Rm A)
Economics:	Mr Chan Alfred	(Rm A)
English Language:	Ms Yam Christine	(Rm A)
English Language (Junior Form Panel):	Mr Wong Marc	(Rm B)
Ethics & Religious Studies:	Mr Lo Christopher	(Rm A)
Geography:	Ms Chung Pui Man	(Rm A)
Integrated Humanities:	Mr Ng Anthony	(Rm A)
Liberal Studies; Tourism & Hospitality Studies:	Ms Young Maria	(Discipline Teachers' Room)
Mathematics:	Mr Ng Yuk King	(Rm B)
Mathematics (Junior Form Panel):	Mr Chung Yun Lam	(Rm A)
Music:	Mr Cheng Chris	(Music Room)
Physical Education:	Mr Chu Lap Yin	(Rm A)
Physics	Mr Szeto Godwin	(Rm A)
Putonghua:	Ms Suen Rani	(Rm A)
Visual Arts:	Ms Ip Wun Ling	(Rm A)

FORM-TEACHERS

Class	Form-teacher
1A	Chung YL
1B	Law Henry
1C	Li Dawn
1D	Mak Janice
1E	Shum Jessie

Class	Form-teacher
2A	Hung Steve
2B	Wong Sunny
2C	Chan Leo
2D	Wong Marc
2E	Ku Jasmine

Class	Form-teacher
3A	Chow SK
3B	Ip KK
3C	Yeung Benny
3D	Sung Christy
3E	Wong Cheryl

4A	Lin Cherry
4B	Lo Jacky
4C	-----
4D	Tam CY
4E	Cheng Steven
4F	To CY

5A	Tsang Heskey
5B	Wong Terence
5C	Chau Dawn
5D	Wong Wendy
5E	Kam Ryan
5F	Suen Rani

6A	Chan Peggy
6B	Yim Jeffrey
6C	Wong Esther
6D	Yam PY
6E	Wong Joseph
6F	Ting Loretta

SUBJECT TEACHERS

Br Chan Kok Keong Jeffrey

Ms Chan Kin Wah Christina

Ms Chan Yuk Wa Chloe

Mr Cheng Ka Wai Kyle

Mr Chow Sin Pui Albert

Mr Chung Cheuk Ting Berton

Mr Fung Ying Fung Jason

Ms Ip Wun Ling

Mr Lo Christopher

Mr Ng Kwan Kit Anthony

Mr Sin Ka Ming Frankie

Ms Tam Suet Wing Sharon

Mr Tse Chun Keung

Mr Wong Wai Ho Davis

Br Paolo

Ms Chan Sze Mei

Ms Chen Xiao Jun Sylvia

Ms Cheung Wing Jing Ada

Mr Chu Lap Yin David

Ms Chung Pui Man Florence

Ms Ho Shuk Yan Shirley

Mr Kwok Tik Man

Mr Mak Li Tak Derek

Mr Ng Yuk King

Ms Sin Wing Cheung Lily

Mr Tang Ho Chun Hubert

Ms Tsui Pui Shan

Ms Yam Ka Min Christine

Ms Calver Karina

Mr Chan Yu Sum Alfred

Mr Cheng Chi Shan Chris

Ms Chong Ling Ling Bell

Ms Chu Mei Ling

Ms Fok Hiu Yan Annabelle

Mr Hung Wai Wai

Ms Lee Hoi Yan Teresa

Ms Mok Tsz Wai Athene

Mr Poon Kam Fai

Mr Szeto Chung Wang Godwin

Mr Tsang Kai To Terman

Mr Wong Chiu Kuen Anthony

Ms Young Mei Li Maria

ASSISTANT TEACHERS

Mr Chan Cha Leung Calvin

Mr Szeto Wing

STUDENT COUNSELOR

Ms Wong Shing Chung Cheryl

EXECUTIVE OFFICER

Ms Liu Hoi Sze Gladys

TELEPHONE DIRECTORY

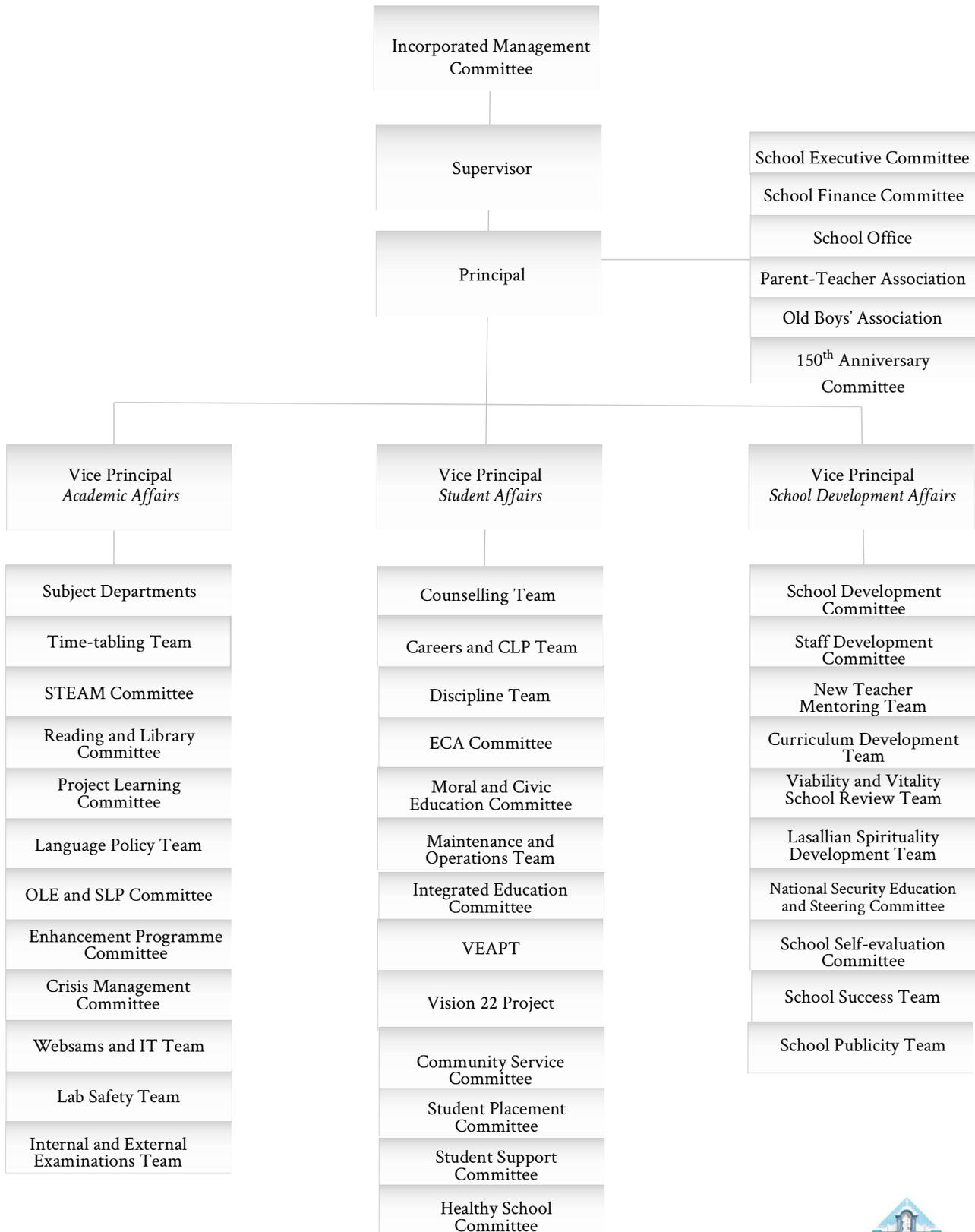
GENERAL OFFICE

3652 4888

FAX NO. 28770232

	Name	Tel. No.	Name	Tel. No.
Supervisor	Brother Chan Kok Keong, Jeffrey	800	Tang Ho Chun, Hubert	820
Principal	Wong Yuen Fan	801	Ting Po Yee, Loretta	856
	Brother Mata, Angelo Paolo Soriano	833	To Ching Yee	831
	Calver Karina	835	Tsang Chi Lai, Heskey	864
	Chan Cha Leung, Calvin	844	Tsang Kai To, Terman	713
	Chan Chi Yan, Leo	832	Tse Chun Keung	852
	Chan Kin Wah, Christina	873	Tsui Pui Shan	836
	Chan Sze Mei	857	Wong Cheryl A.	825
	Chan Tsui Lin, Peggy	809	Wong Chiu Kuen, Anthony	814
	Chan Yu Sum, Alfred	819	Wong Ho Yat, Marc	805
	Chan Yuk Wa, Chloe	865	Wong Kam Chak, Sunny	860
	Chau Sze Man, Dawn	845	Wong Ming Yan, Wendy	818
	Chen Xiaojun, Sylvia	816	Wong Shing Chung, Cheryl	886
	Cheng Ka Wai, Kyle	874	Wong Siu Lun, Joseph	802
	Cheng Steven Wai Kit	803	Wong Wai Ho, Davis	849
VA	Cheung Wing Jing, Ada (Part-time)	871	Wong Wun Kiu, Esther	806
	Chong Ling Ling, Bell	817	Wong Yik Hong, Terence	863
	Chow Sin Pui, Albert	840	Yam Ka Min, Christine	867
	Chow Siu Kit	859	Yam Pui Yi	858
	Chu Lap Yin, David	829	Yeung Ming Him, Benny	847
	Chu Mei Ling	837	Yim Ka Yen, Jeffrey	807
	Chung Cheuk Ting, Berton	808	Young Mei Li, Maria	869
	Chung Pui Man, Florence	853	MUS Cheng Chi Shan, Chris	868
	Chung Yun Lam	822	MUS Mok Tsz Wai, Athene (Part-time)	868
	Fung Ying Fung, Jason	812	General Office (7KR)	888
	Ho Shuk Yan, Shirley	813	Janitor Desk (7KR)	880
	Hung Kar Wai, Steve	861	Lib. Fok Hiu Yan, Annabelle	883
	Hung Wai Wai, Jason	841	Lib. Ng Makiyo	884
	Ip Kit Keung	830	Social Worker Chan Kenneth	791
	Ip Wun Ling	839	Social Worker Lo Angel	887
	Kam Wing Yin, Ryan	895	Office Chung Cookie	872
	Ku Sze Lai, Jasmine	821	Hung Vonny	898
	Kwok Tik Man	811	Lai Lambert	875
	Law Wai Yin, Henry	843	Leung Angel	878
	Lee Hoi Yan, Teresa	870	Li Chris	879
	Li Suk Ha, Dawn	842	Liu Gladys	896
	Lin Chi Yan, Cherry	824	Poon Olivia	885
	Lo Cheuk Ki, Jacky	815	Yeung Suzanna	877
	Lo Christopher	827	IT Tsang Helen	891
	Mak Hoi Ying, Janice	804	IT Yeung Shing Kwan	892
	Mak Li Tak, Derek	866	Lab. Chan Ben	881
	Ng Kwan Kit, Anthony	846	Lab. Chan Philip	882
	Ng Yuk King	855	Lab. Chow Raymond	897
	Poon Kam Fai, Kevin	851		
	Shum Yuen Ying, Jessie	810		
	Sin Ka Ming, Frankie	848		
	Sin Wing Cheung, Lily	862		
	Suen Lam	826		
	Sung Nga Lai, Christy	823		
	Szeto Chung Wang, Godwin	850		
	Szeto Wing	890		
	Tam Chong Yiu, Jason	828		
	Tam Suet Wing, Sharon	838		

St. Joseph's College School Organization Chart



SPONSORING BODY

The sponsoring body of the school is the Institute of the Brothers of the Christian Schools, known as the 'La Salle Brothers', named after the founder of the Institute, John Baptist de La Salle. The aim of the Institute is to give a human and Christian education to the young, especially the poor.

SCHOOL STAFF

107 staff members work at St. Joseph's College. The staff includes a supervisor, a principal, 3 vice principals and 67 subject teachers. In addition, there are 1 SEN support teacher, 2 assistant teachers, 2 part-time teachers, 1 student counsellor, 3 laboratory technicians, 1 school secretary, 1 executive officer, 6 clerical personnel, 1 library assistant, 2 IT technicians and 15 janitor staff.

STUDENT POPULATION

The school enrollment is 917. The students of St. Joseph's College are mainly Chinese and the age range of the students is between 12 and 17 years old. The average class size is 31.

QUALIFICATIONS OF TEACHERS

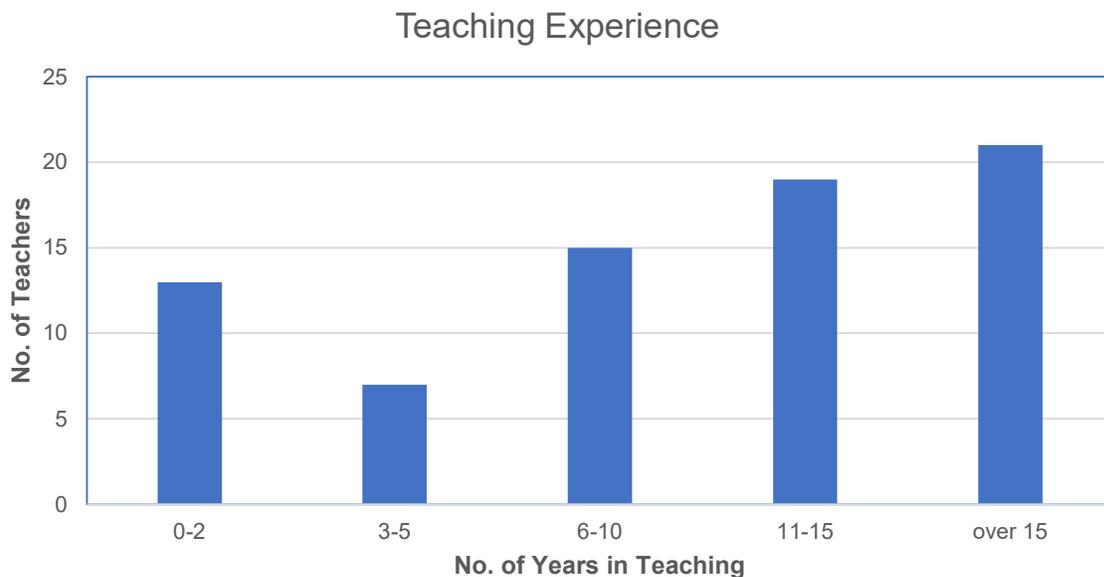
100 % of them possess a bachelor's degree.

55% of them have higher degrees.

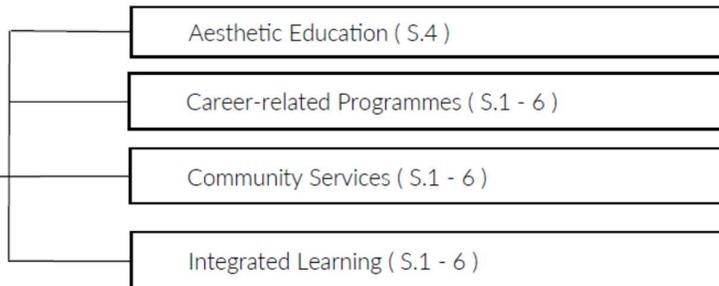
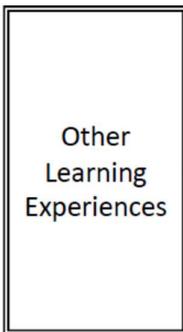
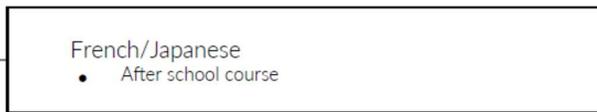
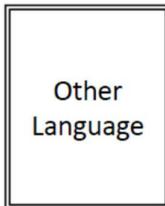
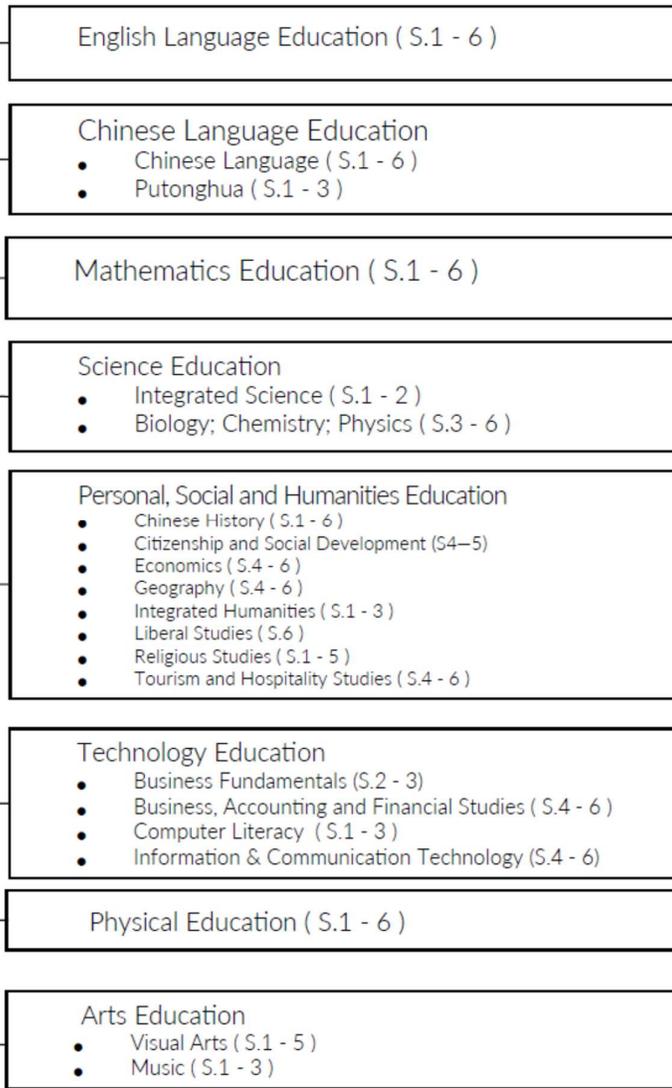
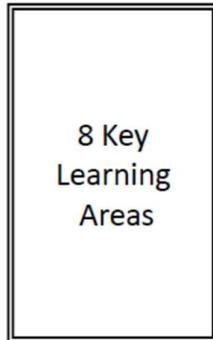
89% of them were professionally trained in teaching.

99% of the lessons were taught by subject-trained teachers.

TEACHING EXPERIENCE



CURRICULUM



TIMETABLE

Winter Timetable * IL: Integrated Learning

Time (Oct-Apr)	Monday	Tuesday	Wednesday	Thursday	Friday
8:15 – 8:55					
8:55 – 9:35					IL(S5)*
9:35 – 10:15					IL(S5)*
10:15 – 10:30	R E C E S S				
10:30 – 11:10					
11:10 – 11:50	IL(S2/3)*				IL(S4)*
11:50 – 12:30	IL(S2/3)*				IL(S4)*
12:30 – 1:45 (12:30 – 12:50 Wed)	LUNCH		Form-teacher Session	LUNCH	
1:45 – 2:25					
2:25 – 3:05	IL(S1)*				IL(S6)*
3:05 – 3:45	IL(S1)*				IL(S6)*

Summer Timetable

Time (Sept, May-July)	Monday	Tuesday	Wednesday	Thursday	Friday
8:05 – 8:40					
8:40 – 9:15					IL(S5)*
9:15 – 9:50					IL(S5)*
9:50 – 10:05	First Recess				
10:05 – 10:40					
10:40 – 11:15	IL(S2/3)*				IL(S4)*
11:15 – 11:50	IL(S2/3)*				IL(S4)*
11:50 – 12:05	Second Recess				
12:05 – 12:40					
12:40 – 1:15	IL(S1)*				IL(S6)*
1:15 – 1:50 (1:15 – 1:35 Wed)	IL(S1)*		Form-teacher Session #		IL(S6)*

Form-teacher Session: from September to May

CLASS STRUCTURE

* C(N): Chinese for NCS

	A	B	C	D	E	F
S1-3	Chinese/ Chinese in PTH	English (Groups 1&2)	Chinese/C(N) Maths (Groups 1&2)	Chinese (Groups 1&2)/ Chinese in PTH	Chinese/ Chinese in PTH	/
S4	SS (4 core subjects + 2 or 3 electives)		/	SS (4 core subjects + 2 or 3 electives)		
S5-6	SS (4 core subjects + 2 or 3 electives)					

SUBJECTS OFFERED

	Subjects	S1	S2	S3	S4	S5	S6
1	Aesthetic Education				✓		
2	Business, Accounting & Financial Studies				✓	✓	✓
3	Biology			✓	✓	✓	✓
4	Business Fundamentals		✓	✓			
5	Chemistry			✓	✓	✓	✓
6	Chinese History	✓	✓	✓	✓	✓	✓
7	Chinese Language	✓	✓	✓	✓	✓	✓
8	Citizenship and Social Development				✓	✓	
9	Computer Literacy	✓	✓	✓			
10	Economics				✓	✓	✓
11	English Language	✓	✓	✓	✓	✓	✓
12	Geography				✓	✓	✓
13	Information & Communication Technology				✓	✓	✓
14	Integrated Humanities	✓	✓	✓			
15	Integrated Science	✓	✓				
16	Liberal Studies						✓
17	Mathematics	✓	✓	✓	✓	✓	✓
18	Mathematics (Extended Parts: M1 / M2)				✓	✓	✓
19	Music	✓	✓	✓			
20	Physical Education	✓	✓	✓	✓	✓	✓
21	Physics			✓	✓	✓	✓
22	Putonghua	✓	✓	✓			
23	Religious Studies	✓	✓	✓	✓	✓	
24	Tourism & Hospitality Studies				✓	✓	✓
25	Visual Arts	✓	✓	✓	✓	✓	

POLICY ON HOMEWORK AND TESTS

1. Objectives

Homework and assessment contribute toward building responsibility, self-discipline and lifelong learning habits. It is the intention of our teachers to assign relevant, challenging and meaningful homework assignments and assessments that reinforce classroom learning objectives. Homework and assessments should provide students with the opportunity to complete unfinished class assignments, apply information they have learned, and develop independence.

Assignments and assessments include:

- **Practice** exercises to follow classroom learning
- **Preview** assignments to prepare for subsequent lessons
- **Extension** tasks to transfer new skills or concepts to new situations
- **Creative** activities to integrate multiple skills toward the production of a response or product

To promote a good understanding of the inter-relationship between the various knowledge and principles and develop students' problem-solving skill through applying the knowledge acquired, students are to sit for written assessments in a continuous and regular manner. The level of difficulty of the assessments should reflect the ability of students and the requirement of the course. The principal aims of the assessment are to stimulate students' learning and to evaluate the effectiveness of learning and teaching.

2. Roles and Responsibilities of Stakeholders

Teachers should

- assign relevant, challenging and meaningful homework and assessment task that reinforces classroom learning
- give clear instructions and make sure students understand the task(s)
- mark the homework and assessment and/or give feedback
- keep accurate and thorough records of students' performance
- communicate with other teachers about students' performance
- involve parents and contact them if a pattern of late or incomplete homework develops

Students should

- write down assignments in their "Student Diary"
- understand the requirements of all assignments and assessments and take the initiative to ask questions if necessary
- work on homework and assessment tasks independently whenever possible, which reflects their learning outcome
- produce quality work
- make sure assignments are done according to the given instructions and completed on time

Parents of the junior form students should

- set a regular, uninterrupted study time with their child each day
- monitor students' organization and daily list of assignments in their "Student Diary"
- assist students with the completion of assignments by means of guidance and advice
- be supportive when students get frustrated with difficult assignments and assessment
- contact teachers to stay well informed of the students' learning progress

3. Late Work Policies

Students are expected to submit work on time. The failure to submit work on time frequently will be dealt with, using any of the following at teachers' discretion or year level policy.

- mark deduction
- zero mark
- communication with parents
- after school detention

Students who are unable to hand in homework due to an absence will be asked to do make-up work. Students are granted a grace period for their submission of assignments in case of absence from school. It is the students' responsibility to catch up any missed work due to their absence from school.

For S.1 - 3: The form-teacher of each class would assign one student to be responsible for putting down all homework assigned each day and dates for assessments and tests on the blackboard. The assigned homework each day and dates for assessments and tests should also be recorded in a special Assignment Book kept by a specially assigned student for record purpose and future reference. Each student must record all homework given and dates of assessments and tests in their own Student Diary.

Parents could log in our school eclass at <http://eclass.sjc.edu.hk> using your parent account, choose eService and then eNotice to learn about Announcements, Circulars (Extra-Curricular Activities, Parent-Teacher Association, and School Administration), Teaching and Learning (Assessment and Examination Syllabuses, Assessment and Examination Schedules, and Teaching Syllabuses), and Extra-Curricular Activities Calendar.

For S4 - 6: Like S.1 - 3, the assigned homework each day and dates for assessments and tests would be recorded in an "Assignment Book" kept by a specially assigned student.

The special Assignment Book for each class will be collected at the end of each term for inspection.

FREQUENCY & AMOUNT OF HOMEWORK AND TESTS FOR DIFFERENT SUBJECTS

AESTHETIC EDUCATION

Level	Course	Assignment / Homework	Frequency
S.4	Music (Integrated Programme)	Worksheet / Reflection	2 per course
	Photography	Portfolio	1 per course
	Illustration and Design Practice	Drawings / Crafts	3 per course
	Drama and Movie Appreciation	Worksheet / Appreciation	3 per course

Weighting % of the Homework and Assignment on Examination Marks

Yearly Result

Level	Homework & Assignment (%)	Exam (%)	Total
S.4	100 %	-	100%

BIOLOGY

Level	Assignment	Frequency	No. of Tests
S6	Practical work (experiment worksheets, laboratory reports, biological drawings, etc.)	1 per year	2 per term
	Revision questions (structured and/or multiple choice questions)	2 per topic	
S5	Practical work (experiment worksheets, laboratory reports, biological drawings, etc.)	5 per year	2 per term
	Revision questions (structured and/or multiple choice questions)	2 per topic	
S4	Practical work (experiment worksheets, laboratory reports, biological drawings, etc.)	3 per year	2 per term
	Revision questions (structured and/or multiple choice questions)	2 per topic	
S3	Practical work (experiment worksheets, laboratory reports, biological drawings, etc.)	1 per term	1 per term
	Revision questions (multiple choice, filling-in-blanks, short, structured questions)	2 per topic	

Weightings of assignments, tests and exams in calculation of report card marksHalf-yearly Exam

Level	Test(s) (%)	Assignment (%)	Exam (%)	Total
S3	10%	10%	80%	100%
S4	20%*		80%	100%
S5	20%*		80%	100%
S6	20%*		80%	100%

* For S4 – S6 students, the subject teacher may deduct a maximum of 10% from this component according to the everyday performance of the student, including but not limited to punctuality of homework submission, seriousness in homework completion, attitude and participation in lessons, etc.

Final / Mock Exam

Level	Test(s) (%)	Assignment (%)	Exam (%)	Total
S3	10%	10%	80%	100%
S4	20%*		80%	100%
S5	20%*		80%	100%
S6	-		100%	100%

* For S4 – S5 students, the subject teacher may deduct a maximum of 10% from this component according to the everyday performance of the student, including but not limited to punctuality of homework submission, seriousness in homework completion, attitude and participation in lessons, etc.

Business, Accounting and Financial Studies**Business Fundamentals**

Secondary	Work	Frequency	Time Spent
2	Worksheet	Once every 3 lessons (3, 4)	30 mins
	Test	Once a term	30 mins
3	Worksheet	Once every 3 lessons (6, 8)	30 mins
	Test	Once a term	30 mins

Business, Accounting and Financial Studies

Secondary	Work	Frequency	Time Spent
4 AC	1. Assignment 2. Test	Once every 4 lessons (10, 13) 1st term: 2, 2nd term: 3	45 minutes 40 minutes
4 BM	1. Assignment 2. Test	Once every 8 lessons (5, 7) 1st term: 1, 2nd term: 3	45 minutes 40 minutes
5 AC	1. Assignment 2. Test	Once every 5 lessons (10, 13) 1st term: 2, 2nd term: 3	45 minutes 40 minutes
5 BM	1. Assignment 2. Test	Once every 8 lessons (6, 8) 1st term: 1, 2nd term: 3	45 minutes 40 minutes
6 AC	1. Assignment 2. Test	Once every 5 lessons (10, 4) 1st term: 3, 2nd term: 1	45 minutes 40 minutes
6 BM	1. Assignment 2. Test	Once every 8 lessons (6, 2) 1st term: 3, 2nd term: 1	45 minutes 40 minutes

Secondary	Half-yearly exam	Final exam (S2-5) / Mock exam (S6)
2	Exam: 40 marks (80%) C.A.: HW: 5 marks (10%) Ass: 5 marks (10%)	Exam: 40 marks (80%) C.A.: HW: 5 marks (10%) Ass: 5 marks (10%)
3	Exam: 80 marks (80%) C.A.: HW: 10 marks (10%) Ass: 10 marks (10%)	Exam: 80 marks (80%) C.A.: HW: 10 marks (10%) Ass: 10 marks (10%)
4	Exam: 80 marks (80%) C.A.: 20 marks (20%) (HW/ Quiz/Test)	Exam: 80 marks (80%) C.A.: 20 marks (20%) (HW/ Quiz/Test)
5	Exam: 80 marks (80%) C.A.: 20 marks (20%) (HW/ Quiz/Test)	Exam: 70 marks (70%) C.A.: 30 marks (30%) (HW/ Quiz/Test: 15% and SBA: 15%)
6	Exam: 80 marks (80%) C.A.: 20 marks (20%) (Quiz/Test)	Exam: 100 marks (100%)

For S2 to S3, the test and homework results will be counted as continuous assessment, making up 10% of the total marks.

For S4 and S6, the quiz, test and homework results will be counted as continuous assessment, making up 20% of the total marks.

For S5, the quiz, test and school-based activities results (company programme, business study trip and case competition) will be counted as continuous assessment, making up 30% of the total marks.

It was also proposed that 1% of the total marks (up to the maximum of 10% of the total marks) should be taken off from the exam result if the student fails to hand in his assignment on time.

CHEMISTRY

Level	Min. no. of Experiments	Min. no. of Assignments	Min. no. of Quizzes	Min. no. of Revision Tests	Min. no. of Assessments
S.3	1 st term – 2 2 nd term – 4	1 st term – 2 2 nd term – 4	1 st term – 1 2 nd term – 2	-	1 st term – 1 2 nd term – 1
S.4	1 st term – 3 2 nd term – 4	1 st term – 2 2 nd term – 2	1 st term – 1 2 nd term – 2	-	1 st term – 2 2 nd term – 2
S.5	1 st term – 4 2 nd term – 4	-	1 st term – 1 2 nd term – 2	1 st term – 0 2 nd term – 3	1 st term – 2 2 nd term – 2
S.6	1 st term – 2 2 nd term – 1	-	-	1 st term – 4 2 nd term – 1	-

Weighting % of the Assignment and Tests Scores on Half-yearly and Final Examinations

Level	Assessments and Quizzes marks	Exam (%)	Total
S.3	30 %	70 %	100 %
S.4	30 %	70 %	100 %
S.5	30 %	70 %	100 %
S.6	-	100 %	100 %

* Weighing may subject to change due to possible COVID-related incidents

CHINESE HISTORY

中史科校內功課及考、測安排

(1) 測驗、功課次數及份量：

級別	項目	時期	次數	所需時間
1	家課*	上 / 下學期	每四週一次	30 分鐘
	測驗	上 / 下學期	每學期一次	30 分鐘
2	家課*	上 / 下學期	每兩週一次	30 分鐘
	測驗	上 / 下學期	每學期一次	30 分鐘
3	家課*	上 / 下學期	每兩週一次	30 分鐘
	測驗	上 / 下學期	每學期一次	30 分鐘
4	家課*	上 / 下學期	每週一次	30 分鐘
	測驗	上 / 下學期	每學期兩至三次	30 分鐘
5	家課*	上 / 下學期	每週一次	30 分鐘
	測驗	上 / 下學期	每學期兩至三次	30 分鐘
6	家課*	上 / 下學期	每週一次	30 分鐘
	測驗	上 / 下學期	每學期兩至三次	30 分鐘

* 家課包括課前預習、問題習作、複習。

(2) 成績評核項目、時限、分數分佈及所佔比例：

項目	級別	時限	分數（總分為 100 分）	
			所佔總分比例	
			上學期	下學期
測驗	中一	30 分鐘	10%	10%
	中二	30 分鐘	10%	10%
	中三	30 分鐘	10%	10%
	中四、中五	30 分鐘	20%	20%
中期試 及 期終試 / 中六畢業試	中一	60 分鐘	90%	
	中二	60 分鐘	90%	
	中三	60 分鐘	90%	
	中四	2 小時	80%	
	中五	2 小時	80%	
	中六	卷一：2 小時 15 分鐘	80%	
卷二：1 小時 20 分鐘		80%		

非華語學生

中史科校內功課及測、考安排

(1) 測驗、功課次數及份量：

級別	項目	時期	次數	所需時間
中一	家課*	上 / 下學期	每兩週一次	30 分鐘
	測驗	上 / 下學期	每學期一次	30 分鐘
中二	家課*	上 / 下學期	每兩週一次	30 分鐘
	測驗	上 / 下學期	每學期一次	30 分鐘
中三	家課*	上 / 下學期	每兩週一次	30 分鐘
	測驗	上 / 下學期	每學期一次	30 分鐘

(2) 成績評核項目、時限、分數分佈及所佔比例：

級別	項目	時限	分數（總分為 100 分）	
			所佔總分比例	
			上學期	下學期
中一	測驗	30 分鐘	10%	10%
	考試	30 分鐘	90%	90%
中二	測驗	30 分鐘	10%	10%
	考試	30 分鐘	90%	90%
中三	測驗	30 分鐘	10%	10%
	考試	30 分鐘	90%	90%

CHINESE LANGUAGE

Level	Assignment	Frequency	Test
S6	Writing: including (1) Short writing (1st term: 1 piece) (2) Composition (1st term: 3 pieces; 2nd term: 1 pieces) (3) integrated writing (4 times a year)	Twice per week	1 st term -3
	Language exercise weekly		
	Dictation 2 times (1st term: 2 times)		
	SBA Book report (3 times a year)		
S5	Writing: including (1) Short writing (1st term: 1 piece; 2nd term: 1 piece) (2) Composition (1st term: 3 pieces; 2nd term: 4 pieces) (3)	Twice per week	1 st term - 2 2 nd term - 2
	Language exercise weekly		
	Dictation 9 times (1st term: 4 times; 2nd term: 5 times)		
S4	Writing: including (1) Short writing (1st term: 1 piece; 2nd term: 1 piece) (2) Composition (1st term: 3 pieces; 2nd term: 4 pieces) (3)	Twice per week	1 st term - 2 2 nd term - 2
	Language exercise weekly		
	Dictation 9 times (1st term: 4 times; 2nd term: 5 times)		
	Cultural Trip project presentation and essay writing		
S3	Language exercise: weekly	Twice per week	1 st term - 2 2 nd term - 3
	Writing: including (1) Short writing (1st term: 1 piece; 2nd term: 2 piece) (2) Practical writing (2-3 times a year) (3) Composition (1st term: 3 pieces; 2nd term: 4 pieces)		
	Dictation 9 times (1st term: 4; 2nd term: 5)		
	Oral practices and listening (2 times a year)		
	Extensive Reading: Book Reports for oral presentation (8 books a year)		
	Summer assignment: Workbook, reading reports and composition		
S2	Language exercise: weekly	Twice per week	1 st term - 2 2 nd term - 3
	Writing: including (1) Short writing (1st term: 1 piece; 2nd term: 2 piece) (2) Practical writing (2-3 times a year) (3) Composition (1st term: 3 pieces; 2nd term: 4 pieces)		
	Dictation 9 times (1st term: 4; 2nd term: 5)		
	Oral practices and listening (2 times a year)		
	Extensive Reading: Book Reports for oral presentation (8 books a year)		
	Summer assignment: Workbook, reading reports and composition		
S1	Language exercise: weekly	Twice per week	1 st term - 2 2 nd term - 3
	Writing: including (1) Short writing (1st term: 1 piece; 2nd term: 2 piece) (2) Practical writing (2-3 times a year) (3) Composition (1st term: 3 pieces; 2nd term: 4 pieces)		
	Dictation 9 times (1st term: 4; 2nd term: 5)		
	Oral practices and listening (2 times a year)		
	Extensive Reading: Book Reports for oral presentation (7 books a year, in forms of written reports and sharing during lessons)		
	Summer assignment: Workbook, reading reports and composition		

- The final results for S1-S3 students contain 40 marks (13.3%) for continuous assessment, including daily performance, dictations, tests and compositions.
- The final results for S4-S5 students contain 30 marks (10%) for continuous assessment, including dictations, tests and compositions.
- The final results for S6 students contain 30 marks (10%) for continuous assessment, including dictations, tests and compositions in 1st term. The mock exam for S6 students will not contain any component of continuous assessment.

Chinese language (NCS)

Level	Assignment	Frequency	Test
S1 (7 Lessons)	Writing: 7 times	Twice every 6 lessons	1st term -1 2nd term -1
	Listening: 5 times		
	Supplementary Exercise:60 times		
	Dictation: 12 times		
	(Oral)book report 4 times		
S2-S3 (7 Lessons)	Writing: 9 times	Twice every 6 lessons	1st term -1 2nd term -1
	Listening: 7 times		
	Supplementary Exercise:70 times		
	Dictation: 12 times		
	Oral book report 4 times		
S4-5 (6 Lessons)	Writing: 4 times	Twice every 6 lessons	1st term -1 2nd term -1
	Comprehension: 8 times		
	Exercise: 8 times		
	Listening: 7 times		
	Oral: 8 times		
S6 (6 Lessons)	Writing: 4 times	Twice every 6 lessons	1st term -1
	Comprehension: 5 times		
	Exercise for test preparation: 5 times		
	Listening: 4 times		
	Oral: 4 times		

COMPUTER LITERACY (S1-3) / INFORMATION & COMMUNICATION TECHNOLOGY (S4-6)

	Assignment / Homework
S4-6 (ICT)	One assignment per week One assessment per chapter
S1-3 (Computer Literacy)	One assignment per week

Weighting % of the Assignment and Tests Scores on Half-yearly Examination

Level	Assessments	Assignment	Exam (%)	Total
S1	20%	30%	50%	100%
S2	20%	30%	50%	100%
S3	30%	10%	60%	100%
S4	10%	10%	80%	100%
S5	10%	10%	80%	100%
S6	10%	10%	80%	100%

Weighting % of the Assignment and Tests Scores on Final Examination

Level	Assessments	Assignment	Project	Exam (%)	Total
S1	10%	20%	20%	50%	100%
S2	10%	20%	20%	50%	100%
S3	30%	10%	-	60%	100%
S4	10%	10%	-	80%	100%
S5	10%	10%	-	80%	100%
S6	10%	10%	-	80%	100%

ECONOMICS

S4		
1 st Term	Assignment / Test	% of Total Mark
	At least EIGHT Assignments (@ 30-45 mins) covering 4 or more chapters	10%
	At least THREE Classworks depending on students' standard	
	ONE Test	10%
2 nd Term	At least TEN assignments (@ 30 - 45 mins) covering six or more chapters	10%
	At least SIX Classworks depending on students' standard	
	TWO Tests	10%
S5		
1 st Term	Assignment / Test	% of Total Mark
	At least EIGHT Assignments (@ 30 - 45 mins) covering 4 or more chapters	10%
	Minimum of FOUR Classworks	
	ONE Test	10%
2 nd Term	At least EIGHT Assignments (@ 30 - 45 mins) covering 5 or more chapters	10%
	Minimum of SIX Classworks	
	TWO Tests	10%
S6		
1 st Term	Assignment / Test	% of Total Mark
	FOUR Assignments (each requires ONE and a half hours)	10%
	ONE Test	10%
2 nd Term	One Assignment plus overall revision exercises	---

ENGLISH LANGUAGE (Summer Homework for each level will be announced at the end of the 2nd term.)

Secondary 1

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity
<u>Writing (no. of words: 200) & Correction</u>	1 st	3
	2 nd	4
<u>Dictation & Correction</u>	1 st	4
	2 nd	4
<u>Book Report (Winter)</u>	2 nd	1
<u>Supplementary Worksheet</u>	1 st	8
	2 nd	10
<u>Book sharing</u>	1 st	1
	2 nd	1
<u>Reading Comprehension and Correction</u>	1 st	3
	2 nd	5
<u>Grammar</u>	1 st	10
	2 nd	12
<u>General English (GE) Assessment Test</u>	1 st	1
	2 nd	1
<u>General English (GE) Examination</u>	1 st	1
	2 nd	1
<u>Reading Examination</u>	1 st	1
	2 nd	1
<u>Dictation Examination</u>	1 st	1
	2 nd	1
<u>Writing Examination</u>	1 st	1
	2 nd	1
<u>Speaking Examination</u>	1 st	1
	2 nd	1

Secondary 2

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity
<u>Writing (no. of words: 250) & Correction</u>	1 st	3
	2 nd	4
<u>Dictation & Correction</u>	1 st	3
	2 nd	4
<u>Book Report (Winter)</u>	2 nd	1
<u>Supplementary Worksheet</u>	1 st	5
	2 nd	5
<u>Book sharing</u>	1 st	1
	2 nd	1
<u>Reading Comprehension and Correction</u>	1 st	3
	2 nd	4
<u>Grammar</u>	1 st	10
	2 nd	15
<u>General English (GE) Assessment Test</u>	1 st	1
	2 nd	1
<u>General English (GE) Examination</u>	1 st	1
	2 nd	1
<u>Reading Examination</u>	1 st	1
	2 nd	1
<u>Dictation Examination</u>	1 st	1
	2 nd	1
<u>Writing Examination</u>	1 st	1
	2 nd	1
<u>Speaking Examination</u>	1 st	1
	2 nd	1

Secondary 3

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity
Writing (no. of words: 300) & Correction	1 st	3
	2 nd	4
Book Report (Winter)	2 nd	1
Supplementary Worksheet	1 st	5
	2 nd	5
Dictation & Correction	1 st	3
	2 nd	4
Reading Comprehension and Correction	1 st	2
	2 nd	2
Grammar	1 st	7
	2 nd	7
General English (GE) Assessment Test	1 st	1
	2 nd	1
General English (GE) Examination	1 st	1
	2 nd	1
Reading Examination	1 st	1
	2 nd	1
Dictation Examination	1 st	1
	2 nd	1
Writing Examination	1 st	1
	2 nd	1
Speaking Examination	1 st	1
	2 nd	1

Secondary 4

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity
Writing (no. of words: Part A: 200, Part B: 350) & Correction	1 st	3 (Part A or Part B)
	2 nd	4 (Part A or Part B)
Grammar	1 st	3
	2 nd	4
Reading Log	1 st	3
	2 nd	4
Supplementary Worksheet (based on Elective Module: Social Issues)	1 st	1
	2 nd	2
Book Report (Winter)	2 nd	1
Listening & Integrated Skills & Correction	1 st	1 set (Part A + Part B)
	2 nd	2 sets (Part A + Part B)
Reading Activity (including worksheet, presentation)	1 st	1
	2 nd	1
Reading & Correction	1 st	1 set (Part A + Part B)
	2 nd	2 sets (Part A + Part B)
Vocab and Grammar Test	1 st	2
	2 nd	2
Paper 1 (Reading) Examination	1 st	1
	2 nd	1
Paper 2 (Writing) Examination	1 st	1
	2 nd	1
Paper 3 (Listening & Integrated Skills) Examination	1 st	1
	2 nd	1
Paper 4 (Speaking) Examination	1 st	1
	2 nd	1

Secondary 5

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity
Writing (no. of words: Part A: 200, Part B: 400) & Correction	1 st	3 (Part A or Part B)
	2 nd	4 (Part A or Part B)
Reading Log	1 st	3
	2 nd	3
Supplementary Worksheet (based on Elective Module: Short Stories)	1 st	1
	2 nd	1
Listening & Integrated Skills & Correction	1 st	2 sets (Part A + Part B)
	2 nd	3 sets (Part A + Part B)
SBA	2 nd	2 (Part A: Core) (Group) (Assessed)
Reading & Correction	1 st	2 sets (Part A + Part B)
	2 nd	3.5 sets (Part A + Part B)
Vocabulary & Grammar Test	1 st	1
	2 nd	2
Paper 1 (Reading) Examination	1 st	1
	2 nd	1
Paper 2 (Writing) Examination	1 st	1
	2 nd	1
Paper 3 (Listening & Integrated Skills) Examination	1 st	1
	2 nd	1
Paper 4 (Speaking) Examination	1 st	1
	2 nd	1

Secondary 6

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity
Paper 1 (Comprehension) & Correction	1 st	3 Years (DSE Past Paper)
JUPAS Essay (Personal Statement)	1 st	1
Paper 2 (Writing) (no. of words: Part A: 200, Part B: 400) & Correction	1 st	3 (DSE Past Papers or DSE-Format)
Paper 3 (Listening & Integrated Skills) & Correction	1 st	3 Years (DSE Past Paper)
SBA	1 st	2 (Part A: Core) (Group) (Assessed)
Paper 1 (Reading) Examination	1 st	1
	2 nd	1
Paper 2 (Writing) Examination	1 st	1
	2 nd	1
Paper 3 (Listening & Integrated Skills) Examination	1 st	1
	2 nd	1
Paper 4 (Speaking) Examination	1 st	1
	2 nd	1

*Assigned at the end of Secondary 5 in the previous academic year.

Weighting of Assessment (Test & Exam) Papers

Secondary 1

(Continuous Assessment Mark (CA Mark) includes performance in the course: class work, homework (including holiday homework), participation, and conduct.)

Item Mode	GE	Writing	Dictation	Speaking	Reading (by Reading Teacher)			CA	Total Mark
1 st Assessment Test	Test	---	---	---	---			---	100
	100								
Half-Yearly Exam	Exam	Exam	Exam	Exam	Exam	Book Sharing	CA	Overall	300
	100	90	20	15	40	5	5	25	
2 nd Assessment Test	Test	---	---	---	---			---	100
	100								
Final Exam	Exam	Exam	Exam	Exam	Exam	Book Sharing	CA	Overall	300
	100	90	20	15	40	5	5	25	
Duration	Test: 1 hour Exam: 1 hour 15 min	1 hour	30 min	2 min	40 min	Whole Term		Whole Term	---

Secondary 2

(Continuous Assessment Mark (CA Mark) includes performance in the course: class work, homework (including holiday homework), participation, and conduct.)

Item Mode	GE		Writing	Dictation	Speaking	Reading (by Reading Teacher)			CA	Total Mark
1 st Assessment	Test	Project Work	---	---	---	---			---	100
	100	---								
Half-Yearly Exam	Exam	Project Work	Exam	Exam	Exam	Exam	Book Sharing	CA	Overall	300
	95	5	90	20	15	40	5	5	25	
2 nd Assessment	Test	Project Work	---	---	---	---			---	100
	100	---								
Final Exam	Exam	Project Work	Exam	Exam	Exam	Exam	Book Sharing	CA	Overall	300
	95	5	90	20	15	40	5	5	25	
Duration	Test: 1 hour Exam: 1 hour 15 min		1 hour	30 min	HY: 2 min (Individual) FE: 8 min (Group)	40 min	Whole Term		Whole Term	---

Secondary 3

(Continuous Assessment Mark (CA Mark) includes performance in the course: class work, homework (including holiday homework), participation, and conduct.)

Item Mode	GE	Writing	Dictation	Speaking	Reading		CA	Total Mark
1 st Assessment	Test	---	---	---	---		---	100
	100							
Half-Yearly Exam	Exam	Exam	Exam	Exam	Exam	Summer Homework	Overall	300
	100	90	30	20	45	5	10	
2 nd Assessment	Test	---	---	---	---		---	100
	100							
Final Exam	Exam	Exam	Exam	Exam	Exam		Overall	300
	100	90	30	20	50		10	
Duration	Test: 1 hour Exam: 1 hour 15 min	1 hour	30 min	2 min (Individual) 4 min (Group)	40 min		Whole Term	---

Secondary 4

(Continuous Assessment Mark (CA Mark) includes performance in the course: class work, homework (including holiday homework), participation, and conduct.)

Item Mode	Paper 1	Paper 2		Paper 3	Paper 4	CA				Total Mark	
	Reading	Writing		Listening & Integrated Skills	Speaking	Reading	Tests	Overall Performance			
Half-Yearly Exam	Exam	Exam		Exam (A+B)	Exam	Oral Lessons	Presentation	Summer HW	20	20	300
		Part A	Part B								
	65	26	39		10	10	25	5			
Final Exam	Exam	Exam		Exam (A+B)	Exam	Oral Lessons	Presentation	Winter Book Report	20	20	300
		Part A	Part B								
	65	26	39		10	10	25	5			
Duration	1 hour 30 min	2 hours		2 hours (Approximately)	20 min	Whole Term	4 min (In Class)	During Holidays	35-40 min	Whole Term	---

Secondary 5

(Continuous Assessment Mark (CA Mark) includes performance in the course: class work, homework (including holiday homework), participation, and conduct.)

Item Mode	Paper 1	Paper 2		Paper 3	Paper 4	CA			Total Mark
	Reading	Writing		Listening & Integrated Skills	Speaking	Tests	Summer HW	Overall Performance	
Half-Yearly Exam	Exam	Exam		Exam (A+B)	Exam	25	5	20	300
		Part A	Part B						
	70	28	42						
Final Exam	Exam	Exam		Exam (A+B)	Exam	30		20	300
		Part A	Part B						
	70	28	42						
Duration	1 hour 30 min	2 hours		2 hours (Approximately)	20 min (Group)	35-40 min	During Holidays	Whole Term	---

Secondary 6

(Continuous Assessment Mark (CA Mark) includes performance in the course: class work, homework (including holiday homework), participation, and conduct.)

Item Mode	Paper 1	Paper 2		Paper 3	Paper 4	CA			Total Mark
	Reading	Writing		Listening & Integrated Skills	Speaking	Summer HW	Writing Test (Parts A+B)	Overall Performance	
Half-Yearly Exam	Exam	Exam		Exam (A+B)	Exam	5	15	10	300
		Part A	Part B						
	70	32	48						
Mock Exam	Exam	Exam		Exam (A+B)	Exam	---	---	---	300
		Part A	Part B						
	75	36	54						
Duration	1 hour 30 min	2 hours		2 hours (Approximately)	20 min (Group)	---	---	---	---

GEOGRAPHY

Level	Assignment	Term	Frequency	Time spent each time	Test
S.4	Assignments	1st / 2nd	4/4	35 mins	2/3
S.5	Assignments	1st / 2nd	5/5	35 mins	2/3
S.6	Assignments	1st / 2nd	4/2	35 mins	2/1 + Mock Exam

***Half yearly and Final Examination will constitute 70% of the total marks respectively for the half-yearly and final report respectively

INTEGRATED HUMANITIES

Level	Means of Assessment	Term	Frequency	Time Taken	Weighting
S1	Continuous Assessment: Individual Work (e.g. reading & writing exercises, newspaper commentary worksheet, information search)	1 st	5	3 hours per week	10% of 1 st term total subject marks
		2 nd	7	3 hours per week	10% of 2 nd term total subject marks
	Tests	1 st	1	35 minutes	10% of 1 st term total subject marks
		2 nd	1	35 minutes	10% of 2 nd term total subject marks
	Examinations	1 st	1	1 hour	80% of 1 st term total subject marks
		2 nd	1	1 hour	80% of 2 nd total subject marks

Level	Means of Assessment	Term	Frequency	Time Taken	Weighting
S2	Continuous Assessment: Individual Work (e.g. reading & writing exercises, newspaper commentary, worksheet, information search, role play, group presentation)	1 st	5	3 hours per week	10% of 1st term total subject marks
		2 nd	7	3 hours per week	10% of 2nd term total subject marks
	Tests	1 st	1	35 minutes	10% of 1st term total subject marks
		2 nd	1	35 minutes	10% of 2nd term total subject marks
	Examinations	1 st	1	1 hour	80% of 1st term total subject marks
		2 nd	1	1 hour	80% of 2nd term total subject marks

Level	Means of Assessment	Term	Frequency	Time Taken	Weighting
S3	Continuous Assessment: Individual Work (e.g. reading & writing exercises, newspaper commentary worksheet, information search, role play, group presentation)	1 st	5	3 hours per week	10% of 1 st term total subject marks
		2 nd	7	3 hours per week	10% of 2 nd term total subject marks
	Tests	1 st	1	35 minutes	10% of 1 st term total subject marks
		2 nd	1	35 minutes	10% of 2 nd term total subject marks
	Examinations	1 st	1	1 hour	80% of 1 st term total subject marks
		2 nd	1	1 hour	60% of 2 nd term total subject marks
	S3 Project Learning Competition (Proposal Writing, Data Collection and Analysis & Presentation of Findings)	2 nd	1	7 months	20% of 2 nd term total subject marks

INTEGRATED SCIENCE**Homework and Assessment Schedule**

Grade	Assignment / Homework	Frequency	No. of Tests
S.1	Worksheet / Workbook	2 (monthly)	1 st Term : 1 2 nd Term : 1
	Tasks on e-platform	5 (yearly)	
	Experimental worksheets / reports	3 (yearly)	
	STEAM Activities :	1 (yearly)	
S.2	Automated Plant Watering Device	2 (monthly)	1 st Term : 1 2 nd Term : 1
	Worksheet / Workbook	4 (yearly)	
	Tasks on e-platform	1 (yearly)	
	Experimental worksheet / reports	1 (yearly)	

Format of Assessment Tests and Written Examinations

Level	Assessment	Format	Duration
S1-S2	1 st Assessment Test	Comprehensive paper Multiple-choice questions, fill-in-the-blank, assertion, short questions and structured questions	30 minutes
	Half-yearly Exam		1 hour
	2 nd Assessment Test		30 minutes
	Final Exam		1 hour

Weighting of Assignment, Test and Examination Marks on Overall Grade

* Weighing may subject to change due to possible COVID-related incidents

Half-yearly Examination (December)

Grade	Homework / Assignment (%)	Test (%)	Practical Exam (%)	Written Exam (%)	Total (%)	Bonus (%)*
S.1	10	15	-	75	100	+3
S.2	10	15	10	65	100	+3

* The bonus score system will be introduced to S1 and S2 Integrated Science, to serve as an extra incentive for students to pay effort in studying Integrated Science. The criteria for giving bonus score based on BYOD and e-learning participation and performance in an IS-related task (for S1) and on tidiness and punctuality of students' work (for S2).

Final Exam (June)

Grade	Homework / Assignment (%)	Test (%)	STEAM Task (%)	Written Exam (%)	Total (%)	Bonus (%)*
S.1	10	10	10	70	100	+3

Grade	Homework / Assignment (%)	Test (%)	STEAM Task (%)	Practical Exam (%)	Written Exam (%)	Total (%)	Bonus (%)*
S.2	5	10	10	10	65	100	+3

* The bonus score system will be introduced to S1 and S2 Integrated Science, to serve as an extra incentive for students to pay effort in studying Integrated Science. The criteria for giving bonus score are as follows:

1. BYOD and e-learning participation and performance
2. Performance in an IS-related tasks
3. Tidiness and punctuality of students' work

Citizenship & Social Development (CSD)

Class	Term	Items	Frequency	Time spent
S4	1 st & 2 nd	Homework	Once every eight lessons	30 minutes
	1 st	Test	Once	30 minutes
	2 nd	Test	Twice	30 minutes

Half-Yearly Examination

Component	Frequency	Weighting (of exam mark)
Assignment (3 % each)	3	9%
Test (30 mins)	1	6%
Half Yearly Exam (1 hr)	1	85%

Final Examination

Component	Frequency	Weighting (of exam mark)
Assignment (3% each)	4	12%
Video Presentation	1	3%
Test (30 mins)	2	10%
Final Exam (1 hr)	1	75%

Class	Term	Items	Frequency	Time spent
S5	1 st & 2 nd	Homework	Once every ten lessons	30 minutes
	1 st	Test	Once	40 minutes
	2 nd	Test	Twice	30 minutes

Half-Yearly Examination

Component	Frequency	Weighting (of exam mark)
Assignment (3 % each)	4	12%
Reading abstract	1	2%
Test (35 mins)	1	6%
Half Yearly Exam (75 mins)	1	80%

Final Examination

Component	Frequency	Weighting (of exam mark)
Assignment (3% each)	4	12%
Pre-trip Project	1	3%
Test (35 mins)	2	10%
Final Exam (75 mins)	1	75%

Liberal Studies (Secondary 6)

Class	Term	Items	Frequency	Time spent
S6	1st & 2nd	Homework	Once every ten lessons	30 minutes
	1st	Test	Once	40 minutes

Half-Yearly Examination

Component	Frequency	Weighting (of exam mark)
Assignment (3% each)	5	15%
Test (40 mins.)	1	5%
Half-Yearly Exam	Paper 1 (2 hrs)	1
	Paper 2 (1 hr 15 mins.)	
		80%

Mock Examination

Component	Frequency	Weighting (of exam mark)
Assignments	2	--
Mock Exam	Paper 1 (2 hrs)	1
	Paper 2 (1 hr 15 mins.)	
		100%

MATHEMATICS

HOMEWORK

Teachers should assign daily homework for all forms.

Minimum frequency of detailed correction for each form:

S.1 & 2 – twice a week; S.3 – three times every two weeks; S.4, 5 & 6 – once every two weeks.

TEST

There is one assessment for each form of S1 – S3 in each term and one form test for each form of S1 – S6 in each term.

Teachers in all forms are encouraged to set tests after they have finished each chapter.

(The correction of one test is regarded as equivalent to one detailed correction of homework.)

S. 1, 2 & 3 1 st and 2 nd term	Homework constitutes 5%, the 1 st Assessment constitutes 6% and the form test constitutes 4% of the total marks for the half-yearly and final examination.
S4 (Classes A, B) S5 (Classes A, B, C)	3 tests in first term and 3 tests in second term. One common test constitutes 10% of the total marks for the half-yearly and final examination.
S4-S5 (Classes D, E, F)	4 tests in first term and 4 tests in second term. One common test constitutes 10% of the total marks for the half-yearly and final examination.
S6 (Classes A, B, C)	3 test in first term. One common test constitutes 10% of the total marks for the half-yearly examination.
S6 (Classes D, E, F)	4 tests in first term. One common test constitutes 10% of the total marks for the half-yearly examination.

MUSIC

Secondary 1

Half Yearly Assessment

Content	Format of assessment	Marks
Performing Voice ¹²³⁴	Summative	15
Instrument ²	Summative	15
Listening	Summative	15
Class work ³	Formative	5
Total		50

Final Assessment

Content	Format of assessment	Marks
Performing Voice ¹	Summative	10
Instrument ²	Summative	10
Listening	Summative	10
Class work ³	Formative	10
Concert Review ⁴	Formative	10
Total		50

Secondary 2

Half Yearly Assessment

Final Assessment

Content	Format of assessment	Marks
Performing Voice ¹	Summative	10
Instrument ²	Summative	10
Listening	Summative	10
Class work ³	Formative	10
Concert Review ⁴	Formative	10
Total		50

Content	Format of assessment	Marks
Performing Voice ¹	Summative	10
Instrument ²	Summative	10
Listening	Summative	10
Class work ³	Formative	10
Concert Review ⁴	Formative	10
Total		50

Secondary 3

Final Assessment

Content	Format of assessment	Marks
Performing Voice ¹	Summative	10
Instrument ²	Summative	10
Listening	Summative	10
Class work ³	Formative	10
Concert Review ⁴	Formative	10
Total		50

Note:

Voice examination for Junior/ Senior Choir members (with 80% or more attendance) will be replaced by the assessment of this practice.

Instrumental examination for School Orchestra members (with 80% or more attendance) will be replaced by the assessment of this practice.

Class work will be given in the forms of manuscript and worksheet.

Concert reviews are to be turned in in the beginning of the terms, but to be filled in in the term before. E.g. Secondary 2 Half-Yearly Assessment Concert Review is to be turned in in the beginning of Secondary 2 First Term, but to be filled in in Secondary 1 Second Term. Concerts chosen should be within 4 months form the assessment periods, and student should choose School-related concerts (e.g. Green and White Concert) whenever possible.

PHYSICAL EDUCATION

Project guidelines

S1 Topic: Home workout video

Aims	By the end of the project, students will be able to <ul style="list-style-type: none">• design an equipment-free exercise that can be done at home• recognize the elements of a healthy life• apply a range of IT knowledge and skills in the learning of PE
Expectations	Each group is expected to introduce ONE exercise that can be done at home, and address the following questions: <ul style="list-style-type: none">• What form of exercise (e.g., aerobic/anaerobic) is this?• Which part(s) of the body will be trained?• How could this exercise be performed correctly?
Length of Video	Under 3 minutes
Grouping	2 students per group
Deadline	28 th April, 2023
Submission Guidelines: SJC google Account	

S2 Topic	Home workout video
Aims	By the end of the project, students will be able to <ul style="list-style-type: none">• design a full set of equipment-free home workout• recognise the elements of a healthy life• apply a range of IT knowledge and skills in the learning of PE
Expectations	Each group is expected to introduce ONE FULL SET of workout that can be done at home, and address the following questions: <ul style="list-style-type: none">• What forms of exercise (e.g., warm-up, aerobic/anaerobic) are included in this workout?• Which part(s) of the body will be trained?• What is the duration of this workout?
Length of Video	Over 5 minutes
Grouping	4 students per group
Deadline	28 th April, 2023

Submission Guidelines: SJC google Account

PHYSICS**Homework and Assessment Schedule**

Level	Assignment / Homework	Frequency	No. of Tests
S6	Exam-type questions practice	2 (monthly)	1 st Term : 2
	Experiment worksheet / report	1 (yearly)	2 nd Term : 1
S5	Practice questions / worksheet	2 (monthly)	1 st Term : 2
	Experiment worksheet / report	2 (yearly)	2 nd Term : 2
S4	Practice questions / worksheet	2 (monthly)	1 st Term : 2 2 nd Term : 2
S3	Practice questions / worksheet	10 (yearly)	1 st Term : 1
	Experiment worksheet	3 (yearly)	2 nd Term : 1

Format of Assessment Tests and Examinations

Level	Assessment	Format	Duration
S6	Half-yearly Exam	Comprehensive paper Section A Multiple-choice questions (35%) Section B Short questions, structured questions and essay questions (65%)	2½ hours
	Mock Exam	Paper 1A Multiple-choice (33 questions) (26.25%) Paper 1B Short questions, structured questions and essay questions (48.75%)	2½ hours
		Paper 2 8 multiple-choice questions and 1 structured question set on each of the two elective topics of the curriculum (each carries 12.5%)	1 hour
S4-S5	Half-yearly Exam	Comprehensive paper Section A Multiple-choice questions (35%) Section B Short questions, structured questions and essay questions (65%)	1½ hours
	Final Exam		2 hours
S3	1st Assessment Test	Comprehensive paper	30 minutes
	Half-yearly Exam	Section A Multiple-choice questions (40%)	1 hr
	2 nd Assessment Test	Section B Short questions and structured questions (60%)	30 minutes
	Final Exam		1 hr

Weighting of Assignment, Test and Examination Marks on Overall Grade**Half-yearly Examination (December)**

Level	Continuous Assessment (%)	Exam (%)	Total (%)
S3-S5	Assignment and Tests : 20	80	100
S6	-	100	100

Final Exam (June) / Mock Exam

Level	Continuous Assessment (%)	Exam (%)	Total (%)
S3-S4	Assignment and Tests : 20	80	100
S5-S6	-	100	100

PUTONGHUA

Assignment: Students will be given assignment (e.g. textbook, workbook or worksheet exercises) each week.

Group Project (S1-S3):

- A Putonghua group project will be assigned to S1, S2 and S3 students before Lunar New Year Holiday.
- The project should be completed in a group of three to eight.
- S1 students are required to perform a book-sharing presentation.
S2 students are required to prepare a sound clip of radio drama.
S3 students are required to prepare a video of drama or a sound clip of radio drama.
- The book-sharing presentation will be performed during lessons while the sound clip and video will be submitted to an online platform. A written report in hard copy is also required.
- The result of the group project will constitute 20% of the total mark of that term.

Test: There will be a test on listening and pin-yin in each term. The result of the test will constitute 20% of the total mark of that term.

S1-S3

Item	Term	Frequency	Time spent
Assignment	1 st /2 nd	Once a week	30mins.
Group Project	1 st /2 nd	Once a year	Jan 2023 – May 2023
Test	1 st /2 nd	Once a term	30mins.
Exam	1 st /2 nd	Once a term	30mins.

Allocation of marks

Half-yearly Exam (December)

Level	1 st Assessment (%)	Exam (%)		Total
		Written Exam	Oral Exam	
S1	20%	50%	30%	100%
S2	20%	50%	30%	100%
S3	20%	50%	30%	100%

Final Exam (June)

Level	2 nd Assessment (%)	Others (%) (Please state, e.g.: Homework / Project)	Exam (%)		Total
			Written Exam	Oral Exam	
S1	20%	20%	30%	30%	100%
S2	20%	20%	30%	30%	100%
S3	20%	20%	30%	30%	100%

RELIGIOUS STUDIES

Level	Assignments	Term	Frequency	Time Spent each time
S1	Homework / Classwork	1st & 2nd	Once / 2 lessons	15 mins.
	Test		Once / term	30 mins
	Examination		Once / term	30 mins
S2	Homework / Classwork	1st	Once / 2 lessons	15 mins.
	Test		Once / term	30 mins
	Examination		Once / term	30 mins
	Homework / Classwork	2nd	Once / 2 lessons	15 mins.
	Project		1 project / year	/
	Test		Once / term	30 mins
	Examination		Once / term	30 mins
S3	Homework / Classwork	1st & 2nd	Once / 5 lessons	30 mins
	Test		Once / term	30 mins
	Examination		Once / term	30 mins
S4	Homework / Classwork	1st & 2nd	Once / 4 lessons	30 mins
	Examination		Once / term	30 mins
S5	Homework / Classwork	1st & 2nd	Once / 5 lessons	30 mins
	Examination		Once / term	30 mins

Half-yearly / Final Exam

Level	Component	Frequency	Weighting
S1	Test	1	5 marks (10%)
	Half Yearly / Final Exam	1	45 marks (90%)
S2 (1 st term)	Test	1	5 marks (10%)
	Half Yearly Exam	1	45 marks (90%)
S2 (2 nd term)	Test	1	5 marks (10%)
	Project	1	10 marks (20%)
	Final Exam	1	35 marks (70%)
S3	Test	1	5 marks (10%)
	Half Yearly / Final Exam	1	45 marks (90%)
S4	Assignments	3 / term	15 marks (30%)
	Half Yearly / Final Exam	1	35 marks (70%)
S5	Assignments	2 / term	10 marks (20%)
	Half Yearly / Final Exam	1	40 marks (80%)

Tourism & Hospitality Studies

Level	Term	Items	Frequency	Time spent
S4	1 st	Essay-type questions	6	20 minutes
	2 nd	Essay-type questions	8	30 minutes
	1 st	Test	1	30 minutes
		Quiz	1	20 minutes
	2 nd	Tests	2	40 minutes
		Quiz	1	20 minutes

Half-Yearly Examination

Component	Frequency	Weighting (of exam mark)
Essay-type questions	6	6%
Tests	1	7%
Quiz	1	2%
Half Yearly Exam (1 hr)	1	85%

Final Examination

Component	Frequency	Weighting (of exam mark)
Essay-type questions	8	8%
Tests	2	10%
Quiz	1	2%
Final Exam (1 hr 20 mins)	1	80%

Level	Term	Items	Frequency	Time spent
S5	1 st	Essay-type questions	8	20 minutes
	2 nd	Essay-type questions	10	30 minutes
	1 st	Test	1	35 minutes
		Quiz	2	25 minutes
	2 nd	Test	2	40 minutes
		Quiz	2	25 minutes

Half-Yearly Examination

Component	Frequency	Weighting (of exam mark)
Essay-type questions	8	8%
Tests	1	5%
Quiz	1	2%
Half Yearly Exam (1 hr 30 mins)	1	85%

Final Examination

Component	Frequency	Weighting (of exam mark)
Essay-type questions	10	10%
Tests	2	6%
Quiz	2	4%
Final Exam (2 hours)	1	80%

Level	Term	Items	Frequency	Time spent
S6	1 st	Essay-type questions	8	30 minutes
	2 nd	Essay-type questions	2	30 minutes
	1 st	Tests	3	40 minutes

Half-Yearly Examination

Component	Frequency	Weighting (of exam mark)
Tests (40 mins.)	3	10%
Half Yearly Exam (2 hr 15 mins)	1	90%

Mock Examination

Component	Weighting
Mock Exam	
Paper 1 (1 hr 30 mins)	45%
Paper 2 (1 hr 15 mins)	55%

VISUAL ARTS

Frequency and amount of class work and homework

Level	Artwork/ Homework	No. of Artwork
S1	Artwork: 1 per unit Homework: At least 1 Research/ Art appreciation exercise/ Online exercise per unit	1 st term - 2 2 nd term - 4
S2	Artwork: 1 per unit Homework: At least 1 Research/ Art appreciation exercise/ Online exercise per unit	1 st term - 4 2 nd term - 2
S3	Artwork: 1 per unit Homework: At least 1 Research/ Art appreciation exercise/ Online exercise per unit	1 st term - 2 2 nd term - 2
S4	Artwork: 2 per unit Classwork/ Homework: Build-up Exercise/ Essay/ Past Paper Structured/ SBA Proposal/ Research/ Visual Journal/ Exhibition Review	1 st term - 3 sets 2 nd term - 3 sets
S5	Artwork: 2 per unit Classwork/ Homework: Build-up Exercise/ Essay/ Past Paper Structured/ SBA Proposal/ Research/ Visual SBA: 2 sets/ pieces of artworks	1 st term - 3 sets 2 nd term - 3 sets

Examination:

The mark distribution of Half-yearly and Final Examination for each form is as follows:

Half-yearly Examination

S1-2	Artwork Homework Internal Card Design Competition/External Art Competition	80% 20% Bonus
S3	N/A	
S4	Test Examination Classwork/ Homework External Art Competition	10% 40% 50% Bonus
S5	SBA Examination External Art Competition	50% 50% Bonus

Final Examination

S1-3	Artwork Homework Exhibition Review/External Art Competition	80% 20% Bonus
S4	Test Examination Classwork/ Homework External Art Competition	10% 40% 50% Bonus
S5	Test Examination Classwork/ Homework (including SBA) External Art Competition	10% 40% 50% Bonus

Note:

1. For S.1, 2 & 3, the full mark of this subject is 50 and the passing mark is 25.
2. The maximum bonus mark is 5

SCHOOL EXAMINATIONS & ASSESSMENT TESTS

1. Major Examinations

All students have to sit for two examinations, the **Half-yearly Examination** in December (first term) and the **Final Examination** in June (second term). For S 6 students, the Final Examination is replaced by Mock Examination to be held in January and February.

2. Assessment Tests

These are uniform tests for S 1, 2 and 3. They are held twice a year, in October and March. The purpose is to inform the parents of their children's learning progress so that students could do something about the subject(s) which is (are) unsatisfactory. The tests serve as a kind of academic barometer before the 2 major examinations.

3. Other Means of Continuous Assessment

There are other tests and assessments like dictations, group projects, experiments from time to time based on the teaching program of a particular subject.

Please refer to the *Policy on Homework & Tests* posted in school website for more details.

4. Yearly Result

A student's yearly result is for the school to assess whether the student is eligible for promotion to a higher form. The yearly result is composed of one-third of the half-yearly exam score and two-thirds of the final exam score.

5. Promotion Criteria

Whether a student is promoted or not is based on both his academic performance and conduct over the whole academic year.

6. Truancy

If the number of days of truancy amounts to one-third of the total number of school days or more over an academic year (approximately 60 days, including post-exam activities and school functions), the truant is forbidden to sit the final examination unless a formal application for sitting the final examination is made and approved by the school.

Summer Class

S1 – S3:

Any students who fail in any of the three core subjects (Chinese, English and Mathematics) in the Final Exam and Yearly Result must attend the summer classes of the respective subject(s).

S4 – S5:

(a) Any students who fail in any of the four core subjects (Chinese, English, Mathematics and Liberal Studies) in the Final Exam and Yearly Result must attend the summer classes of the respective subject(s).

(b) Any students who pass all core subjects but fail all electives in the Final Exam must submit a summer project on the elective subject, which scored the lowest among all the failed electives.

Supplementary Exam:

S1-S3: There are no supplementary examinations.

S4-S5: The supplementary examinations will take place when the summer class is over.

School Pastoral Care

I. School Discipline

(a) The School Discipline Board:

Discipline Mistress: Ms Tsui Pui Shan (Discipline Room)

Junior Form Co-ordinator: Mr Chu Lap Yin, Mr Ng Kwan Kit Anthony (Staff Room A)

Level	Discipline Teachers	Staff Room
S1	Ms Shum Yuen Ying Jessie	Room A
S2	Mr Chan Chi Yan Leo	Room A
S3	Mr Chow Siu Kit	Room B

Senior Form Co-ordinator: Mr Tse Chun Keung, Mr Ng Yuk King, (Staff Room A & B)

Level	Discipline Teachers	Staff Room
S4	Ms Chan Sze Mei	Room B
S5	Mr Yim Ka Yen Jeffrey	Room A
S6	Mr Wong Ho Yat Marc	Room B

(b) School Uniform

Students of this college should wear school uniform on all prescribed school days and school functions. Students' uniform should conform to the requirements stated in the Student Diary. Students without proper school uniform will not be admitted to class.

(c) Attendance

1. Students should be punctual for school. Parents have to inform the school office in the morning between 8:00 a.m. and 8:30 a.m. by phone (no. 3652 4888) if their sons intend to be absent.
2. Students absent from school because of illness should, on their first day back to school, give a medical certificate and a letter of excuse from their parents to the Form Teacher before school.
3. Students absent from school because of reasons other than illness should obtain prior permission from the principal.
4. As our school does not contract with any school bus operators, students late for school are treated the same way, regardless of the transport they have been taking. Students coming late are not allowed to enter the classrooms, unless they have obtained the "admission slip" from the Discipline Mistress or Senior/Junior Form Discipline Coordinators .
5. On the 7th day of the student's continuous absence, regardless of the reasons for absence, the Principal will report the case to the Education Bureau(EDB) through Websams and refer it to the Counselling Team as well as the School Social Worker for follow-up action.
6. Students asking for early leave should get permission from the Discipline Mistress or Senior/Junior Form Discipline Coordinators, A medical certificate and a letter of excuse from their parents should be submitted to the Form Teacher on their first day back to school.
7. Students who represent the school or the HKSAR for any overseas activities should inform the Discipline Mistress directly and obtain approval from the Principal at least 7 school days in advance.
8. Students who absent themselves from school at any time without reasonable excuse and/or without following the procedures stated above will be penalized.
9. Attendance will be taken for all real-time online lessons.

(d) Safety in School

1. Students should bring their students' ID cards when coming back to school.
2. Students are not allowed to bring outsiders to school without permission.
3. Students should observe all the safety instructions when using school facilities.
4. Students are not allowed to leave school premises during school hours except during lunch break.
5. Students are not to leave their schoolbag unattended. The locker should be used when necessary. (Combination locks are not recommended.)
6. Students should store their mobile phone and other personal valuables in their lockers especially during P.E. lessons.
7. Students are not allowed to leave their personal belongings (including textbooks and sports shoes) inside the students' desk / drawer / plastic box / the class cabinet overnight. These items should be stored in their lockers.
8. Secondary 1 students are given an exclusive area (Triangular playground) to play.
9. Students are not allowed to move across campuses, i.e. from 7K to 26K or vice versa during or between lessons without teachers' permission.
10. A school is a place for students' learning and development. Students should refrain from participating in any risky or illegal activities. Besides, students should not bring any items that carry political message(s) to the school.

(e) Use of mobile phones

Students must turn their mobile phones to "off" mode during lessons.

1. Students are not allowed to use the mobile phone during the lesson/test/exam. All mobile phones should be turned to "off" mode. If the phone is in use/emits sound during lesson/test/exam, it (including the SIM card in use) will be confiscated for 7 school days and will not be returned until after the said period AND a parent's letter is given. (An expensive mobile phone is not recommended.).
2. Students should make sure their wireless connection is switched off (including 3G, 4G & 5G) so as not to act as a hotspot for others.

(f) Conduct and Academic Assessments

These assessments will be held in October/ November and in April and the results will affect the conduct and promotion of the students.

(g) E-discipline System

In order to standardize the criteria for assessing the conduct of students, a conduct assessment system was introduced. It categorizes and records offences that students commit and form-teachers will assess the conduct of their students based on such records.

II. Disciplinary Actions

Verbal warning →

Punishment →

Detention Class (Parents will be informed and record will be kept) →

Internal Suspension (Parents will be interviewed and record will be kept) →

Suspension at Home (Parents will sign the offence record & take the student home. A copy of the offence record may be sent to the EDB for future reference.)

III. School Counselling

School Counselling and Guidance Team

Counselling Mistress: Ms Li Dawn

Coordinators in Each Level:

Level	Coordinators	Staff Room
S1	Ms Li Dawn	Room A
S2	Ms Lin Cherry	Room A
S3	Ms Lo Jacky	Room A
S4	Ms Sin Lily	Room A
S5	Mr Yeung Benny	Room A
S6	Ms Li Dawn	Room A

Duty:

The School Counselling Team will co-ordinate with the School Social Worker and other functional teams within the school in providing customized pastoral support to individual student and at the same time launch guidance programmes for students, parents and teachers.

IV. Social Worker

School Social Workers: Mr Chan Kenneth, Ms Lo Angel

Contact Phone Numbers: 3652 4887 (Ms Lo, school)
3652 4791 (Mr Chan, school)
2549 5106 (office)

Service at school: Monday to Friday (9:00a.m.-5:30p.m.)

Social Worker's Room: Room next to 1A classroom

V. Careers

I. The Careers Team:

Career Master: Mr. Lo Christopher (Staff Room A)

Members: Mr. Chung YL (Staff Room A)

Ms. Chau Dawn (Staff Room A)

Ms. Chen Sylvia (Staff Room A)

Mr. Mak Derek (Staff Room A)

Mr. Wong Anthony (Staff Room A)

Career and Life Planning Coordinator:	Mr. Law Henry	(Staff Room A)
Members:	Mr. Chu David	(Staff Room A)
	Ms. Ho Shirley	(Staff Room A)
	Ms. Ku Jasmine	(Staff Room A)
	Ms. Lee Teresa	(Staff Room A)
	Ms. Lo Jacky	(Staff Room A)
	Mr. Mak Derek	(Staff Room A)
	Mr. Poon Kevin	(Staff Room A)
	Mr. Wong Marc	(Staff Room B)
	Ms. Wong Wendy	(Staff Room A)

Duties:

To assist students in making informed career decisions and guide them to achieve the best match amongst career options, further education opportunities, their capabilities and aspirations.

II. Transcripts and Letters of Recommendation

1. To apply for a transcript, students should ask their parents to write directly to the Principal through the school office and enclose a passport photograph in proper school uniform.
2. To apply for a letter of recommendation, students should fill in the application form obtained from the school office and return it to the school office together with photocopies of the documents required.
3. To apply for predicted grades (S6 students only – September onwards), students should fill in the application form obtained from the school office and return it to the school office together with photocopies of the documents required. S5 students who have finished their S5 final examinations may also apply after private consultation with the Career Master.
4. Applicants should give at least five working days for the school authority to proceed with applications of recommendation letters and transcripts.
5. The school will only issue one transcript to each student. The school office will certify photocopies of the original transcripts, letters of recommendation and certificates on request.
6. Transcripts and letters of recommendation will only be issued during school days. Under certain circumstances, the school will certify photocopies of the documents during long holidays (Christmas, Chinese New Year, Easter and summer holidays) except public holidays.
7. Students who want the school to send certified copies to an overseas institution should consult the Careers Master.
8. Under normal circumstances, the school will help a student to process recommendations for not more than 4 overseas schools / universities.
9. Students who are leaving the school to study abroad should write to inform the Principal formally.

MEASURES FOR INCLEMENT WEATHER CONDITIONS

In light of the experience at times of tropical cyclones and heavy persistent rain, the school has decided to have the following school measures for inclement weather conditions:

1. Students will not be penalized if they arrive late or cannot attend school because of poor weather, road, slope, floods, and traffic or transport conditions.
2. On examination days, school will have special consideration for those who cannot return to school or arrive late because of the aforementioned reason(s).
3. At times of tropical cyclone and heavy persistent rain or when the tropical cyclone signals or rainstorm warnings are lowered and there is no announcement for the closure of schools from the Education Bureau, **parents should use their discretion in deciding whether or not to send their children to school.** If it seems to them that local weather, road, slope, traffic or transport conditions at that time are still not completely normal, they should keep their children at home. The parents (not the students) should inform the school office (3652 4888) by phone. The next day, the students should give a letter of explanation from their parents and the student handbook to the form-teachers before school. If parents wish to know whether the school will be closed at times of bad weather, they may phone the school office.
4. If the Permanent Secretary for Education announces the closure of schools after some students have set out for school or if schools are in session when the Permanent Secretary for Education announces the immediate suspension of classes, **the school will activate the contingency plan to deal with closure of school or suspension of classes.** The school premises will remain open to ensure that students are kept in school until it is safe for them to return home and the school will try to help look after the students arriving or leaving to ensure their safety. Please be reminded that an announcement on closure of school or suspension of classes does not mean that all students are to be sent home immediately.
5. Parents are strongly advised to visit our school website (<http://www.sjc.edu.hk>) for the most updated school announcements.

關於惡劣天氣各項應變措施

鑑於惡劣天氣（熱帶氣旋及暴雨）引致的問題，學校製訂以下有關應變措施：

1. 由於天氣惡劣引致道路阻塞，斜坡傾塌、水浸、交通情況惡劣等情況，學生因遲到或未能返校，學校不會處罰該等學生。
2. 至於考試期間因惡劣天氣引致上述問題發生，學生遲到或未能返校，學校會採取相應措施審慎處理。
3. 在熱帶氣旋及暴雨來臨，或改懸較低熱帶氣旋訊號及暴雨警告訊號，而教育局仍未有公布學校停課的特殊情況，**家長宜自行決定應否讓其子弟上學。**如果家長認為惡劣天氣引致區內道路阻塞，斜坡可能傾塌，交通及運輸系統仍未恢復正常，則應著其子弟留處家中。家長（並非學生）應致電（電話：3652 4888）通知學校其子弟未能返校。翌日學生回校，應向班主任繳交家長通知書及出示學生手冊。如天氣惡劣，家長可致電學校查詢會否停課。
4. 倘若教育局公布因惡劣天氣，學校需要停課，而部份學生經已返校，或在上課時間內教育局常任秘書長公布學校須立即停課，**學校會實行應急措施確保在校學生的安全；學校會繼續開放**，照顧學生，直至天氣情況轉趨穩定，然後才會讓學生在安全情況下回家。請各位家長切記，任何停課公布發出後並非意味學生須立即離開學校。
5. 家長可瀏覽本校網頁 (<http://www.sjc.edu.hk>)，了解最新發佈通告的詳細資料。

CHANGES IN EXAMINATION SCHEDULE DUE TO BAD WEATHER

In the event of a typhoon or other circumstances necessitating the postponement of an examination, the normal examination timetable will be followed and the missed subject(s) will be rearranged.

POLICY ON ABSENTEES BEFORE OR DURING EXAMINATIONS

1. Parents of the students who are sick and unable to attend examinations should inform the school in the first instance.
2. Students who are absent during examinations (including assessments, form tests, oral exams, SBA exams, half-yearly exams, final exams and mock exams) should bring a letter of excuse signed by parents and a medical certificate to the school office within the first three school days back to school.
3. **No supplementary examinations** will be given by the school. The subject teacher will give an assessed mark for subjects missed for evaluation purposes.
4. Students who cannot provide the school with sound evidence (stated in clause 2) will be considered having missed the examinations. Zero mark will be given to the subjects missed.
5. Students missing examinations because of other reasons should inform the school and obtain prior approval if applicable. The results, if any, of the attended subjects will be printed on the report card without any order of merit.
6. Students absent from school one day or more before the examination period without a reasonable excuse will be penalized.

EXTRA LESSON ARRANGEMENTS

On some occasions, our teachers may wish to offer additional exercises, detailed explanation or further assistance to the students. Therefore, extra lessons may be arranged during lunch time, after school, Saturday, Sunday, or during long holidays (i.e. Christmas, Lunar New Year, Easter and Summer vacation).

If students are told to attend extra lesson(s), it is their responsibility to inform their parents.

Students absent from extra lesson should give a letter of excuse / medical certificate / a letter of approval from teacher-in-charge (for those participating in extra-curricular activities) to the teacher concerned. Students absent without reasonable excuse may be penalized.

Students should wear proper school uniform when they attend the extra lessons.

補課安排事宜

為協同學深入了解課程內容，除了平日上課，教師會因應實際情況，安排同學於午膳時間、放學後、週六、週日及學校假期補課，並提供額外課業供同學複習。

如有任何補課，學生應事前通知家長。

若學生未能出席補課，須呈交家長信或醫生證明書(參加課外活動者則須呈交負責老師批函)。

學生必須穿著校服回校補課。

Holiday List

Holidays		Dates		No. of days
1.	The Second Day Following Mid-Autumn Festival	Monday	12 – 9 – 2022	1
2.	National Day	Saturday	1 – 10 – 2022	1
3.	Chung Yeung Festival	Tuesday	4 – 10 – 2022	1
4.	Christmas & New Year Holidays	Monday To Monday	26 – 12 – 2022 To 2 – 1 – 2023	8
5.	Lunar New Year Holidays (Lunar New Year's Day: 22-1-2023)	Monday To Saturday	23 – 1 – 2023 To 4 – 2 – 2023	13
6.	St. Joseph's Feast Day Holiday	Friday	24 – 3 – 2023	1
7.	Ching Ming Festival & Easter Holidays (Good Friday: 7-4-2023)	Monday To Saturday	3 – 4 – 2023 To 15 – 4 – 2023	13
8.	Labour Day	Monday	1 – 5 – 2023	1
9.	St. La Salle Feast Day Holiday	Tuesday	16 – 5 – 2023	1
10.	The Catholic School Teachers' Day	Thursday	25 – 5 – 2023	1
11.	Buddha's Birthday	Friday	26 – 5 – 2023	1
12.	Tuen Ng Festival	Thursday	22 – 6 – 2023	1
13.	HKSAR Establishment Day	Saturday	1 – 7 – 2023	1
14.	Summer Vacation	Monday To Thursday	17 – 7 – 2023 To 31 – 8 – 2023	46
Total:				90

NOTE:

All days mentioned in this list are inclusive.

School re-opens for the new academic year (2022-23) on **Friday, September 1, 2023.**

School Calendar

2022	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Particulars
Sept					1	2	3	9: Freshmen Day 12: The Second Day following Mid-Autumn Festival 16: Swimming Gala 19: School Opening Mass 25 & 26: Academic Prize-giving Day 1 & Day 2 30: Dress Casual Day
	4	5	6	7	8	9	10	
	11	(12)	13	14	15	16*	17	
	18	19*	20	21	22	23	24	
	25*	26*	27	28	29	30		
Oct							(1)	1: National Day 3: Annual Athletics Meet (Heat) 4: Chung Yeung Festival 5: Winter Time-table starts 5-7: Recruitment Week 8: AGM of PTA 12-31: First Assessment & Test (S1-3)
	2	3*	(4)	5*	6	7	8*	
	9	10	11	12*	13*	14*	15	
	16	17*	18*	19*	20*	21*	22	
	23	24*	25*	26*	27*	28*	29	
	30	31*						
Nov			1*	(2)	3*	4	5*	1: Annual Athletics Meet (Final) 2: Discretionary Holiday 1 3: Inter-school Swimming Competition / SDD1 4: S6 Biology Field Trip 5: Walkathon / S3 Talk on Senior Secondary Curriculum 7-18: ECA Week 9: School Cross Country Competition 12: PTA Outing 18: AGM of OBA 18: Inter-school Cross Country Competition 26: New S1 Admission Talk
	6	7	8	9*	10	11	12*	
	13	14	15	16	17	18*	19	
	20	21	22	23	24	25	26*	
	27	28	29	30				
Dec					1	2	3*	3-22: Half-Yearly Exam (Saturday included) 23: Advent Mass & Christmas Party 26: Green & White Ball 26/12-2/1: Christmas & New Year Holidays
	4	5*	6*	7*	8*	9*	10*	
	11	12*	13*	14*	15*	16*	17*	
	18	19*	20*	21*	22*	23	24	
	25	(26)	(27)	(28)	(29)	(30)	(31)	
2023 Jan	(1)	(2)	3	4	5	6	7	20: S6 Last School Day with Lesson 22: Lunar New Year's Day 23/1-4/2: Lunar New Year Holidays
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	(23)	(24)	(25)	(26)	(27)	(28)	
	(29)	(30)	(31)					
Feb				(1)	(2)	(3)	(4)	6/2-2/3: S6 Mock Exam 8: CBS Athletics Meet 12: Parents' Day 13: Discretionary Holiday 2 14, 17 & 21: Inter-school Athletics Meet 19: 148 th Anniversary Open Day 20: Discretionary Holiday 3 21: Staff Development Day 2 & Staff Meeting 22: S3 Soci-Game 25: S1 DP Interview
	5	6*	7*	8*	9*	10*	11	
	12*	(13)	14*	15*	16*	17*	18	
	19*	(20)	21*	22*	23*	24*	25*	
	26	27*	28*					

2023	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Particulars
March				1*	2*	3	4	6-21: Second Assessment & Test (S1-3) 22: St. Joseph's Feast Day 24: St. Joseph's Feast Day Holiday 27-31: Students' Festival
	5	6*	7*	8*	9*	10*	11	
	12	13*	14*	15*	16*	17*	18	
	19	20*	21*	22*	23	(24)	25	
	26	27*	28*	29*	30*	31*		
April							1	3-15: Easter Holidays & Ching Ming Festival 21-27: DSE Exam: Core Subjects 24-28: Religious Festival
	2	(3)	(4)	(5)	(6)	(7)	(8)	
	(9)	(10)	(11)	(12)	(13)	(14)	(15)	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
May		(1)	2*	3	4	5	6	1: Labour Day 2: Summer Time-table starts 13: Internal Talent Quest (Tentative) 15: St. La Salle Feast Day 16: St. La Salle Feast Day Holiday 20: PTA Annual Dinner 24: ECA Prize-giving Ceremony 25: Catholic School Teachers' Day 26: Buddha's Birthday
	7	8	9	10	11	12	13*	
	14	15*	(16)	17	18	19	20*	
	21	22	23	24*	(25)	(26)	27	
	28	29	30	31				
June					1	2	3*	3-21: S1-S5 Final Exam (Saturday included) 14 & 15: S3 TSA 22: Tuen Ng Festival 30: Graduation Ceremony
	4	5*	6*	7*	8*	9*	10*	
	11	12*	13*	14*	15*	16*	17*	
	18	19*	20*	21*	(22)	23	24	
	25	26	27	28	29	30*		
July							(1)	1: SAR Establishment Day 7: Annual School Concert (Tentative) 10: Staff Development Day 3 (Tentative) 11: SU Election (Tentative) 13: S1 Registration 14: S1-S4 Entrance Exam 17/7-31/8: Summer Vacation 18: Pre-S1 Attainment Test 19: HKDSE: Release of Results
	2	3	4	5	6	7	8	
	9	10*	11*	12	13	14	15	
	16	(17)	(18)	(19)	(20)	(21)	(22)	
	(23)	(24)	(25)	(26)	(27)	(28)	(29)	
	(30)	(31)						
August			(1)	(2)	(3)	(4)	(5)	22-24: S1 Orientation 26: S1 Parents Orientation 30: Staff Meeting
	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
	(13)	(14)	(15)	(16)	(17)	(18)	(19)	
	(20)	(21)	(22)	(23)	(24)	(25)	(26)	
	(27)	(28)	(29)	(30)	(31)			

Key :

()	School Holiday
()	Public Holiday
Date*	Special Functions (e.g. Swimming Gala, School Exam, Parents' Day etc.)

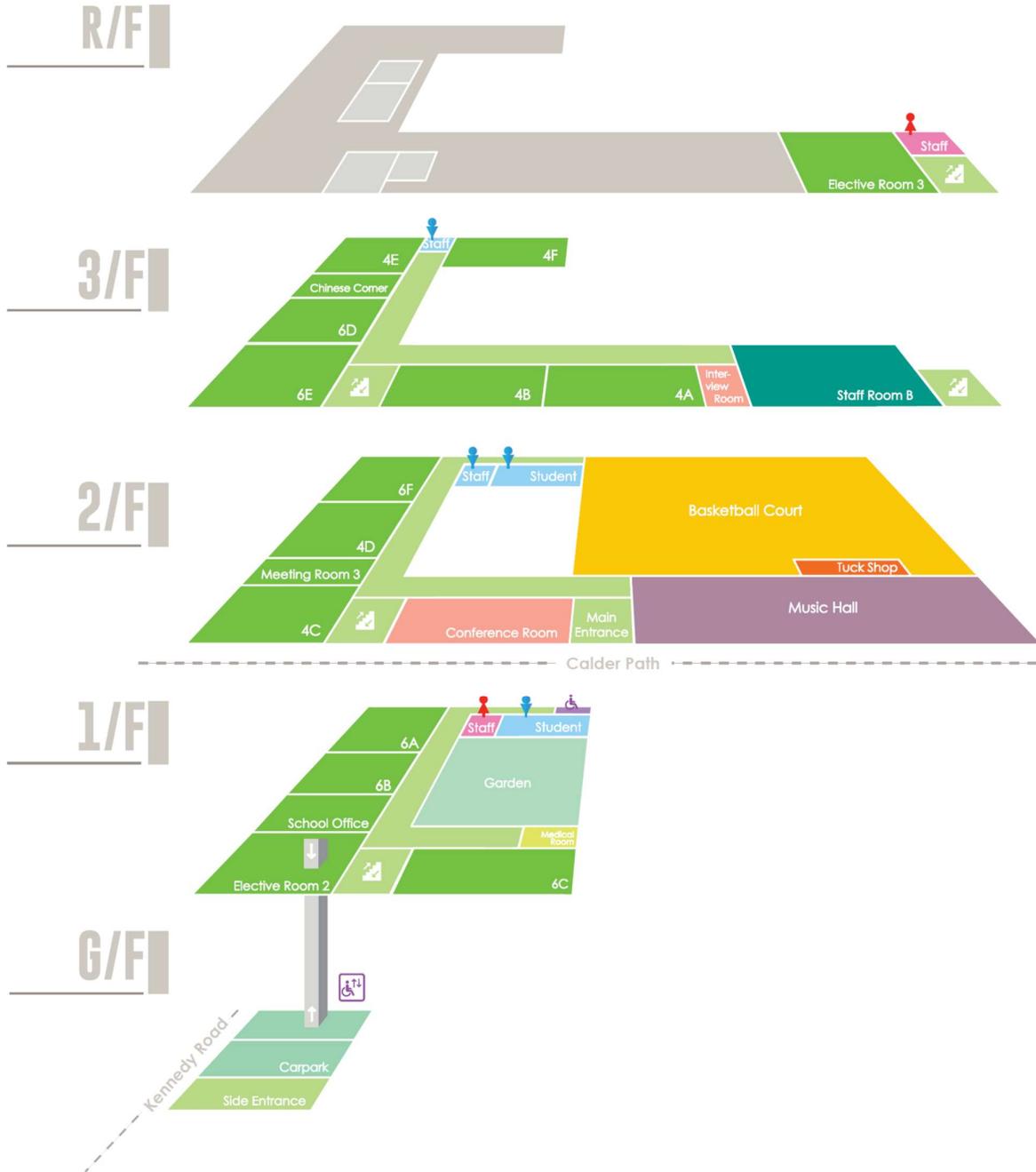
St. Joseph's College

School Map 2022-2023
7 Kennedy Road



St. Joseph's College

School Map 2022-2023
26 Kennedy Road



SCHOOL RALLY

All through our College a voice is resounding;
Promptly respond to your duty's clear call;
Harken you all for the trumpet is sounding:
Your Mater's proclaiming her watchward to all.

(Chorus)

Forward, nor flinch nor fear, ever with hearts sincere,
Render with joy to your Mater her due;
All that is vile reject; heaven will e'er protect,
Sons of St. Joseph's valiant and true.

"Labour and Virtue" your motto still bearing,
Forward with courage in ways that are just;
True to your standard be doing and daring,
As faithful Josephians in Heaven you trust. *(Repeat Chorus)*

Onward and upward in life's earnest battle,
Joyously bearing the brunt of the fight,
Nobly forgiving for aught that may pain you,
And bravely defending the cause of the right. *(Repeat Chorus)*

Lift up your hearts for a Kingdom awaits you,
Honour and virtue with courage defend;
Serve Him in life who in death can reward you,
And vow to be faithful and true to the end. *(Repeat Chorus)*