

Chan's Creative School (H.K. Island)
School Policy on Assessment(Updated August 2023)

A. Aims of Assessment:

1. For students
 - To understand the learning objectives, as well as their learning progress
 - To understand their strengths and weaknesses in learning
 - To identify their learning needs and ways to improve learning so that they can eventually become self-directed learners
2. For parents
 - To understand the strengths and weaknesses of their children
 - To consider how to collaborate with schools in improving their children's learning
 - To have reasonable expectations on their children
3. For teachers and schools
 - To identify the strengths and weaknesses of their students in learning
 - To provide quality feedback and concrete suggestions for students on how to improve their performance
 - To review and adjust the learning objectives, expectations on students, curriculum design and content, teaching strategies and activities so that they can better suit the needs and abilities of their students and enhance the effectiveness of learning and teaching
 - To evaluate the effectiveness of the school-based curriculum and improve the quality of teaching

B. Arrangement of Assessment:

(1) Subjects

				Percentage
First Term	Mid-term exam	P.1 (Formative assessment)	Chinese, English, Maths, General Studies (Results are not included when calculating students' final scores)	/
		P.2 to P.6	Chinese, English, Maths, General Studies	40%
	Final exam	P.1 (Formative assessment)	Chinese, English, Maths, General Studies (Results are not included when calculating students' final scores)	/
		P.2 to P.5 P.6 (for mark submission)	Chinese, English, Maths, General Studies, Music, PE, Visual Art, Putonghua, IT	60%
Second Term	Mid-term exam	P.1 to P.5	Chinese, English, Maths, General Studies	40%
	P.6 (Final exam)	P.6 (for mark submission)	Chinese, English, Maths, General Studies, Music, PE, Visual Art, Putonghua, IT	100%
	Final exam	P.1 to P.4 P.5 (for mark submission)	Chinese, English, Maths, General Studies, Music, PE, Visual Art, Putonghua, IT	60%
		P.6	Chinese, English, Maths (Mock paper for Pre-S1)	/

Remarks:

1. P.5 Second Term Final Exam, P.6 First Term Final Exam and P.6 Second Term Final Exam are arranged as internal assessments for Secondary School Places Allocation. Subjects to be assessed include Chinese, English, Maths, General Studies, Music and Visual Art.
2. Promotion and repetition arrangement is based on students' average performance in the second term and individual learning needs. Decision will be made after the school and parents reach a consensus.

(2) Exam grades

Grade	Mark
A	86-100
B	70-85
C	60-69
D (Fail)	30-59
E (Fail)	0-29

3. Conduct grades

a. Apart from academic performance, student attendance, and award and punishment, conduct grade is also indicated on the report card. Conduct grade is decided base on students' behavioural performance and record of award and punishment.

b. Grading scale:

Grade	Student performance
A+, A, A-	Excellent
B+, B, B-	Good
C+, C, C-	Fair
D+, D, D- (Fail)	Unsatisfactory
E+, E, E- (Fail)	Poor

4. Assessment information

Remarks: The weighting of the assessment is decided base on Guideline for School Internal Assessment.

Subject	Sub-paper	Percentage				Proportion for mark submission
		P.1 to P.2		P.3 to P.6		
		Mid-term exam	Final exam	Mid-term exam	Final exam	
Chinese	Reading	100%	80%	80%	65%	9
	Writing			20%	20%	
	Listening		10%		5%	
	Speaking		10%		10%	
	Penmanship (Final exam)	Grade				
	# Dictation	Grade				N/A

Subject	Sub-paper	Percentage				Proportion for mark submission	
		P.1 to P.2		P.3 to P.6			
		Mid-term exam	Final exam	Mid-term exam	Final exam		
English	GE Paper	Reading	100%	80%	80%	65%	9
		Grammar Usage					
		Writing (P.1 to P.2)					
	Writing (P.3 to P.6)			20%	20%		
	Listening		10%		5%		
	Speaking		10%		10%		
	Penmanship	Grade					
	# Dictation	Grade				N/A	

Average mark

Subject	Sub-paper	Percentage	Proportion for mark submission
Maths	Written paper	100%	9

Subject	Sub-paper	Percentage		Proportion for mark submission
		P.1 to P.5	P.5 to P.6 (for mark submission)	
General Studies	Written paper	80%	100%	6
	Data collecting and project learning *	20%	N/A	

* Not applicable for mid-term exam and assessment 1

Subject	Sub-paper	Percentage		Proportion for mark submission	
		P.1 to P.5 (not for mark submission)	P.5 to P.6 (for mark submission)		
Visual Art	Exam art work	40%	80%	3	
	Classwork	Art work	30%		10%
		Oil painting (School-based curriculum)	10%		10% (Oil painting or ink wash painting)
		Ink wash painting (School-based curriculum)	10%		N/A
		Lesson performance	10%		N/A

Subject	Sub-paper	Percentage			Proportion for mark submission
		P.1 to P.2	P.3 to P.5 (not for mark submission)	P.5 to P.6 (for mark submission)	
Music	Singing	60%	60%	30%	2
	Lesson performance	10%	10%	10%	
	Knowledge	30%	N/A	N/A	
	Recorder	N/A	30%	30%	
	Written paper (music theory, listening, composing)	N/A	N/A	30%	

Subject	Sub-paper	Percentage		Proportion for mark submission
		P.1 to P.3	P.4 to P.6	
PE	Written paper (Subject knowledge)	N/A	20%	0
	Fencing (School-based curriculum)	20%	20%	
	Skill 1, 2	70%	50%	
	Lesson performance	10%	10%	

Subject	Sub-paper	Percentage	Proportion for mark submission
IT	Practical assessment 1 (School-based curriculum)	40%	0
	Practical assessment 2 (Key learning points)	40%	
	Classwork	10%	
	Lesson performance	10%	

Subject	Sub-paper	Percentage	Proportion for mark submission
Putonghua	Written paper (Listening and phonetic knowledge)	40%	0
	Speaking	50%	
	Lesson performance	10%	

Chan's Creative School (H.K. Island)
School Policy on Homework

A. Aims:

1. For students
 - It helps students understand their own progress and problems, and provides them with opportunities to learn to solve problems.
 - It not only consolidates classroom learning but also prepares students for new learning and facilitates self-learning.
2. For parents
 - Parents can understand their children's progress and learning styles so as to provide timely support for their children.
 - Parents can understand the requirements of the school curriculum so that parents and schools can work together to help students improve their learning.
3. For teachers and schools
 - It helps teachers identify students' learning problems and adjust the teaching plans and strategies in order to provide timely feedback to students and enhance their learning effectiveness.
 - It provides information on the knowledge students have acquired and the skills, attitudes and values they have developed. It gives effective feedback on the planning and implementation of the curriculum.

B. Strategies:

1. Students are asked to make effective use of different learning resources including libraries and other community resources, the Internet and e-learning platforms so as to develop their learning to learn and independent learning capabilities.
2. Diversification: Different types and formats of homework can be assigned to motivate students in learning.
3. Strengthening reading: The homework is conducive to developing students' interests in and habit of reading, so as to help students build a solid foundation for life-long learning.
4. Appropriate amount of homework will be given to students.
5. Class teacher period (8th period): With class teachers' assistance, students have to finish some of their homework.

C. The role of parents:

1. Parents can help in setting a regular schedule for homework and creating an environment at home that enables learning to take place, e.g. turning off the TV to remove distractions. Parents may also help their children develop a good habit of rest and work and help them plan their homework based on the requirements and priority, make schedules and start working well ahead of time to ensure that the homework can be completed on time.
2. In order to assist their children in knowing their responsibility regarding learning and self-care and in developing their own self-management skills, parents may guide their children to make effective use of the Homework Log in their handbooks.
3. Parents should have appropriate expectations on their children and understand more about their children's difficulty and needs so as to provide timely support for their children. They should care about their children as well as appreciate and acknowledge their efforts. When their children encounter difficulties, understanding and encouragement should be offered.
4. Parents should make effective use of different channels for communication, keep in contact with teachers and understand students' learning progress, attitudes, habits and performance. Parents can also understand more about their children's strengths and weaknesses through the teachers' feedback on their homework so that they can help their children improve and further develop their potential.
5. Parents should ensure that their children have sufficient time to rest so that their children can enjoy extra-curricular activities such as reading, sports and arts programmes. All-round and balanced development, both physically and mentally, should be fostered.

Chan's Creative School (H.K. Island)
School Policy on Homework Arrangement and Marking Guidelines (August 2023 Updated)

A. Homework Arrangement

1. Aims:

- 1.1 It helps students understand their own progress and problems,
- 1.2 Provides students with opportunities to learn to solve problems.
- 1.3 It helps teachers identify students' learning problems and adjust the teaching plans and strategies in order to provide timely feedback to students and enhance their learning effectiveness.
- 1.4 Parents can understand the requirements of the school curriculum so that parents and schools can work together to help students improve their learning.

2. Strategies:

- 2.1 Appropriate amount of homework will be given to students.

3. Types of homework:

Workbook, Worksheets, Writing, Supplementary exercises, Notebook, Exercises books(Maths)

B. B. Marking Guidelines:

1. Teacher should complete the marking within two days.
2. Teachers should use clear and consistent symbols when marking, and also keep students' homework tidy.
3. Teachers should follow up the students' typos and corrections.
4. Except for supplementary exercises, all student corrections should be marked by teacher, and marked with "read" after correction.

homework abbreviation code

中文科 Chinese	簡稱 code	英文科 English	簡稱 code	數學科 Mathematics	簡稱 code
詞語 Writing	詞	Worksheet 工作紙	WS	作業 Workbook A	作
抄書 Writing	抄	Writing 抄寫	Wr	三階工作紙 Workbook B	冊
作業工作紙 Workbook A	作工	Supplementary Exercises 補充作業	Supp Ex	工作紙 Worksheet	工
作業習作簿 Workbook B	作習	Dictation 默書	Dict	補充作業 Supplementary Exercises	補
語文工作紙 Worksheet	語工	Notebook 自學簿	NB	數學 A 簿 Exercises book A	A
補充作業 Supplementary Exercises	補	Correction 改正	Corr	自學簿 Notebook	自
習字 Calligraphy	習字	Parent's Signature 家長簽名	Sign	改正 Correction	改
默書 Dictation	默	Self-Learning Booklet 小秘笈	SLB	小秘笈 Self-Learning Booklet	笈
改正 Correction	改			常識科	簡稱
簽名 Parent's Signature	簽			作業 Workbook	作
自學簿 Notebook	自			工作紙 Worksheet	工
小秘笈 Self-Learning Booklet	笈			資料搜集 Self study Worksheet	搜
				剪報工作紙 News Clipping Worksheet	剪
				自學簿 Notebook	自