



Established 1875

SCHOOL PROFILE 2021-2022

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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 146 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 Ng Tony (Sponsoring Body Manager)	Ms Thong Elizabeth (Independent Manager)
	Mr Ku Eric (Sponsoring Body Manager)	Mr Yen Michael (Alumni Manager)
	Mr Wong Kenneth (Sponsoring Body Manager)	Mr Sin Kai Chi (Parent Manager)
	Ms Ma Veronica (Sponsoring Body Manager)	Mr Leung Carl (Alternate Parent Manager)
	Ms Tam Millie (Sponsoring Body Manager)	

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

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

FORM-TEACHERS

Class	Form-teacher
1A	Ng Anthony
1B	Man Raymond
1C	Chan Leo
1D	Shum Jessie
1E	Pang Windsor

Class	Form-teacher
2A	Lin Cherry
2B	Chung YL
2C	Mak Janice
2D	Poon KF
2E	Law Henry

Class	Form-teacher
3A	Ku Jasmine
3B	Sin Lily
3C	Ip KK
3D	Yeung Benny
3E	Lo Christopher

4A	Tsang Heskey
4B	Wong Terence
4C	Lo Jacky
4D	Wong Wendy
4E	Kam Ryan
4F	Suen Rani

5A	Chan Peggy
5B	Fok Jasmine
5C	Wong Esther
5D	Yam PY
5E	Lee James
5F	Ting Loretta

6A	Yeung Rani
6B	Tam CY
6C	Wong Marc
6D	Wong Cherryl
6E	Yam Christine
6F	Ng YK

SUBJECT TEACHERS

Br Chan Kok Keong Jeffrey

Ms Chan Sze Mei

Ms Chan Yuk Wa Chloe

Mr Cheng Chi Shan Chris

Mr Chow Siu Kit

Mr Chung Cheuk Ting Berton

Mr Hung Wai Wai

Mr Kwok Tik Man

Ms Mok Hoi Kiu Sandy

Ms Sung Nga Lai Christy

Ms Tai Wai Sze Alice

Ms Tsui Kit Mei Sammy

Mr Wong Siu Lun Joseph

Ms Calver Karina

Mr Chan Yu Sum Alfred

Ms Chau Sze Man Dawn

Mr Cheng Steven Wai Kit

Mr Chu Lap Yin David

Ms Ho Shuk Yan Shirley

Ms Ip Wun Ling

Ms Li Suk Ha Dawn

Ms Mok Tsz Wai Athene

Mr Szeto Chung Wang Godwin

Ms To Ching Yee

Ms Tsui Pui Shan

Mr Yim Ka Yen Jeffrey

Ms Chan Kin Wah Christina

Mr Chan Yuen Ko Tony

Ms Chen Xiao Jun Sylvia

Ms Cheung Wing Jing Ada

Ms Chu Mei Ling

Mr Hung Kar Wai Steve

Ms Kwan Ming Fong Susanna

Mr Mak Li Tak Derek

Mr Sin Ka Ming Frankie

Mr Tam Kwok Kuen

Mr Tse Chun Keung

Mr Wong Kam Chak Sunny

Ms Young Mei Li Maria

ASSISTANT TEACHERS

Mr Cheng Ka Wai Kyle

Mr Mang Kwan Ho Leon

Mr Szeto Wing

STUDENT COUNSELOR

Ms Cheng Ho Yee Penelopy

Ms Wong Shing Chung

EXECUTIVE OFFICER

Ms Liu Hoi Sze Gladys

TELEPHONE DIRECTORY

GENERAL OFFICE

3652 4888

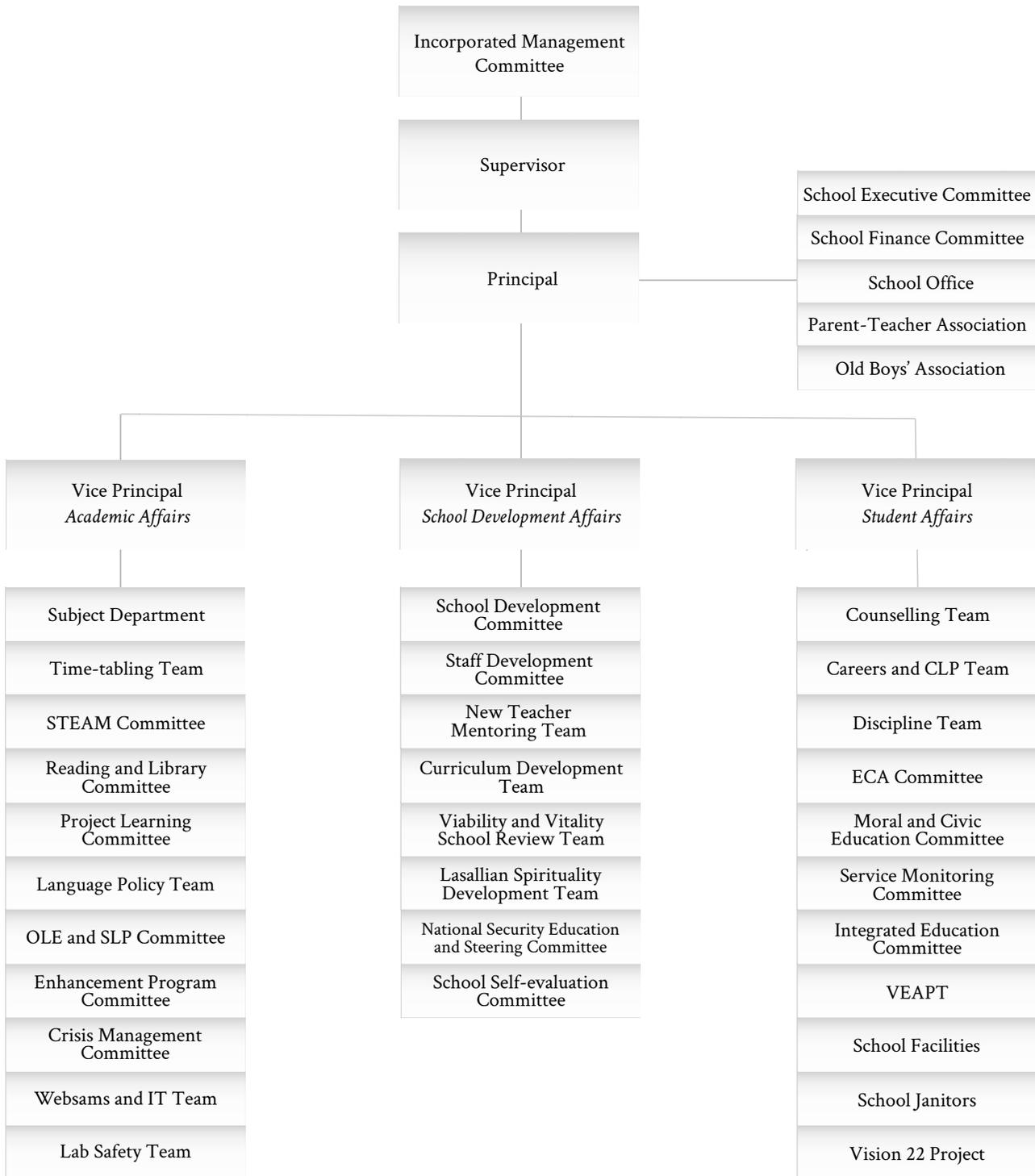
FAX NO. 28770232

Rm	Name	Tel. No.	Rm	Name	Tel. No.
Supervisor	Brother Chan Kok Keong, Jeffrey	800	F	Calver Karina	835
Principal	Wong Yuen Fan	801	F	Cheng Ho Yee, Penelopy	871
A	Chan Chi Yan, Leo	832	F	Cheng Ka Wai, Kyle	874
A	Chan Yu Sum, Alfred	819	F	Ip Wun Ling	839
A	Chan Yuen Ko, Tony	812	F	Kam Wing Yin, Ryan	895
A	Cheng Steven Wai Kit	803	F	Lin Chi Yan, Cherry	824
A	Chu Lap Yin, David	829	F	Mak Li Tak, Derek	866
A	Chung Cheuk Ting, Berton	808	F	Mang Kwan Ho, Leon	844
A	Chung Yun Lam	822	F	Mok Hoi Kiu, Sandy	814
A	Hung Kar Wai, Steve	861	F	Pang Yuen Shan, Windsor	870
A	Ip Kit Keung	830	F	Shum Yuen Ying, Jessie	810
A	Lee Chun Yu, James	820	G	Chan Sze Mei	857
A	Man Lok Ho, Raymond	849	G	Chan Yuk Wa, Chloe	865
A	Poon Kam Fai, Kevin	851	G	Chow Siu Kit	859
A	Tam Chong Yiu, Jason	828	G	Hung Wai Wai, Jason	841
A	Tsang Chi Lai, Heskey	864	G	Kwok Tik Man	811
A	Tse Chun Keung	852	G	Mak Hoi Ying, Janice	804
A	Wong Kam Chak, Sunny	860	G	Ng Yuk King	855
A	Wong Siu Lun, Joseph	802	G	Sn Ka Ming, Frankie	848
A	Yeung Ming Him, Benny	847	G	Wong Cheryl	825
A	Yim Ka Yen, Jeffrey	807	G	Wong Ho Yat, Marc	805
B	Chan Kin Wah, Christina	873	MUS	Cheng Chi Shan, Chris	868
B	Cheung Wing Jing, Ada (Part-time VA)	713	MUS	Mok Tsz Wai, Athene (Part-time)	868
B	Kwan Ming Fong, Susanna	833	General Office (7KR)		888
B	Law Wai Yin, Henry	843	Janitor Desk (7KR)		880
B	Lo Christopher	827	Canteen		3905 1784
B	Suen Lam	826	Lib.	Tai Wai Sze, Alice	883
C	Chu Mei Ling	837	Lib.	Ng Makiyo	884
C	Fok Pui Yee, Jasmine	817	Social Worker	Chan Kenneth	791
C	Ku Sze Lai, Jasmine	821	Social Worker	Wong Vienna	887
C	To Ching Yee	831	Office	Hung Vonny	898
C	Wong Wun Kiu, Esther	806		Lai Lambert	875
C	Yam Pui Yi	858		Leung Angel	878
D	Chau Sze Man, Dawn	845		Li Chris	879
D	Wong Ming Yan, Wendy	818		Liu Gladys	896
D	Young Mei Li, Maria	869		Poon Olivia	885
E	Chan Tsui Lin, Peggy	809		So Sally	872
E	Chen Xiaojun, Sylvia	816		Yeung Suzanna	877
E	Ho Shuk Yan, Shirley	813	IT	Tsang Helen	891
E	Li Suk Ha, Dawn	842	IT	Yeung Shing Kwan	892
E	Lo Cheuk Ki, Jacky	815	Lab.	Chan Ben	881
E	Ng Kwan Kit, Anthony	846	Lab.	Chan Philip	882
E	Sn Wing Cheung, Lily	862	Lab.	Chow Raymond	897
E	Sung Nga Lai, Christy	823			
E	Szeto Chung Wang, Godwin	850			
E	Szeto Wing	890			
E	Tam Kwok Kuen	853			
E	Ting Po Yee, Loretta	856			
E	Tsui Kit Mei, Sammy	840			
E	Tsui Pui Shan	836			
E	Wong Shing Chung, Cheryl	886			
E	Wong Yik Hong, Terence	863			
E	Yam Ka Min, Christine	867			
E	Yeung Wing Tsz, Rani	838			

Staff email address

Rm	Name	Tel. No.	Rm	Name	Tel. No.
	Brother Chan Kok Keong, Jeffrey	brjeffrey@sjc.edu.hk	F	Calver Karina	kcalver@sjc.edu.hk
	Wong Yuen Fan	yfwong@sjc.edu.hk	F	Cheng Ho Yee Penelopy	pcheng@sjc.edu.hk
A	Chan Chi Yan, Leo	lchan@sjc.edu.hk	F	Cheng Ka Wai, Kyle	kcheng@sjc.edu.hk
A	Chan Yu Sum, Alfred	achan@sjc.edu.hk	F	Ip Wun Ling	wlip@sjc.edu.hk
A	Chan Yuen Ko, Tony	tonychan@sjc.edu.hk	F	Kam Wing Yin, Ryan	rkam@sjc.edu.hk
A	Cheng Steven Wai Kit	scheng@sjc.edu.hk	F	Lin Chi Yan, Cherry	din@sjc.edu.hk
A	Chu Lap Yin, David	lychu@sjc.edu.hk	F	Mak Li Tak, Derek	dmak@sjc.edu.hk
A	Chung Cheuk Ting, Berton	bchung@sjc.edu.hk	F	Mang Kwan Ho, Leon	lmang@sjc.edu.hk
A	Chung Yun Lam	ylchung@sjc.edu.hk	F	Mok Hoi Kiu, Sandy	smok@sjc.edu.hk
A	Hung Kar Wai, Steve	shung@sjc.edu.hk	F	Pang Yuen Shan, Windsor	wpang@sjc.edu.hk
A	Ip Kit Keung	kkip@sjc.edu.hk	F	Shum Yuen Ying, Jessie	jshum@sjc.edu.hk
A	Lee Chun Yu, James	cylee@sjc.edu.hk			
A	Man Lok Ho, Raymond	rman@sjc.edu.hk	G	Chan Sze Mei	szemeichan@sjc.edu.hk
A	Poon Kam Fai, Kevin	kfpoon@sjc.edu.hk	G	Chan Yuk Wa, Chloe	ywchan@sjc.edu.hk
A	Tam Chong Yiu, Jason	cytam@sjc.edu.hk	G	Chow Su Kit	skchow@sjc.edu.hk
A	Tsang Chi Lai, Heskey	dtsang@sjc.edu.hk	G	Hung Wai Wai, Jason	wwhung@sjc.edu.hk
A	Tse Chun Keung	cktse@sjc.edu.hk	G	Kwok Tik Man	tmkwok@sjc.edu.hk
A	Wong Kam Chak, Sunny	swong@sjc.edu.hk	G	Mak Hoi Ying, Janice	jmak@sjc.edu.hk
A	Wong Siu Lun, Joseph	slwong@sjc.edu.hk	G	Ng Yuk King	yking@sjc.edu.hk
A	Yeung Ming Him, Benny	mhyeung@sjc.edu.hk	G	Sn Ka Ming, Frankie	kmsin@sjc.edu.hk
A	Yim Ka Yen, Jeffrey	jyim@sjc.edu.hk	G	Wong Cherryl	cherrylwong@sjc.edu.hk
			G	Wong Ho Yat, Marc	hywong@sjc.edu.hk
B	Chan Kin Wah, Christina	kwchan@sjc.edu.hk			
B	Cheung Wing Jing, Ada	acheung@sjc.edu.hk	MUS	Cheng Chi Shan, Chris	ccheng@sjc.edu.hk
B	Kwan Ming Fong, Susanna	skwan@sjc.edu.hk	MUS	Mok Tze Wai, Athene	rlee@sjc.edu.hk
B	Law Wai Yin, Henry	hlaw@sjc.edu.hk			
B	Lo Christopher	chrislo@sjc.edu.hk	Lib.	Tai Wai Sze Alice	atai@sjc.edu.hk
B	Suen Lam	lsuen@sjc.edu.hk	Lib.	Ng Makiyo	pyng@sjc.edu.hk
C	Chu Mei Ling	mlchu@sjc.edu.hk	社工	Chan Kenneth	kchan@sjc.edu.hk
C	Fok Pui Yee, Jasmine	jfok@sjc.edu.hk	社工	Wong Vienna	vwong@sjc.edu.hk
C	Ku Sze Lai, Jasmine	jku@sjc.edu.hk			
C	To Ching Yee	cyto@sjc.edu.hk	Office	Hung Vonny	vonnyhung@sjc.edu.hk
C	Wong Wun Kiu, Esther	ewong@sjc.edu.hk	Office	Lai Lambert	llai@sjc.edu.hk
C	Yam Pui Yi	pyyam@sjc.edu.hk	Office	Leung Angel	wmleung@sjc.edu.hk
			Office	Li Chris	chrisli@sjc.edu.hk
D	Chau Sze Man, Dawn	dchau@sjc.edu.hk	Office	Liu Gladys	gliu@sjc.edu.hk
D	Wong Ming Yan, Wendy	mywong@sjc.edu.hk	Office	Poon Olivia	opoon@sjc.edu.hk
D	Young Mei Li, Maria	myoung@sjc.edu.hk	Office	So Sally	sallyso@sjc.edu.hk
			Office	Yeung Suzanna	syueung@sjc.edu.hk
E	Chan Tsui Lin, Peggy	pchan@sjc.edu.hk			
E	Chen Xiaojun, Sylvia	schen@sjc.edu.hk	IT	Tsang Helen	htsang@sjc.edu.hk
E	Ho Shuk Yan, Shirley	sho@sjc.edu.hk	IT	Yeung Shing Kwan	skyeung@sjc.edu.hk
E	Li Suk Ha, Dawn	shli@sjc.edu.hk			
E	Lo Cheuk Ki, Jacky	jlo@sjc.edu.hk	Lab.	Chan Ben	benchan@sjc.edu.hk
E	Ng Kwan Kit, Anthony	anthonyng@sjc.edu.hk	Lab.	Chan Philip	ctchan@sjc.edu.hk
E	Sn Wing Cheung, Lily	wcsin@sjc.edu.hk	Lab.	Chow Raymond	rchow@sjc.edu.hk
E	Sung Nga Lai, Christy	csung@sjc.edu.hk			
E	Szeto Chung Wang, Godwin	szeto@sjc.edu.hk			
E	Szeto Wing	wszeto@sjc.edu.hk			
E	Tam Kwok Kuen	kktam@sjc.edu.hk			
E	Ting Po Yee, Loretta	lting@sjc.edu.hk			
E	Tsui Kit Mei, Sammy	stsui@sjc.edu.hk			
E	Tsui Pui Shan	pstsui@sjc.edu.hk			
E	WONG Shing Chung, Cheryl	cherylwong@sjc.edu.hk			
E	Wong Yik Hong, Terence	twong@sjc.edu.hk			
E	Yam Ka Min, Christine	cyam@sjc.edu.hk			
E	Yeung Wing Tsz, Rani	ryeung@sjc.edu.hk			

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 'De 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

108 staff members work at St. Joseph's College. The staff includes a supervisor, a principal, 3 vice principals and 68 subject teachers. In addition, there are 3 assistant teachers, 2 part-time teachers, 2 student counsellors, 3 laboratory technicians, 1 secretary, 1 executive officer, 6 clerical personnel, 1 library assistant, 2 IT technicians and 14 janitor staff.

STUDENT POPULATION

The school enrollment is 990. 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 33.

QUALIFICATIONS OF TEACHERS

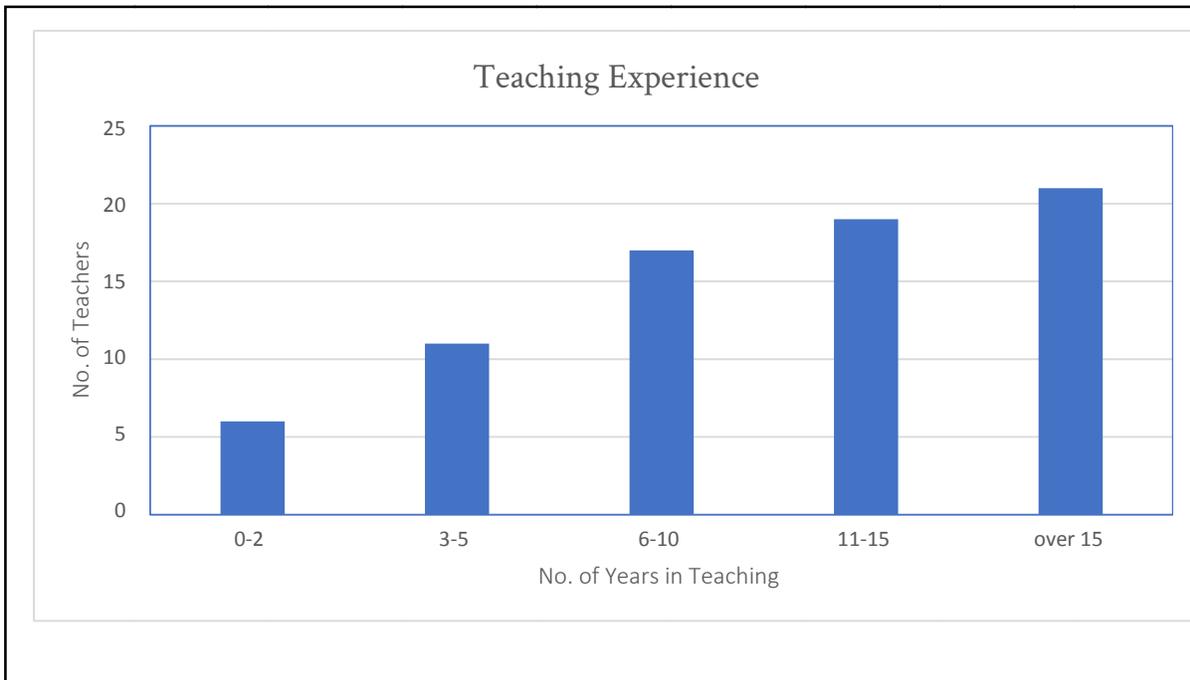
100 % of them possess a bachelor's degree.

55% of them have higher degrees.

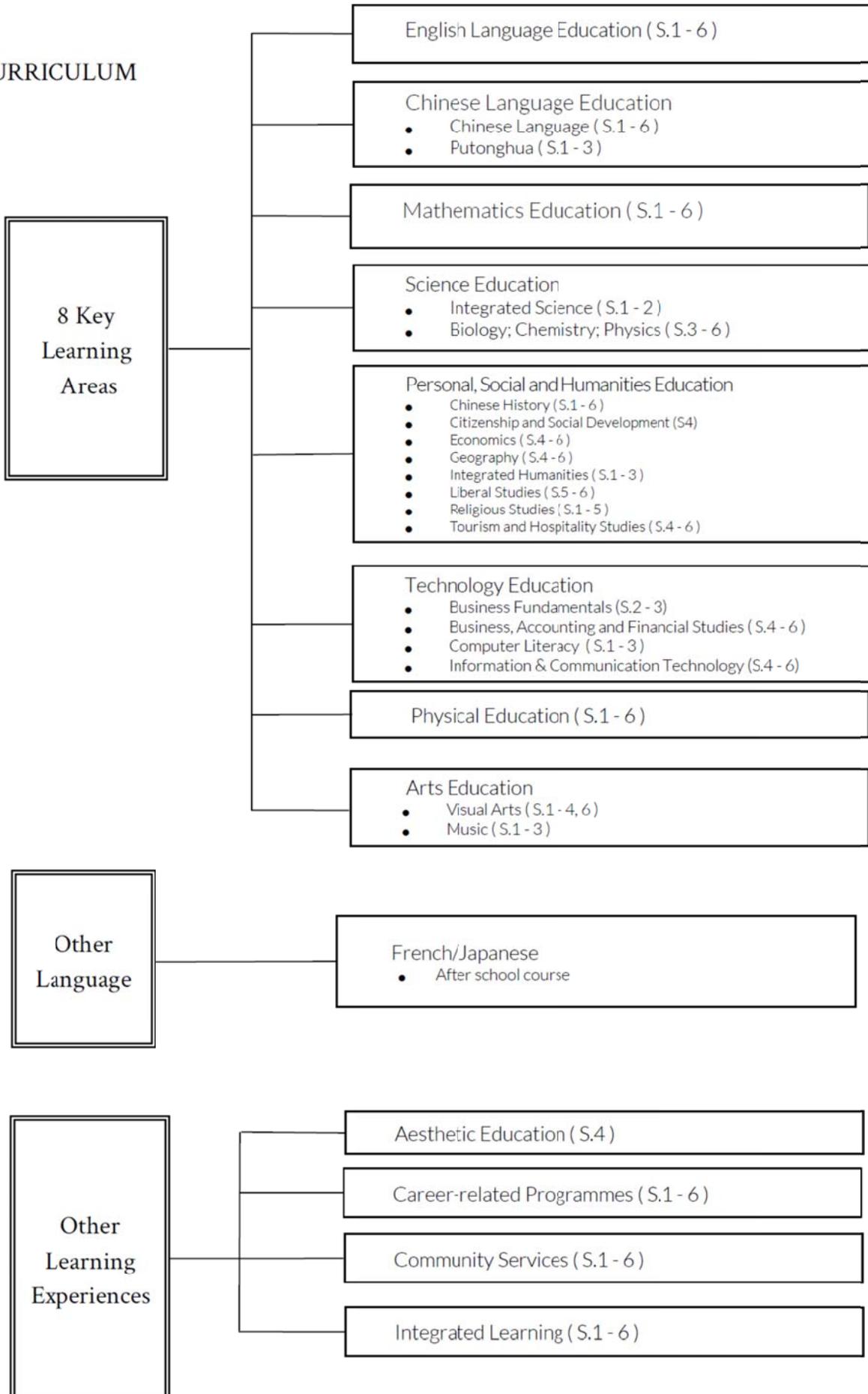
95% of them were professionally trained in teaching.

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	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	/
S2						
S3	Chinese/C(N)/ Chinese in PTH	-	-	-		
S4-6	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				✓	✓	✓
	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.

* () expected number of frequency (tentative)

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 – 3 2 nd term – 6	1 st term – 2 2 nd term – 4	1 st term – 2 2 nd term – 3	-	1 st term – 1 2 nd term – 1
S.4	1 st term – 4 2 nd term – 5	1 st term – 2 2 nd term – 2	1 st term – 2 2 nd term – 3	-	1 st term – 2 2 nd term – 2
S.5	1 st term – 5 2 nd term – 6	-	1 st term – 2 2 nd term – 3	1 st term – 0 2 nd term – 4	1 st term – 2 2 nd term – 2
S.6	1 st term – 2 2 nd term – 1	-	-	1 st term – 5 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 %

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	30 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	每四週一次	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

* 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：

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	60 分鐘	90%	90%
中三	測驗	30 分鐘	10%	10%
	考試	60 分鐘	90%	90%

CHINESE LANGUAGE (S 1-6)

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 every 6 lessons	1 st term -4
	Language exercise weekly		
	Dictation 2 times (1 st term: 2 times)		
	oral practice (4 times a year)		
	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) Integrated Writing (4 times a year)	Twice every 6 lessons	1 st term – 1 2 nd term - 1
	Language exercise weekly		
	Dictation 9 times (1 st term: 4 times; 2 nd term: 5 times)		
	SBA book report (4 times a year)		
	oral practice (4 times a year)		
	Elective Assessment (4 times a year)		
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 every 6 lessons	1 st term - 2 2 nd term - 2
	Language exercise weekly		
	Dictation 9 times (1 st term: 4 times; 2 nd term: 5 times)		
	Cultural Trip project presentation and essay writing		
S3	Language exercise: weekly	Twice every 6 lessons	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 (1 st term: 4; 2 nd term: 5)		
	Oral practices and listening (3 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 every 6 lessons	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 (1 st term: 4; 2 nd term: 5)		
	Oral practices and listening (3 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 every 6 lessons	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 (1 st term: 4; 2 nd term: 5)		
	Oral practices and listening (3 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 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 (8 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 (S2: 7 Lessons) (S3: 9 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 (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
	FOUR Assignments (each requires ONE and a half hour)	10%
	ONE Test	10%
2 nd Term	FOUR Assignments (each requires ONE and a half hour)	10%
	TWO Tests	10%
S5		
1 st Term	Assignment / Test	% of Total Mark
	FOUR Assignments (each requires ONE and a half hour)	10%
	ONE Test	10%
2 nd Term	FOUR Assignments (each requires ONE and a half hour)	10%
	TWO Tests	10%
S6		
1 st Term	Assignment / Test	% of Total Mark
	FOUR Assignments (each requires ONE and a half hour)	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
Writing (no. of words: 250) & Correction	1 st	3
	2 nd	4
Dictation & Correction	1 st	3
	2 nd	4
Book Report (Winter)	2 nd	1
Supplementary Worksheet	1 st	5
	2 nd	5
Book sharing	1 st	1
	2 nd	1
Reading Comprehension and Correction	1 st	3
	2 nd	4
Grammar	1 st	10
	2 nd	15
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 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								
	26	39	10	10	25	5	70				
65	65		80	20							
Final Exam	Exam	Exam		Exam (A+B)	Exam	Oral Lessons	Presentation	Winter Book Report	20	20	300
		Part A	Part B								
	26	39	10	10	25	5	70				
65	65		80	20							
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						
	28	42	90	20	50				
70	70		90	20	50				
Final Exam	Exam	Exam		Exam (A+B)	Exam	30		20	300
		Part A	Part B						
	28	42	90	20	50				
70	70		90	20	50				
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						
	32	48	90	30	30				
70	80		90	30	30				
Mock Exam	Exam	Exam		Exam (A+B)	Exam	---	---	---	300
		Part A	Part B						
	36	54	105	30	---				
75	90		105	30	---				
Duration	1 hour 30 min	2 hours		2 hours (Approximately)	20 min (Group)	---			---

GEOGRAPHY

Level	Assignment	Term	Frequency	Time spent each time	Test *
S4	Assignments at the end of each chapter	1 st / 2 nd	4/4	40 mins	2/3
S5	Assignments at the end of each chapter	1 st / 2 nd	5/6	40 mins	2 / 3
S6	Assignments at the end of each chapter	1 st / 2 nd	4/2	40 mins	2 / 1 + Mock Exam

*** All assessment tests will constitute 30% of the total marks respectively for the half-yearly and final examinations 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
	Continuous Assessment: Group work (2 nd Term: Project)	2 nd	1	3-4 hours	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	70% 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/ Group 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
	Integrated Humanities Project (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	1 (monthly)	
	Experimental worksheets / reports	4 (yearly)	
	STEAM Activities : (1) Hand Cleansing (Science & Maths) (2) Microscope (Science & Visual Arts) (3) Automated Toy	3 (yearly)	
S.2	Worksheets / Workbook	2 (monthly)	1 st Term : 1 2 nd Term : 1
	Tasks on e-platform	1 (monthly)	
	Experimental worksheets / reports	2 (yearly)	
	STEAM Activity : Rocket Car	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**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

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	4	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 based on Google classroom participation and performance in an IS-related task (for S1) and on tidiness and punctuality of students' work (for S2).

Citizenship & Social Development (CSD) (Secondary 4)

Class	Term	Items	Frequency	Time spent
S4	1 st & 2 nd	Homework	Once every ten 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 (5% each)	3	15%
Test (30 mins)	1	5%
Half Yearly Exam (1 hr)	1	80%

Final Examination

Component	Frequency	Weighting (of exam mark)
Assignment (5% each)	4	20%
Test (30 mins)	2	10%
Half Yearly Exam (1 hr)	1	70%

Liberal Studies (Secondary 5)

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

Half-Yearly Examination

Component	Frequency	Weighting (of exam mark)
Assignment (3% each)	3	9%
Newscut (3% each)	1	3%
Quiz (15-20 mins)	1	2%
Test (40 mins.)	1	6%
Half Yearly Exam (2 hrs)	1	80%

Final Examination

Component	Frequency	Weighting (of exam mark)	
Assignment (3% each)	4	12%	
Newscut (3% each)	1	3%	
Quiz (Paper 2 format 25-30 mins)	1	3%	
Test (40 mins.) (6% each)	2	12%	
Final Exam	Paper 1 (2 hrs)	1	70%
	Paper 2 (1 hr 15 mins)		

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-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

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

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 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

By the end of the project, students will be able to

Aims

- 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

Each group is expected to introduce ONE exercise that can be done at home, and address the following questions:

Expectations

- 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 22nd April, 2022

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	22 nd April, 2022

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%)	1½ hours
	Final Exam	Section B Short questions, structured questions and essay questions (65%)	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 (S2-S3):

- A Putonghua group project will be assigned to S2 and S3 students before Lunar New Year Holiday.
- The project should be completed in a group of six to eight.
- S2 and S3 students are required to prepare a sound clip of radio drama.
- The sound clip will be submitted to an online platform. A written report in hard copy is also required.
- The result will constitute 20% for S2 and S3 of the 2nd term Putonghua total mark .

Cross-subjects Group Project Learning (S1):

- A cross-subjects group project will be conducted in S1 throughout the academic year.
- The project will be coordinated by 2 subject panels, including Visual Arts and Putonghua.
- The project should be completed in a group of six to eight.
- The project aims to improve students' Putonghua and sharpen their presentation skills.
- The result will constitute 10% for S1 of the 2nd term Putonghua total mark .

Test: There will be a test on listening and pin-yin in each term. The result of the test will constitute 10% for S1 while 20% for S2 and S3 respectively 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(S1- S3)	1 st /2 nd	Once a year	Sept 2021 – May 2022
Test	1 st /2 nd	Once a term	30mins.
Exam (S1)	1 st /2 nd	Once a term	40mins.
Exam (S2-S3)	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	10%	60%	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	10%	10%	50%	30%	100%
S2	20%	20%	40%	20%	100%
S3	20%	20%	40%	20%	100%

RELIGIOUS STUDIES

Level	Assignments	Term	Frequency	Time Spent each time
S1-2	Homework / Classwork exercises	1st & 2nd	Once every 2 lessons	15 mins.
	Test / Examination	1st & 2nd	Once a term	30 mins
S3	Homework / Classwork exercises	1st & 2nd	Once every 5 lessons	30 mins
	Test / Examination	1st & 2nd	Once a term	30 mins
S 4	Homework / Classwork exercises	1st & 2nd	Once every 6 lessons	35 mins
	Examination	1st & 2nd	Once a term	30 mins
S5	Homework / Classwork exercises	1st & 2nd	Once every 6 lessons	35 mins

For S.1-3, each test constitutes 10% (5 marks out of 50 marks) respectively of the total marks for the half-yearly and final examinations respectively.

For S.4, homework will constitute 40% (10 marks out of 25 marks) of the total marks for the half-yearly examinations and final examinations respectively.

S5 – Only grade will be printed in the report card.

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
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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	7%
Quiz	2	5%
Half Yearly Exam (1 hr 30 mins)	1	80%

Final Examination

Component	Frequency	Weighting (of exam mark)
Essay-type questions	10	8%
Tests	2	7%
Quiz	2	5%
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
S6	SBA Joint School Mock Exam	1 st term - 2 sets 2 nd term - 6 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
S6	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
S6	Joint School Mock Exam Mock Exam	50% 50%

Note:

1. For S.1, 2 & 3, the full mark of this subject is 50 and the passing mark is 25.
2. As S.3 has less Visual Arts lesson than S.1 and S.2, the scores of all students will only be recorded in the school year-end report.
3. 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 (Staff Room E)

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

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

Senior Form Co-ordinator: Mr Ng Yuk King, Ms Chan Sze Mei (Staff Room G)

Level	Discipline Teachers	Staff Room
S4	Mr Yim Ka Yen Jeffrey	Room A
S5	Mr Tse Chun Keung	Room A
S6	Mr Wong Ho Yat Marc	Room G

(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 should 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 letter of excuse from their parents and a medical certificate to the Form Teacher before school.
3. Students absent from school because of reasons other than illness should obtain 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 seventh day of the student's continuous absence disregard 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 work.
6. Students asking for early leave on any day 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 have to go aboard on behalf of the school or the HKSAR 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. When face to face classes are suspended, attendance will be taken on each real-time online lesson.

(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 strongly advised to attend to their own personal belongings and all valuables should be kept in the lockers especially during P.E. lessons.
6. Students are not allowed to leave their personal belongings (including textbooks, sports shoes) inside the students' desk / the class cabinet overnight. It is strongly advised that they store them in their lockers.
7. Secondary 1 students are given an exclusive area (Triangular playground) to play.
8. Students are not allowed to move across campuses, i.e. from 7K to 26K or vice versa during or between lessons without teachers' permission.
9. 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 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, Ms Lin Cherry	Room E, Room F
S2	Ms Sin Lily	Room E
S3	Mr Yeung Benny, Ms Lo Jacky	Room A, Room E
S4	Ms Fok Jasmine	Room C
S5	Mr Tam KK	Room E
S6	Ms Li Dawn	Room E

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 Wong Vienna

Contact Phone Numbers: 3652 4887 (Ms Wong, 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 Mistress: Ms Susanna Kwan (Room B)

Members: Mr Chung YL (Room A)
Ms Dawn Chau (Room D)
Mr Christopher Lo (Room B)
Ms Sylvia Chen (Room E)
Mr Derek Mak (Room F)

Career and Life Planning Coordinator: Mr Henry Law (Room B)

Members:	Mr Marc Wong	(Room G)
	Mr David Chu	(Room A)
	Ms Shirley Ho	(Room E)
	Ms Jasmine Ku	(Room C)
	Ms Jacky Lo	(Room E)
	Ms Windsor Pang	(Room F)
	Ms Wendy Wong	(Room D)
	Mr Kevin Poon	(Room A)
	Ms Christy Sung	(Room E)

Duty:

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.
4. It will take at least 5 working days to prepare the transcripts or letters of recommendation.
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 Mistress.
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 SJC to study abroad should write to inform the Principal properly.

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.sic.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

為協助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 Day Following Mid-Autumn Festival	Wednesday 22 – 9 – 2021	1
2. National Day	Friday 1 – 10 – 2021	1
3. Chung Yeung Festival	Thursday 14 – 10 – 2021	1
4. Annual Athletics Meet Holiday	Wednesday 10 – 11 – 2021	1
5. The Day Following Legislative Council Election	Monday 20 – 12 – 2021	1
6. Christmas & New Year Holidays (Christmas Day: 25-12-2021)	Saturday 25 – 12 – 2021 To Saturday 1 – 1 – 2022	8
7. Parents' Day Holiday	Monday 17 – 1 – 2022	1
8. Lunar New Year Holidays (Lunar New Year's Day: 1-2-2022)	Monday 31 – 1 – 2022 To Saturday 12 – 2 – 2022	13
9. Ching Ming Festival	Tuesday 5 – 4 – 2022	1
10. St. Joseph's Feast Day Holiday	Monday 11 – 4 – 2022	1
11. Easter Holidays (Good Friday: 15-4-2022)	Wednesday 13 – 4 – 2022 To Saturday 23 – 4 – 2022	11
12. The Day Following Labour Day	Monday 2 – 5 – 2022	1
13. The Day Following Buddha's Birthday	Monday 9 – 5 – 2022	1
14. St. La Salle Feast Day Holiday	Tuesday 17 – 5 – 2022	1
15. The Catholic School Teachers' Day	Wednesday 18 – 5 – 2022	1
16. Tuen Ng Festival	Friday 3 – 6 – 2022	1
17. HKSAR Establishment Day	Friday 1 – 7 – 2022	1
18. Summer Vacation	Monday 18 – 7 – 2022 To Wednesday 31 – 8 – 2022	45
Total:		91

NOTE:

All days mentioned in this list are inclusive.

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

School Calendar

2021	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Particulars	
Sept				1	2	3	4	10: School Opening Mass 17: S1 Freshman Day 22: The Day following Mid-Autumn Festival 23: Swimming Gala 24: Dress Casual Day 26: Academic Prize-giving Day	
	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)	2	1: National Day 4: Winter Time-table starts 5-8: Recruitment Week 9: AGM of PTA 11-29: First Assessment & Test (S1-3) 12: Annual Athletics Meet (Heat) 14: Chung Yeung Festival 27: Inter-school Swimming Competition 27: Staff Development Day 1 29: S6 Biology Field Trip	
	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	6*	1-5: ECA Week 3: School Cross Country Competition 6: Walkathon / S3 Talk on SS Curriculum 9: Annual Athletics Meet (Final) 10: Annual Athletics Meet Holiday 12: AGM of OBA 13: PTA Outing 18: Inter-school Cross Country Competition 27: New S1 Admission Talk	
	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	4*	4-23/12: Half-Yearly Exam (Saturday included) 20: The Day following Legislative Council Election 24: Christmas Mass & Christmas Party 25-31: Christmas & New Year Holidays 26: Green & White Ball	
	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)			
2022							(1)	1: New Year's Day 16 & 17: Parents' Day / Parents' Day Holiday 19, 24 & 27: Inter-school Athletics Competition 21: S6 Last School Day 21: Christian Brothers Schools Athletics Meet 23: 147 th Anniversary Green and White Day 24: Discretionary Holiday 1 25: Staff Development Day 2 26-29: S6 Mock Exam (Saturday included) 31/1-12/2: Lunar New Year Holidays	
	Jan	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)						
Feb			(1)	(2)	(3)	(4)	(5)	1: Lunar New Year's Day 14-26: S6 Mock Exam (Saturday included) 16: S3 Soci-game 26: S1 DP Interview	
		(6)	(7)	(8)	(9)	(10)	(11)		(12)
		13	14*	15*	16*	17*	18*		19*
		20	21*	22*	23*	24*	25*		26*
		27	28						

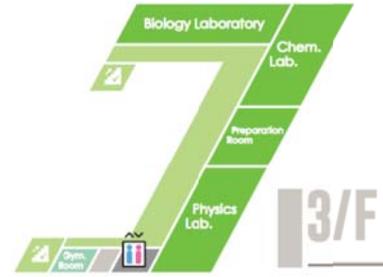
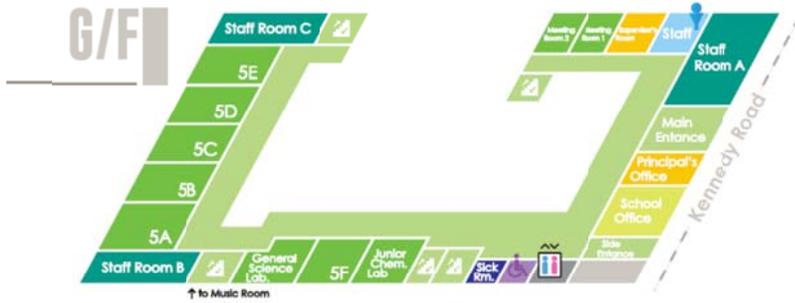
2022	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Particulars
March			1*	2*	3*	4*	5	1-18: Second Assessment & Test (S1-3) 17: Discretionary Holiday 2 21: St. Joseph's Feast Day 21-25: Religious Festival
	6	7*	8*	9*	10*	11*	12	
	13	14*	15*	16*	(17)	18*	19	
	20	21*	22	23	24	25	26	
	27	28	29	30	31			
April						1	2	4-8: Students' Festival 5: Ching Ming Festival 11: St. Joseph's Feast Day Holiday 12: Discretionary Holiday 3 13-23: Easter Holidays 25/4-3/5: DSE Exam: Core Subjects
	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	7*	2: The Day following Labour Day 3: Summer Time-table starts 7: Internal Talent Quest 9: The Day following Buddha's Birthday 16: St. La Salle Feast Day 17: St. La Salle Feast Day Holiday 18: Catholic School Teachers' Day 21: PTA Annual Dinner 27: ECA Prize-giving Ceremony
	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)	4*	3: Tuen Ng Festival 4-22: S1-S5 Final Exam (Saturday included) 30: Graduation Ceremony
	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)	2	1: SAR Establishment Day 8: Annual School Concert (Tentative) 11: Staff Development Day 3 14: S1 Registration 15: S1-S4 Entrance Exam 18/7-31/8: Summer Vacation 19: Pre-S1 Attainment Test 20: HKDSE: Release of Results
	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)	(6)	22, 23 & 24: S1 Orientation 27: S1 Parents' Orientation 30: Staff Meeting
	(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

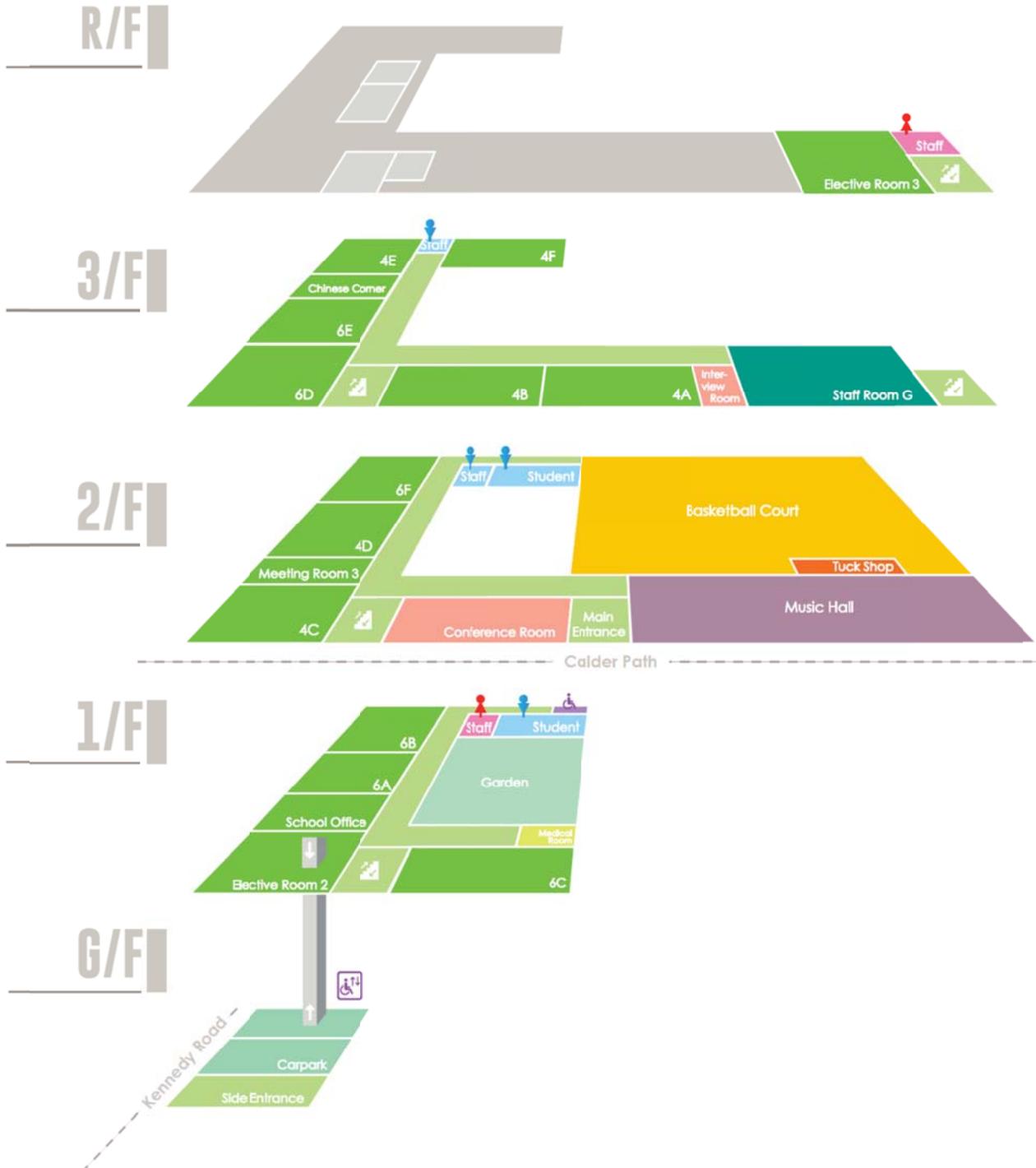
School Map 2021-2022
7 Kennedy Road



St. Joseph's College

School Map 2021-2022

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)*