



LABORE ET VIRTUTE



ST. JOSEPH'S COLLEGE

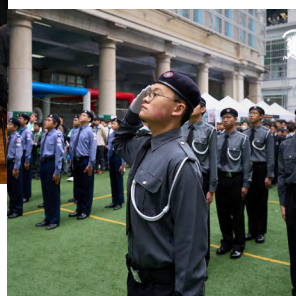
# School Profile

2025-2026



## CONTENTS

Vision, Mission Statement & School Motto	1
School History	3
Staff	4
Organization Chart	8
School Background	9
Curriculum	10
Time Table & Class Structure	11
Subjects Offered	12
Policy on Homework & Tests	13
School Examinations & Assessment Tests	38
School Pastoral Care	39
Measures for Inclement Weather Conditions	43
Extra Lesson Arrangement	44
Extra-curricular Activities	45
Holiday List	46
School Calendar	47
School Map	49
School Rally	51



### **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](mailto: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 150 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 99 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.

The Year 2021 marks the commencement of our multi-phase school redevelopment project Vision 22, which aims to revamp and modernise the historical campus on 7 Kennedy Road so as to meet both the learning needs of our students and the demands of the 21st century. The HK\$14.5-million Phase 1 project was completed in November 2021, transforming a total of 920 square metres of space in the New Building into the Innovation Hub and the Faculty Hub.

In September 2023, St. Joseph's College proudly marked the completion of Phase 2 of the Vision 22 project, a significant expansion and modernization effort encompassing 1,540 square metres. This phase introduced the Learning Hub, a modern transformation of our old library into a vibrant academic space complete with a lecture theatre and self-study areas, designed to enhance learning and innovation.

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 Jeffrey Chan	(Supervisor)
Members:	Mr K. B. Ching	(Alternate Supervisor)
	Mr T. M. Kwok	(Principal)
	Ms Millie Tam	(Sponsoring Body Manager)
	Mr Tony Ng	(Sponsoring Body Manager)
	Mr Peter Choy	(Sponsoring Body Manager)
	Mrs Elizabeth Lee	(Sponsoring Body Manager)
	Mr K. M. Sin	(Teacher Manager)
	To be confirmed	(Alternate Teacher Manager)
	Ms Veronica Ma	(Independent Manager)
	Ms Crystal Cheung	(Parent Manager)
	Mr Michael Choi	(Alternate Parent Manager)
	Mr David Chiu	(Alumni Manager)

### ADMINISTRATIVE HEADS (with room location)

<i>Vice Principals:</i>	Mr K. M. Sin Mr C. Y. Tam Mr Godwin Szeto	(Rm B) (Rm A) (Rm A)
<i>Prefect-of-Studies:</i>	Ms M. L. Chu Ms Maria Young Ms Christine Yam	(Rm A) (Discipline Teachers' Room) (Rm A)
<i>Careers Mistress:</i>	Ms Teresa Lee	(Rm A)
<i>Counselling &amp; Guidance Mistress:</i>	Ms Jacky Lo	(Rm A)
<i>Discipline Mistress:</i>	Ms P. S. Tsui	(Discipline Teachers' Room)
<i>Extra-curricular Activity Master:</i>	Mr Jeffrey Yim	(Rm A)
<i>Sports Master:</i>	Mr L. Y. Chu	(Rm A)
<i>Values Education Master:</i>	Mr Ryan Kam	(Rm A)



### TEACHERS-IN-CHARGE (with room location)

Teacher-in-Charge of Home-School Co-operation:	Ms M. L. Chu	(Rm A)
Teacher-in-Charge of Information Technology:	Mr K. K. Ip	(Rm A)
Teacher-In-Charge of Other Learning Experiences:	Ms Szemei Chan	(Rm B)
Teacher-in-Charge of Project Learning:	Mr Ryan Kam	(Rm A)
Teacher-in-Charge of Reading to Learn:	Ms Cherry Lin	(Rm A)
Teacher-in-Charge of SEN:	Ms Peggy Chan	(Rm A)
Teacher-in-Charge of STEAM:	Mr Berton Chung	(Rm A)

### PANEL HEADS (with room location)

Business, Accounting & Financial Studies:	Ms Christina Chan	(Rm A)
Biology:	Ms Szemei Chan	(Rm B)
Chemistry	Mr Berton Chung	(Rm A)
Chinese History:	Mr W. W. Hung	(Rm B)
Chinese Language:	Ms Cathy Lam	(Rm A)
Chinese Language (Junior Form):	Mr Benny Yeung	(Rm A)
Citizenship and Social Development	Ms Maria Young	(Discipline Teachers' Room)
Citizenship, Economics and Society:	Mr Anthony Ng	(Rm A)
Computer & Information Technology:	Mr C. K. Tse	(Rm A)
Economics:	Ms M. L. Chu	(Rm A)
English Language:	Ms Christine Yam	(Rm A)
English Language (Junior Form):	Mr Marc Wong	(Rm B)
Geography:	Ms Florence Chung	(Rm A)
History:	Mr Anthony Ng	(Rm A)
Integrated Humanities:	Mr Anthony Ng	(Rm A)
Integrated Science:	Ms Janice Mak	(Rm B)
Mathematics:	Ms Fanny Cheung	(Rm A)
Mathematics (Junior Form):	Mr Y. L. Chung	(Rm A)
Music:	Mr Chris Cheng	(Music Room)
Physical Education:	Mr L. Y. Chu	(Rm A)
Physics:	Mr Godwin Szeto	(Rm A)
Putonghua:	Ms Rani Suen	(Rm A)
Religious & Moral Education:	Mr Christopher Lo	(Rm A)
Tourism & Hospitality Studies:	Ms Maria Young	(Discipline Teachers' Room)
Visual Arts:	Ms W. L. Ip	(Rm A)

## FORM-TEACHERS

Class	Form-teacher
1A	Mr Henry Law
1B	Ms Jacky Lo
1C	Mr Terence Wong
1D	Ms Fanny Cheung
1E	Mr Anthony Ng

Class	Form-teacher
2A	Mr Christopher Lo
2B	Mr Y. L. Chung
2C	Ms Annabelle Fok
2D	Mr Davis Wong
2E	Ms Janice Mak

Class	Form-teacher
3A	Mr K. K. Ip
3B	Mr Leo Chan
3C	Ms Christy Sung
3D	Mr Steve Hung
3E	Mr Jeffrey Yim

4A	Mr Marc Wong
4B	Mr Derek Mak
4C	Mr Ryan Kam
4D	Mr Anthony Wong
4E	Mr Steven Cheng
4F	Mr Y. K. Ng

5A	Ms Lily Sin
5B	Mr Heskey Tsang
5C	-----
5D	Ms P. Y. Yam
5E	Ms Rani Suen
5F	Mr W. W. Hung

6A	Ms Cherry Lin
6B	Ms Peggy Chan
6C	-----
6D	Mr K. H. Chu
6E	Mr Roland Ng
6F	Ms K. W. Ngun

## SUBJECT TEACHERS

Br Jeffrey Chan  
 Ms Chloe Chan  
 Ms Szemei Chan  
 Ms Caryl Cheung  
 Ms M. L. Chu  
 Mr Nowen Fung  
 Ms Cathy Lam  
 Ms Teresa Lee  
 Mr K. M. Sin  
 Ms Leah Tam  
 Ms Winnie Tsang  
 Mr Eugene Wai  
 Mr Sunny Wong  
 Ms Maria Young

Br John Thanislas  
 Ms Christina Chan  
 Ms Sylvia Chen  
 Mr S. K. Chow  
 Mr Berton Chung  
 Ms W. L. Ip  
 Ms Alice Lee  
 Ms Athene Mok  
 Mr Godwin Szeto  
 Ms Sharon Tam  
 Mr C. K. Tse  
 Mr Joseph Wong  
 Ms Christine Yam

Ms Karina Calver  
 Mr T. H. Chan  
 Mr Chris Cheng  
 Mr L. Y. Chu  
 Ms Florence Chung  
 Mr T. Y. Ko  
 Ms Polly Lee  
 Ms Jessie Shum  
 Mr C. Y. Tam  
 Mr Hubert Tang  
 Ms P. S. Tsui  
 Ms Wendy Wong  
 Mr Benny Yeung

## ASSISTANT TEACHERS

Ms Y. P. Ho  
 Mr Z. W. Huang  
 Mr Wing Szeto  
 Mr Kelvin Tse

## STUDENT COUNSELOR

Ms S. C. Wong  
 Mr Sam Yang

## EXECUTIVE OFFICER

Ms Gladys Liu



## TELEPHONE DIRECTORY

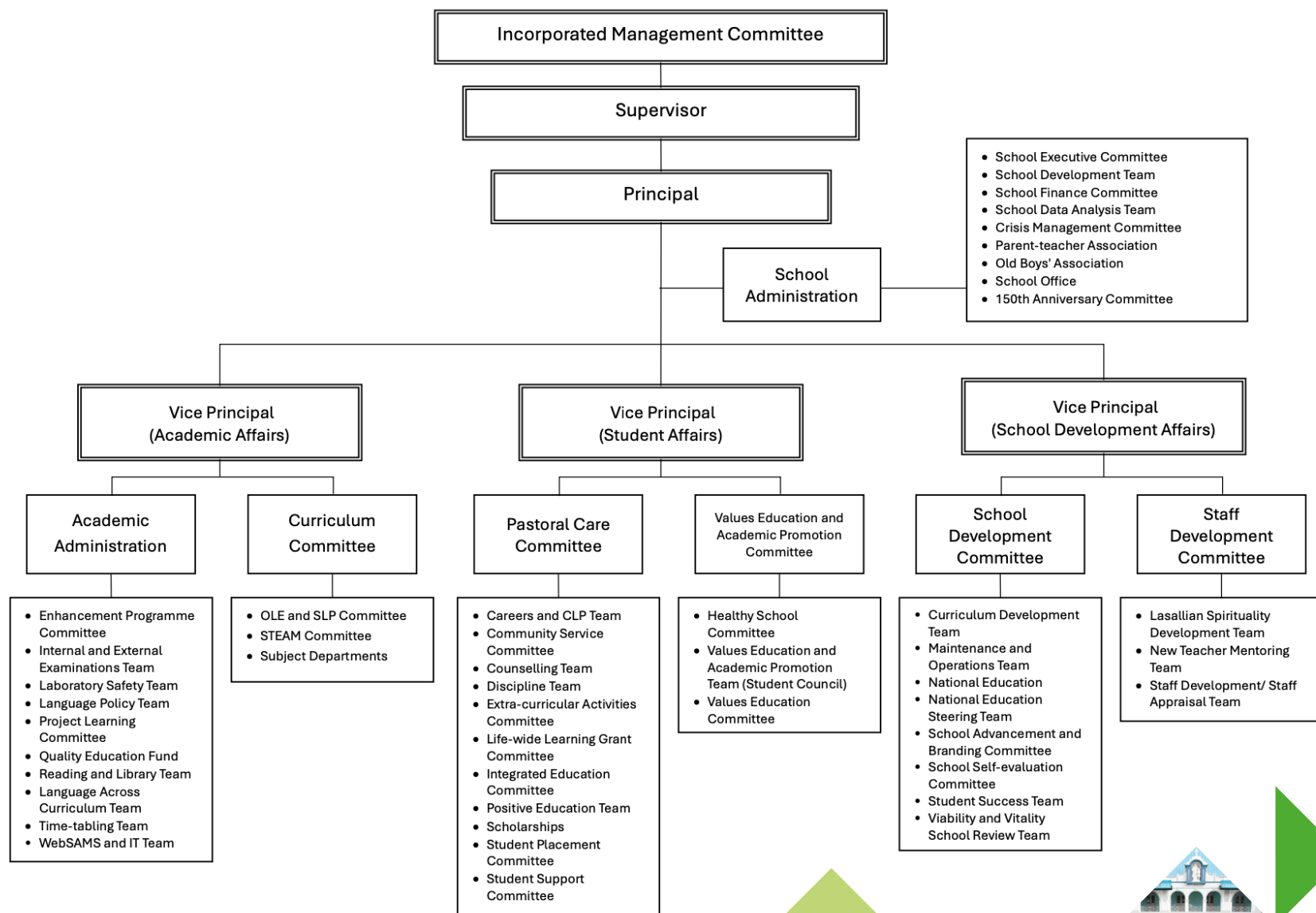
GENERAL OFFICE

3652 4888

FAX NO. 28770232

Name	Tel. No.	Name	Tel. No.
Supervisor Brother Jeffrey Chan	800	Mr Anthony Wong	814
Principal Mr T. M. Kwok	801	Mr Sunny Wong	860
<b>STAFF ROOM A</b>		Ms Wendy Wong	818
Brother John Thanislas	833	Mr Joseph Wong	802
Ms Karina Calver	835	Mr Davis Wong	849
Mr Leo Chan	832	Mr Terence Wong	863
Ms Christina Chan	873	Ms Christine Yam	867
Ms Peggy Chan	809	Ms P. Y. Yam	858
Mr T. H. Chan	813	Mr Benny Yeung	847
Ms Dawn Chau		Mr Jeffrey Yim	807
Ms Sylvia Chen	816	<b>STAFF ROOM B</b>	
Mr Steven Cheng	803	Ms Szemei Chan	857
Ms Caryl Cheung	871	Ms Chloe Chan	865
Ms Fanny Cheung	842	Mr S. K. Chow	859
Mr K. H. Chu	817	Mr W. W. Hung	841
Mr L. Y. Chu	829	Ms Alice Lee	825
Ms M. L. Chu	837	Ms Janice Mak	804
Mr Berton Chung	808	Mr Y. K. Ng	855
Ms Florence Chung	853	Mr K. M. Sin	848
Mr Y. L. Chung	822	Mr C. K. Tse	852
Mr Nowen Fung	713	Mr Marc Wong	805
Mr Steve Hung	861	<b>DISCIPLINE TEACHER'S ROOM</b>	
Mr K. K. Ip	830	Ms P. S. Tsui	836
Ms W. L. Ip	839	Ms Maria Young	869
Mr Ryan Kam	895	<b>MUSIC ROOM</b>	
Mr T. Y. Ko	812	Mr Chris Cheng	868
Ms Cathy Lam	819	Ms Athene Mok (PT)	868
Mr Henry Law	843	<b>LIBRARY</b>	
Ms Teresa Lee	870	Ms Annabelle Fok	883
Ms Polly Lee	856	Ms Makiyo Ng	884
Ms Cherry Lin	824	<b>ASSISTANT TEACHERS</b>	
Ms Jacky Lo	815	Ms Y. P. Ho	793
Mr Christopher Lo	827	Mr Z. W. Huang	844
Mr Derek Mak	866	Mr Wing Szeto	890
Mr Roland Ng	806	Mr Kelvin Tse	794
Mr Anthony Ng	846	<b>STUDENT COUNSELLER</b>	
Ms K. W. Ngun	831	Ms S. C. Wong	886
Ms Jessie Shum	810	Mr Sam Yang	792
Ms Lily Sin	862	<b>SOCIAL WORKER</b>	
Ms Rani Suen	826	Mr Kenneth Cheng	791
Ms Christy Sung	823	Ms Angel Lo	887
Mr Godwin Szeto	850	<b>OTHER SUPPORTING STAFF</b>	
Mr C. Y. Tam	828	IT Ms Helen Tsang	891
Ms Sharon Tam	838	IT Mr S. K. Yeung	892
Ms Leah Tam	795	Lab. Mr Ben Chan	881
Mr Hubert Tang	820	Lab. Mr Philip Chan	882
Mr Heskey Tsang	864	Lab. Mr Raymond Chow	897
Ms Winnie Tsang	874		
Mr Eugene Wai	851		

## SCHOOL ORGANIZATION CHART





## SPONSORING BODY

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

## SCHOOL STAFF

105 staff members work at St. Joseph's College. The staff includes a supervisor, a principal, 3 vice principals and 64 subject teachers. In addition, there are 1 SEN support teacher, 4 assistant teachers, 3 part-time teachers, 2 student counsellor, 3 laboratory technicians, 1 school secretary, 1 executive officer, 6 clerical personnel, 1 library assistant, 2 IT technicians and 12 janitor staff.

## STUDENT POPULATION

The school enrollment is 960. 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 32.

## QUALIFICATIONS OF TEACHERS

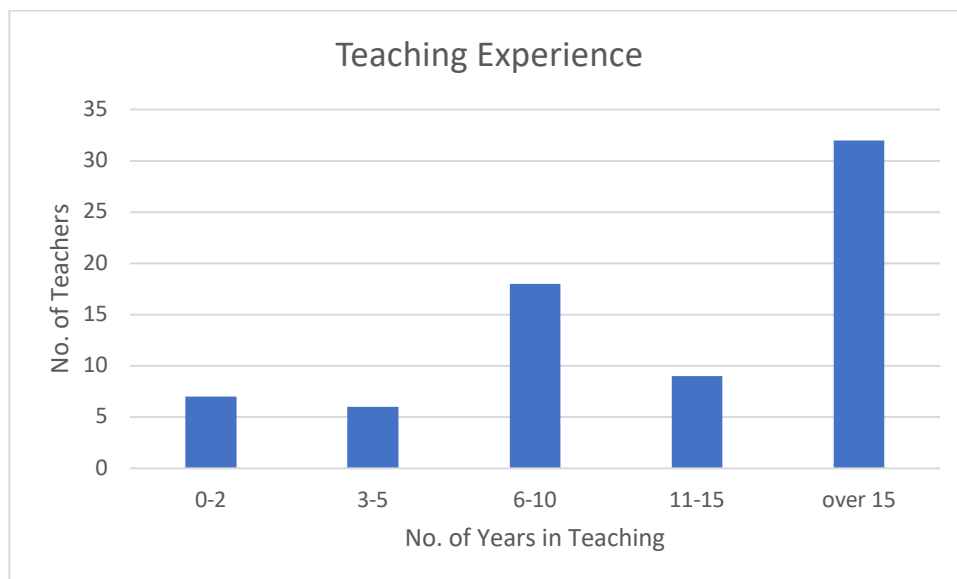
100 % of them possess a bachelor's degree.

71% of them have higher degrees.

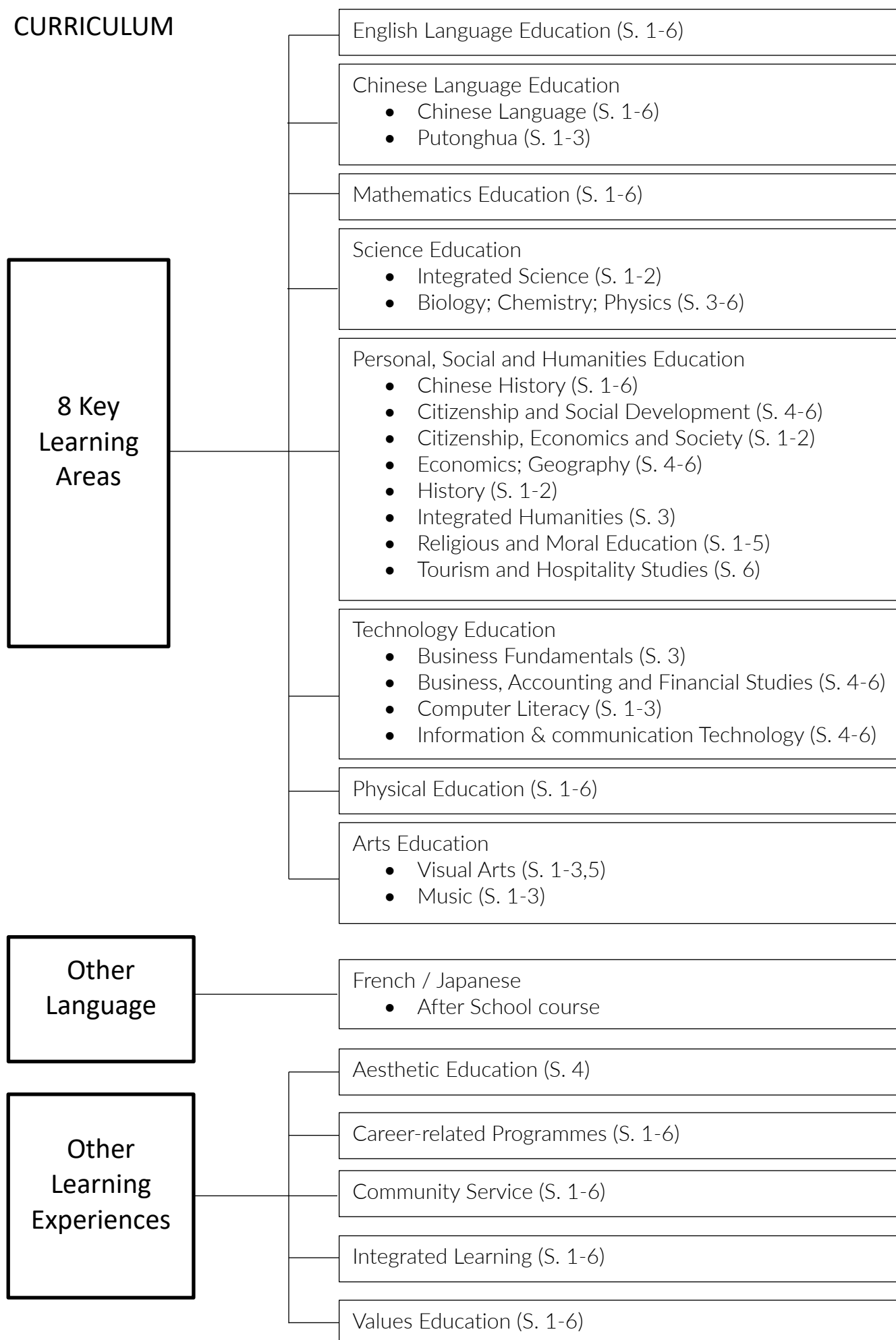
89% of them were professionally trained in teaching.

97% 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)	L U N C H		Form-teacher Session	L U N C H	
1:45 – 2:25					
2:25 – 3:05	IL(S1)*				IL(S6)*
3:05 – 3:45	IL(S1)*				IL(S6)*

## Summer Timetable

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

# Form-teacher Session: from September to May

## CLASS STRUCTURE

\* C(N): Chinese for NCS

	A	B	C	D	E	F
S1-3	Chinese/ Chinese in PTH	English (Groups 1&2)	Maths (Groups 1&2)	Chinese (Groups 1&2)/ Chinese in PTH/ C(N)	Chinese/ Chinese in PTH/ C(N)(For S3)	
S4	SS ( 4 core subjects + 2 or 3 electives )					
S5-6	SS ( 4 core subjects + 2 or 3 electives )			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	Citizenship, Economics and Society	✓	✓				
10	Computer Literacy	✓	✓	✓			
11	Economics				✓	✓	✓
12	English Language	✓	✓	✓	✓	✓	✓
13	Geography				✓	✓	✓
14	History	✓	✓				
15	Information & Communication Technology				✓	✓	✓
16	Integrated Humanities			✓			
17	Integrated Science	✓	✓				
18	Mathematics	✓	✓	✓	✓	✓	✓
19	Mathematics (Extended Parts: M1 / M2)				✓	✓	✓
20	Music	✓	✓	✓			
21	Physical Education	✓	✓	✓	✓	✓	✓
22	Physics			✓	✓	✓	✓
23	Putonghua	✓	✓	✓			
24	Religious and Moral Education	✓	✓	✓	✓	✓	
25	Tourism & Hospitality Studies						✓
26	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.)	4 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 marks**Half-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**

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

**Business, Accounting and Financial Studies**

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

Level	Half-yearly exam	Final exam (S2-5) / Mock exam (S6)
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 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.

A maximum of 10% of the total marks would be deducted from the exam result if the student fails to hand in his assignment on time.

**CHEMISTRY**

Level	Min. no. of Experiments	Min. no. of Assignments	Min. no. of Quizzes	Min. no. of Revision Tests	Min. no. of Assessments
S.3	1 <sup>st</sup> term – 2 2 <sup>nd</sup> term – 3	1 <sup>st</sup> term – 2 2 <sup>nd</sup> term – 4	1 <sup>st</sup> term – 1 2 <sup>nd</sup> term – 2	-	1 <sup>st</sup> term – 1 2 <sup>nd</sup> term – 1
S.4	1 <sup>st</sup> term – 3 2 <sup>nd</sup> term – 3	1 <sup>st</sup> term – 3 2 <sup>nd</sup> term – 3	1 <sup>st</sup> term – 1 2 <sup>nd</sup> term – 1	-	1 <sup>st</sup> term – 2 2 <sup>nd</sup> term – 2
S.5	1 <sup>st</sup> term – 4 2 <sup>nd</sup> term – 4	1 <sup>st</sup> term – 2 2 <sup>nd</sup> term – 2	1 <sup>st</sup> term – 1 2 <sup>nd</sup> term – 1	1 <sup>st</sup> term – 1 2 <sup>nd</sup> term – 2	1 <sup>st</sup> term – 2 2 <sup>nd</sup> term – 2
S.6	1 <sup>st</sup> term – 2 2 <sup>nd</sup> term – 1	-	-	1 <sup>st</sup> term – 4 2 <sup>nd</sup> 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	60 分鐘	90%	
	中二	60 分鐘	90%	
	中三	60 分鐘	90%	
	中四	2 小時	80%	
	中五	2 小時	80%	
	中六	卷一：2 小時 15 分鐘	80%	
		卷二：1 小時 20 分鐘	80%	

**CHINESE HISTORY (NCS)****(1) Frequency and Duration of Tests and Assignments**

Level	Item	Period	Frequency	Duration
S1	Homework	1st/2nd Term	Every two weeks	30 minutes
	Test	1st/2nd Term	Once per Term	30 minutes
S2	Homework	1st/2nd Term	Every two weeks	30 minutes
	Test	1st/2nd Term	Once per Term	30 minutes
S3	Homework	1st/2nd Term	Every two weeks	30 minutes
	Test	1st/2nd Term	Once per Term	30 minutes

**(2) Assessment Items, Time Limits, Score Distribution, and Proportions**

Level	Item	Time Limit	Score (Total 100)	
			Proportion of Total Score	
			1st Term	2nd Term
S1	Test	30 minutes	10%	10%
	Exam	30 minutes	90%	90%
S2	Test	30 minutes	10%	10%
	Exam	30 minutes	90%	90%
S3	Test	30 minutes	10%	10%
	Exam	30 minutes	90%	90%

**CHINESE LANGUAGE**

級別	功課	次數	測驗
中六	寫作：	每星期兩次	上學期三次
	(1)實用文寫作（上學期兩次；下學期一次）		
	(2)命題寫作（上學期三次；下學期一次）		
	練習每周一次		
	默書（三至四次）		



中五	寫作：	每星期兩次	上學期兩次 下學期兩次
	(1)實用文寫作 (每年四次)		
	(2)命題寫作 (上學期三次；下學期四次)		
	練習每周一次		
	默書 (上學期四次；下學期五次)		

中四	寫作：	每星期兩次	上學期兩次 下學期兩次
	(1)實用文寫作 (每年四次)		
	(2)命題寫作 (上學期三次；下學期四次)		
	練習每周一次		
	默書 (上學期四次；下學期五次)		
	文化單元口頭及文字報告		

- 中四及中五級每個學期的持續性評估(包括日常課堂表現、練習、默書、測驗及作文等) 均佔期考分數中的 30 分(即 10%)。
- 中六級上學期的持續性評估(包括測驗及作文) 佔期考分數中的 30 分(即 10%)，模擬考分數不包括持續性評估。

級別	功課	次數	測驗
中三	練習每周一次	每星期兩次	上學期一次 下學期兩次
	寫作：		
	(1)簡短寫作 (上學期一次；下學期兩次)		
	(2)實用文寫作 (每年四至五次)		
	(3)命題寫作 (上學期三次；下學期四次)		
	默書 (上學期四次；下學期五次)		
	聆聽及口語練習(每年兩次)		
	廣泛閱讀：閱讀報告及口頭匯報(每年 6 本書)		
	暑期功課：作業、閱讀報告及作文		

中二	練習每周一次	每星期兩次	上學期一次 下學期兩次
	寫作：		
	(1)簡短寫作 (上學期一次；下學期兩次)		
	(2)實用文寫作 (每年三至四次)		
	(3)命題寫作 (上學期三次；下學期四次)		
	默書 (上學期四次；下學期五次)		
	聆聽及口語練習(每年兩次)		
	廣泛閱讀：閱讀報告及口頭匯報(每年 6 本書)		
	暑期功課：作業、閱讀報告及作文		

中一	練習每周一次	每星期兩次	上學期一次 下學期兩次
	寫作：		
	(1)簡短寫作 (上學期一次；下學期兩次)		
	(2)實用文寫作 (每年三至四次)		
	(3)命題寫作 (上學期三次；下學期四次)		
	默書 (上學期四次；下學期五次)		
	聆聽及口語練習(每年兩次)		
	廣泛閱讀：閱讀報告及口頭匯報(每年 6 本書)		
	暑期功課：作業、閱讀報告及作文		

- 初中上學期的持續性評估(包括日常課堂表現、練習、默書、測驗及作文等) 佔期考分數中的 50 分 (即 17%)。
- 初中下學期的持續性評估(包括日常課堂表現、練習、默書、測驗及作文等) 佔期考分數中的 40 分 (即 13%)。

**Chinese language (NCS)**

Level	Assignment	Frequency	Test
S1 (8 Lessons)	Writing: 7 times	Twice every 8 lessons	1st term -1 2nd term -1
	Listening: 4 times		
	Supplementary Exercise:30 times		
	Dictation: 12 times		
	(Oral )book report 4 times		
S2-S3 (7 Lessons)	Writing: 7 times	Twice every 7 lessons	1st term -1 2nd term -1
	Listening: 4 times		
	Supplementary Exercise:30 times		
	Dictation: 12 times		
	Oral book report 4 times		
S4-5 (7 Lessons)	Writing: 4 times	Twice every 7 lessons	1st term -1 2nd term -1
	Comprehension: 8 times		
	Exercise: 8 times		
	Listening: 4 times		
	Oral practice: 6 times		
	Dictation: 6 times		
	Practice for GCSE: 3 times		
S6 (6 Lessons)	Writing: 3 times	Twice every 6 lessons	1st term -1
	Comprehension: 5 times		
	Exercise: 4 times		
	Listening: 3 times		
	Oral practice: 3 times		
	Dictation: 3 times		

**CITIZENSHIP & SOCIAL DEVELOPMENT (CSD)**

Level	Term	Items	Frequency	Time spent
S4	1 <sup>st</sup> & 2 <sup>nd</sup>	Homework	Once every six lessons	30 minutes
	1 <sup>st</sup>	Test	Once	30 minutes
	2 <sup>nd</sup>	Test	Twice	30 minutes

**Half-Yearly Examination**

Component	Frequency	Weighting (of exam mark)
Essay Question	3	9%
Slogan Design	1	2%
Test (30 mins)	1	9%
Half Yearly Exam (1 hr)	1	80%

**Final Examination**

Component	Frequency	Weighting (of exam mark)
Essay Question	3	9%
Concept Map	1	2%
Individual Video Presentation	1	2%
Test	2	12%
Final Exam (1 hr)	1	75%

Level	Term	Items	Frequency	Time spent
S5	1 <sup>st</sup> & 2 <sup>nd</sup>	Homework	Once every six lessons	30 minutes
	1 <sup>st</sup>	Test	Once	40 minutes
	2 <sup>nd</sup>	Test	Twice	40 minutes

**Half-Yearly Examination**

Component	Frequency	Weighting (of exam mark)
Essay Question	4	8%
Individual Project	1	4%
Test (35 mins)	1	8%
Half Yearly Exam (75 mins)	1	80%

**Final Examination**

Component	Frequency	Weighting (of exam mark)
Essay Question	5	10%
Group Presentation on GBA	1	3%
Test	2	12%
Final Exam (75 mins)	1	75%

Level	Term	Items	Frequency	Time spent
S6	1 <sup>st</sup> & 2 <sup>nd</sup>	Homework	Once every eight lessons	30 minutes
	1 <sup>st</sup>	Test	Once	40 minutes

## Half-Yearly Examination

Component	Frequency	Weighting (of exam mark)
Essay Question	4	8%
Test	2	12%
Half Yearly Exam (120 mins)	1	80%

## Mock Examination

Component	Frequency	Weighting (of exam mark)
Essay Question	2	--
Final Exam (120 mins)	1	100%

**CITIZENSHIP, ECONOMICS AND SOCIETY (CES)**

Level	Assessments	Term	Frequency	Time Taken per homework	Weighting
S1-2	Workbooks Worksheet Assignments	1st	6	Around 2 hours per homework	10%
		2nd	8	Around 2 hours per homework	10%
	Tests	1st	1	30 min.	10%
		2nd	1	30 min.	10%
	Examinations	1st	1	60 min.	80%
		2nd	1	60 min.	80%

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

Level	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	10 %	30%	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%	10%	60%	100%
S2	10%	20%	10%	60%	100%
S3	30 %	10%	-	60 %	100 %
S4	10%	10%	-	80%	100 %
S5	10%	10%	-	80%	100 %
S6	10%	10%	-	80%	100 %

**ECONOMICS**

Level	Work	Frequency	Time Spent
S4	1. Assignment	Once every 8 lessons (6, 8)	45 minutes
	2. Test	1st term: 2, 2nd term: 2	40 minutes
S5	1. Assignment	Once every 8 lessons (6, 8)	45 minutes
	2. Test	1st term: 3, 2nd term: 3	40 minutes
S6	1. Assignment	Once every 8 lessons (6)	45 minutes
	2. Test	1st term: 3	40 minutes

Level	Half-yearly exam	Final exam (S4-5) / Mock exam (S6)
S4	Exam: 80 marks (80%) C.A.: 20 marks (20%) (HW/Quiz/Test)	Exam: 80 marks (80%) C.A.: 20 marks (20%) (HW/Quiz/Test)
S5	Exam: 80 marks (80%) C.A.: 20 marks (20%) (HW/Quiz/Test)	Exam: 80 marks (80%) C.A.: 20 marks (20%) (HW/Quiz/Test)
S6	Exam: 80 marks (80%) C.A.: 20 marks (20%) (Quiz/Test)	Exam: 100 marks (100%)

For S4, S5 and S6, the quiz, test and homework results will be counted as continuous assessment, making up 20% of the total marks.

A maximum of 10% of the total marks would be deducted from the exam result if the student fails to hand in his assignment on time.



**ENGLISH LANGUAGE** (Summer Homework for each level will be announced at the end of the 2<sup>nd</sup> term.)**Secondary 1**

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity/Marks
Writing (no. of words: 200) & Correction	1 <sup>st</sup>	3
	2 <sup>nd</sup>	3
Dictation & Correction	1 <sup>st</sup>	3
	2 <sup>nd</sup>	4
Supplementary Worksheet	1 <sup>st</sup>	5
	2 <sup>nd</sup>	5
Reading Worksheet	1 <sup>st</sup>	3
	2 <sup>nd</sup>	5
General English (GE) Assessment Test	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
General English (GE) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Reading Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Dictation Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Writing Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Speaking Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Continuous Assessment	1 <sup>st</sup>	25/300
	2 <sup>nd</sup>	25/300

**Secondary 2**

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity/Marks
Writing (no. of words: 250) & Correction	1 <sup>st</sup>	3
	2 <sup>nd</sup>	3
Dictation & Correction	1 <sup>st</sup>	3
	2 <sup>nd</sup>	4
Supplementary Worksheet	1 <sup>st</sup>	5
	2 <sup>nd</sup>	5
Reading Worksheet	1 <sup>st</sup>	4
	2 <sup>nd</sup>	6
General English (GE) Assessment Test	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
General English (GE) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Reading Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Dictation Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Writing Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Speaking Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Continuous Assessment	1 <sup>st</sup>	25/300
	2 <sup>nd</sup>	25/300

## Secondary 3

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity/Marks
Writing (no. of words: 300) & Correction	1 <sup>st</sup>	3
	2 <sup>nd</sup>	3
Supplementary Worksheet	1 <sup>st</sup>	5
	2 <sup>nd</sup>	5
Dictation & Correction	1 <sup>st</sup>	3
	2 <sup>nd</sup>	4
General English (GE) Assessment Test	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
General English (GE) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Reading Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Dictation Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Writing Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Speaking Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Continuous Assessment	1 <sup>st</sup>	10/300
	2 <sup>nd</sup>	10/300

## Secondary 4

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity/Marks
Paper 1 Reading & Correction	1 <sup>st</sup>	1 set (Part A + Part B)
	2 <sup>nd</sup>	2 sets (Part A + Part B)
Paper 2 Writing (no. of words: Part A: 200, Part B: 350) & Correction	1 <sup>st</sup>	3 (Part A or Part B)
	2 <sup>nd</sup>	3 (Part A or Part B)
Paper 3 Listening & Integrated Skills & Correction	1 <sup>st</sup>	1 set (Part A + Part B)
	2 <sup>nd</sup>	2 sets (Part A + Part B)
Reading Log (SBA)	1 <sup>st</sup>	3
	2 <sup>nd</sup>	3
Supplementary Worksheet	1 <sup>st</sup>	3
	2 <sup>nd</sup>	4
Common Test	1 <sup>st</sup>	1
	2 <sup>nd</sup>	2
Paper 1 (Reading) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Paper 2 (Writing) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Paper 3 (Listening & Integrated Skills) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Paper 4 (Speaking) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Continuous Assessment	1 <sup>st</sup>	20/300
	2 <sup>nd</sup>	20/300

## Secondary 5

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity/Marks
Paper 1 Reading & Correction	1 <sup>st</sup>	2 sets (Part A + Part B)
	2 <sup>nd</sup>	3 sets (Part A + Part B)
Paper 2 Writing (no. of words: Part A: 200, Part B: 400) & Correction	1 <sup>st</sup>	3 (Part A or Part B)
	2 <sup>nd</sup>	3 (Part A or Part B)
Paper 3 Listening & Integrated Skills & Correction	1 <sup>st</sup>	2 sets (Part A + Part B)
	2 <sup>nd</sup>	3 sets (Part A + Part B)
Reading Log (SBA)	1 <sup>st</sup>	3
	2 <sup>nd</sup>	3
Supplementary Worksheet	1 <sup>st</sup>	3
	2 <sup>nd</sup>	4
Common Test	1 <sup>st</sup>	1
	2 <sup>nd</sup>	2
Paper 1 (Reading) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Paper 2 (Writing) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Paper 3 (Listening & Integrated Skills) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Paper 4 (Speaking) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
SBA	2 <sup>nd</sup>	2
Continuous Assessment	1 <sup>st</sup>	20/300
	2 <sup>nd</sup>	20/300

## Secondary 6

Assignment (Classwork & Homework) and Assessment (Test & Exam)	Term	Quantity/Marks
Paper 1 (Comprehension) & Correction	1 <sup>st</sup>	3 sets (Part A + Part B)
Paper 2 (Writing) (no. of words: Part A: 200, Part B: 400) & Correction	1 <sup>st</sup>	3 (Part A or Part B)
Paper 3 (Listening & Integrated Skills) & Correction	1 <sup>st</sup>	3 sets (Part A + Part B)
Paper 1 (Reading) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Paper 2 (Writing) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Paper 3 (Listening & Integrated Skills) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
Paper 4 (Speaking) Examination	1 <sup>st</sup>	1
	2 <sup>nd</sup>	1
SBA	1 <sup>st</sup>	2
Continuous Assessment	1 <sup>st</sup>	30/300
	2 <sup>nd</sup>	-

**GEOGRAPHY**

Level	Assignment	Term	Frequency	Weighting (of exam marks)
S.4-5	Exercise (W/S)	1st	4	8%
		2nd	4	8%
	Assessment (Quiz and Dictation)	1st	4	22%
		2nd	4	22%
	Exam	1st	1	70%
		2nd	1	70%
S.6	Exercise	1st	4	10%
		2nd	2	--
	Tests (30 minutes)	1st	1	20%
	Exam	1st	1	70%
		2nd	1	100%

**HISTORY**

Level	Assessment	Term	Frequency	Time Taken per homework	Weighting
S1	Workbooks Worksheets Assignments	1st	6	Around 2 hours per homework	10%
		2nd	8	Around 2 hours per homework	10%
	Tests	1st	1	30 minutes	10%
		2nd	1	30 minutes	10%
	Examinations	1st	1	60 minutes	80%
		2nd	1	60 minutes	70%
	S1 History Project (Hong Kong History Study Award Scheme)	2nd	1		10%

Level	Assessment	Term	Frequency	Time Taken per homework	Weighting
S2	Workbooks Worksheets Assignments	1st	6	Around 2 hours per homework	10%
		2nd	8	Around 2 hours per homework	10%
	Tests	1st	1	30 minutes	10%
		2nd	1	30 minutes	10%
	Examinations	1st	1	60 minutes	80%
		2nd	1	60 minutes	80%

**INTEGRATED HUMANITIES**

Level	Means of Assessment	Term	Frequency	Time Taken	Weighting
S3	Workbooks/ Worksheets Assignments	1 <sup>st</sup>	6	3 hours per homework	10% of 1 <sup>st</sup> term total subject marks
		2 <sup>nd</sup>	8	3 hours per homework	10% of 2 <sup>nd</sup> term total subject marks
	Tests	1 <sup>st</sup>	1	30 minutes	10% of 1 <sup>st</sup> term total subject marks
		2 <sup>nd</sup>	1	30 minutes	10% of 2 <sup>nd</sup> term total subject marks
	Examinations	1 <sup>st</sup>	1	1 hour	80% of 1 <sup>st</sup> term total subject marks
		2 <sup>nd</sup>	1	1 hour	60% of 2 <sup>nd</sup> term total subject marks
	S3 Project Learning Competition (Proposal Writing, Data Collection and Analysis & Presentation of Findings)	2 <sup>nd</sup>	1	7 months	20% of 2 <sup>nd</sup> term total subject marks



**INTEGRATED SCIENCE****Homework and Assessment Schedule**

Level	Assignment / Homework	Frequency	No. of Tests
S1	Worksheet / Workbook	2 (monthly)	1 <sup>st</sup> Term : 1 2 <sup>nd</sup> Term : 1
	Experimental worksheets / reports	3 (yearly)	
	Investigative project	1 (yearly)	
	Worksheet / Workbook	2 (monthly)	
	Experimental worksheet / reports	1 (yearly)	

**Format of Assessment Tests and Written Examinations**

Level	Assessment	Format	Duration
S1-S2	1 <sup>st</sup> 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 <sup>nd</sup> Assessment Test		30 minutes
	Final Exam		1 hour

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

Level	Homework / Assignment (%)	Project (%)	Test (%)	Practical Exam (%)	Written Exam (%)	Total (%)	Bonus (%)*
S1	10	5	15	10	60	100	+3
S2	10	-	15	10	65	100	+3

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

**Final Exam (June)**

Level	Homework / Assignment (%)	Test (%)	Practical Exam (%)	Written Exam (%)	Total (%)	Bonus (%)*
S1-2	10	15	10	70	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 performance in an IS-related task, as well as tidiness and punctuality of students' work.

**MATHEMATICS****HOMEWORK**

Minimum frequency of detailed correction for each form:

S.1, 2 & 3 – twice a week;

S.4, 5& 6 – once every week.

**TEST**

For each form of S1 – S3:

- One Assessment in each term
- One Common Test in the 2<sup>nd</sup> term
- 

For each form of S4 – S6:

- One Common Test in each term

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

S. 1, 2 & 3 1 <sup>st</sup> and 2 <sup>nd</sup> term	1 <sup>st</sup> term	Homework: constitutes 5% of the total marks for the half-yearly examination 1st Assessment: constitutes 10% of the total marks for the half-yearly examination
	2 <sup>nd</sup> term	Homework: constitutes 5% of the total marks for the final examination 2nd Assessment: constitutes 6% of the total marks for the final examination Common Test: constitutes 4% of the total marks for the final examination
S4A-C S5A-B	3 tests in first term and 3 tests in second term.  <b><u>Compulsory Part</u></b> 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.  <b><u>Compulsory Part</u></b> Common Test: constitutes 10% of the total marks for the half-yearly and final examination  <b><u>M1/M2</u></b> Common Test: constitutes 20% of the total marks for the half-yearly and final examination	
S6 (Classes A, B)	3 tests in first term.  <b><u>Compulsory Part</u></b> Common Test: constitutes 10% of the total marks for the half-yearly examination	
S6 (Classes D, E, F)	4 tests in first term.  <b><u>Compulsory Part</u></b> Common Test: constitutes 10% of the total marks for the half-yearly examination  <b><u>M1/M2</u></b> Common Test: constitutes 20% of the total marks for the half-yearly examination	

## MUSIC

### Secondary 1

#### Half Yearly Assessment

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

#### Final Assessment

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

### Secondary 2

#### Half Yearly Assessment

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

#### Final Assessment

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

### Secondary 3

#### Final Assessment

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

#### Note:

- Elected ensemble players and singers will be eligible for bonus marks (up to 20% of the total), at the discretion of the department.
- 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**

Level	Homework/Test
S1-2 2nd term	The teacher will assign a PE project to S.1 and S.2 students in the 2nd semester. This project for 2025-2026 academic year falls under cross-subject project learning scheme. The project constitutes 20% of the total marks for the final examination.
S4-5	The teacher will assign homework to S.4 and S.5 students a total of 12 times in the 2025-2026 academic year. Homework constitutes 15% of the total examination marks each semester. 2 tests in first term and 2 tests in second term. Test constitutes 15% of the total examination marks each semester.

**PHYSICS****Homework and Assessment Schedule**

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

## Format of Assessment Tests and Examinations

Level	Assessment	Format	Duration
S6	Half-yearly Exam	Comprehensive paper Section A Multiple-choice questions (35%) Section B Short questions, structured questions and essay questions (65%)	2½ hours
	Mock Exam	Paper 1A Multiple-choice (33 questions) (26.25%) Paper 1B Short questions, structured questions and essay questions (48.75%)	2½ hours
		Paper 2 8 multiple-choice questions and 1 structured question set on each of the two elective topics of the curriculum (each carries 12.5%)	1 hour
S4-S5	Half-yearly Exam	Comprehensive paper Section A Multiple-choice questions (35%) Section B Short questions, structured questions and essay questions (65%)	S5: 105 mins S4: 90 mins
	Final Exam		S5: 2 hours S4: 90 mins
S3	1st Assessment Test	Comprehensive paper (A+B: ~33%)	30 minutes
	Half-yearly Exam	Section A Multiple-choice questions Section B Fill-in-the-blank	1 hr
	2 <sup>nd</sup> Assessment Test	Section C Short questions and structured questions (~67%)	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**

1. **個人課業：**學生每星期均須完成一份個人課業（如課本練習、作業、工作紙或電子課業等等）。
2. **小組課業：**
  - 中二、三級均須完成一份小組課業，課業將於 2025 年 11 月公佈。
  - 小組課業每組人數約 6-8 人。
  - 中二小組課業為廣播劇，中三小組課業為視像短劇。
  - 學生須將所有課業內容上載至雲端硬碟（包括錄音及文字報告），亦須將文字報告彩印一份（包括封面、目錄、分組名單、分工表、角色分配、劇本等，劇本須標注漢語拼音）交予老師。
  - 課業將計算入下學期成績，佔總分百分之二十。
3. **跨科專題研習：**
  - 中一級須完成一份跨科專題研習，研習由中國歷史科和普通話科合作指導完成，研習內容將由中國歷史科老師於課堂上公佈，研習成果則由普通話科老師指導完成。
  - 跨科專題研習每組人數約 4 人。
  - 學生須於課堂上完成以普通話完成研習成果匯報，從而增加運用普通話的表達機會，提升普通話表達的能力和自信。
  - 研習將計算入下學期成績，佔總分百分之二十。
4. **測驗及考試：**全學年共有兩次測驗和兩次考試。上學期一測一考，下學期亦為一測一考。

**中一至中三**

項目	學期	頻率	需時
個人課業	上 / 下學期	一次/周	約 15 分鐘
小組課業 或 跨科專題研習	上 / 下學期	一次/年	整個學年
測驗	上 / 下學期	一次/學期	20 分鐘
考試	上 / 下學期	一次/學期	30 分鐘

**2025-26 課業及測考佔分比例****上學期（2025 年 9 月至 12 月）**

年級	測驗（%）	小組課業 或 跨科專題研習（%）	考試（%）		總分（%）
			筆試 （12 月）	口試 （11 月）	
中一	10%	----	60%	30%	100%
中二	10%	----	60%	30%	100%
中三	10%	----	60%	30%	100%

**下學期（2026 年 1 月至 6 月）**

年級	測驗（%）	小組課業 或 跨科專題研習（%）	考試（%）		總分（%）
			筆試 （6 月）	口試 （5 月）	
中一	10%	20%	40%	30%	100%
中二	10%	20%	40%	30%	100%
中三	10%	20%	40%	30%	100%

## Policy on Homework and Tests (for NCS students)

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

### Group Project:

- A Putonghua group project will be assigned to S2 and S3 students in November 2025.
- The project should be completed in a group of four to eight.
- S2-3 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 marks obtained in the group project will constitute 20% of the total marks of the 2<sup>nd</sup> term.

### Cross-subjects Group Project Learning:

- A cross-subjects group project will be conducted in S1 throughout the academic year.
- The project will be coordinated by 2 subject panels, including Chinese History and Putonghua.
- The project should be completed in a group of four to eight.
- The project aims to improve students' Putonghua and sharpen their presentation skills.
- The marks obtained in the cross-subjects group project will constitute 20% of the total marks of the 2<sup>nd</sup> term.

**Test:** There will be a test on listening in each term. The marks obtained in the test will constitute 10% of the total marks of that term.

### S1-S3

Item	Term	Frequency	Time spent
Assignment	1st /2nd	Once a week	30mins.
Group Project	1st /2nd	Once a year	(Jan – May 2026)
Test	1st /2nd	Once a term	30mins.
Exam	1st /2nd	Once a term	30mins.

### Allocation of marks

#### Half-yearly Exam (December)

Level	1 <sup>st</sup> Assessment (%)	Exam (%)		Total
		Written Exam	Oral Exam	
S1-3	10%	60%	30%	100%

#### Final Exam (June)

Level	2 <sup>nd</sup> Assessment (%)	Others (%) (Group Project)	Exam (%)		Total
			Written Exam	Oral Exam	
S1-3	10%	20%	40%	30%	100%

**Religious and Moral Education (RME)**

Full marks of this subject shown on report cards students for S1-5 will be 50.

Level	Assignments	Term	Frequency	Time Spent each time
S1-3	Homework / Classwork exercises	1st & 2nd	Three times per term	20 mins
	Test		Once per term	30 mins
	Examination		Once per term	30 mins
S4-5	Homework / Classwork exercises	1st & 2nd	Two times per term	30 mins
	Examination		Once per term	30 mins

**Breakdown of Report card marks (S1-3)**

Assessment Tests	100% (Assessment Paper)
Examinations	10% (Assessment) + 90% (Examination Paper)

**Breakdown of Report card marks (S4-5)**

Examinations	20% (Assignments, 10% each) + 80% (Examination Paper)
--------------	---

**TOURISM & HOSPITALITY STUDIES**

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

**Half-Yearly Examination**

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

**Mock Examination**

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



**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 <sup>st</sup> term - 2 2 <sup>nd</sup> term - 2
S2	Artwork: 1 per unit Homework: At least 1 Research/ Art appreciation exercise/ Online exercise per unit	1 <sup>st</sup> term - 2 2 <sup>nd</sup> term - 2
S3	Artwork: 1 per unit Homework: At least 1 Research/ Art appreciation exercise/ Online exercise per unit	1 <sup>st</sup> term - 1.5 2 <sup>nd</sup> term - 1.5
S5	Classwork/ Homework: Essay/ Past Paper Structured/ SBA Proposal/ Research/ Visual SBA: 2 sets/ pieces of artwork	1 <sup>st</sup> term - 2 sets 2 <sup>nd</sup> term - 3 sets

Examination:

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

**Half-yearly Examination**

S1-3	Artwork Homework (Research) Internal Card Design Competition/External Art Competition	80% 20% Bonus
S5	Test Examination Classwork/ Homework External Art Competition and Exhibition Review	10% 40% 50% Bonus

**Final Examination**

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

Note:

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

## SCHOOL EXAMINATIONS & ASSESSMENT TESTS

### 1. Major Examinations

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

### 2. Assessment Tests

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

### 3. Other Means of Continuous Assessment

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

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

### 4. Yearly Result

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

### 5. Promotion Criteria

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

### 6. Truancy

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

## Summer Class

S1 – S3:

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

S4 – S5:

- (a) Any students who fail in any of the four core subjects (Chinese, English, Mathematics and Liberal Studies) in the Final Exam and Yearly Result must attend the summer classes of the respective subject(s).
- (b) Any students who pass all core subjects but fail all electives in the Final Exam must submit a summer project on the elective subject, which scored the lowest among all the failed electives.

Supplementary Exam:

S1-S3: There are no supplementary examinations.

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

## School Pastoral Care

### I. School Discipline

#### (a) The School Discipline Board:

Discipline Mistress: Ms P. S. Tsui (Discipline Room)

Junior Form Co-ordinator: Mr Y. K. Ng (Staff Room B)

Level	Discipline Teachers	Staff Room
S1	Mr Leo Chan & Mr Hubert Tang	A
S2	Mr Christopher Lo & Mr Davis Wong	A
S3	Mr K. H. Chu & Mr Marc Wong	A & B

Senior Form Co-ordinator: Ms Szemei Chan (Staff Room B)

Level	Discipline Teachers	Staff Room
S4	Mr S. K. Chow	B
S5	Mr Jeffrey Yim	A
S6	Mr C. K. Tse	B

#### (b) School Uniform

Students of this college must wear school uniform on all prescribed school days and school functions (including supplementary lessons and oral practice sessions). Students' uniform should conform to the requirements stated in the Student Diary. Students will not be admitted into the school without proper school uniform.

#### (c) Attendance

- Students are expected to be punctual for school. Parents should notify the school office at 36524888 by phone in the morning between 8:00 a.m. and 8:30 a.m. if their son intends to be absent.
- Students returning to school after an illness must present a medical certificate and a letter of excuse from their parents to the Form Teacher on their first day back.
- Students who are absent from school for reasons other than illness must obtain prior permission from the Principal.
- As our school does not engage with any school bus operators, students arriving late are subject to the same consequences, regardless of their mode of transport. Students who arrive late will not be permitted to enter the classrooms unless they have obtained an "admission slip" from the Discipline Mistress or Senior/Junior Form Discipline Coordinators.
- On the 7th day of the student's continuous absence, regardless of the reasons for the absence, the Principal will report the case to the Education Bureau (EDB) via WebSAMS and refer it to the Counselling Team and the School Social Worker for follow-up actions.
- Students requesting early leave must obtain 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 at school.
- Students representing the school or the HKSAR in any overseas activities must inform the Discipline Mistress directly and obtain approval from the Principal at least 7 school days in advance.
- Students who absent themselves from school at any time without reasonable excuse and/or without following the procedures outlined above will face penalties.
- In the case of real-time online lessons, attendance will be taken for all lessons.

**(d) Safety in School**

1. Students must bring their Student Identity Card (Smart Card) to school at all times for identification purposes.
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 must not leave their schoolbags unattended. Lockers should be used when necessary. (Combination locks are not recommended.)
6. During P.E. lessons, students should store their mobile phones and other personal valuables in their lockers.
7. Students are not allowed to leave their personal belongings (including textbooks and sports shoes) inside the students' desks, drawers, plastic boxes, or class cabinets overnight. These items should be stored in their lockers.
8. Secondary 1 students are given an exclusive area (Triangular playground) to play.
9. Students are not allowed to move between campuses (i.e. from 7KR to 26KR or vice versa) during or between lessons without the permission of a teacher.
10. A school is a place for students' learning and development. Students should refrain from participating in any risky or illegal activities. Besides, students should not bring any items that carry political message(s) to the school.

**(e) Use of mobile phones**

1. Students are not permitted to use mobile phones during lessons, tests or exams. All mobile phones must be switched to "off" mode. If a phone is in use or emits sound during these times, it (including the SIM card) will be confiscated for a maximum of 7 school days and will not be returned until after this period, along with a letter from a parent.
2. Students must ensure that their wireless connections are turned off (including 3G, 4G & 5G) to avoid acting 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**

A system with standardized criteria will be implemented to assess student conduct. It categorizes and records offences committed by students, and Form-Teachers will evaluate their students' behaviour based on these records.

**II. Disciplinary Actions**

Students who are found guilty of committing offences or/and any inappropriate behaviour would be subjected to, depending on the seriousness of the behaviour, the following disciplinary action(s), arranged from the least serious to the most serious:

- i. verbal warning;
- ii. various restrictions (including but not limited to staying in classrooms during recess, etc);
- iii. detention class (45 minutes after school);
- iv. internal suspension, in which students are not allowed to attend classes and is detained in designated venue under supervision to complete tasks assigned to them;  
OR
- v. suspension at home, in which students are not allowed to enter the school.

Apart from very minor cases, parents will be informed and may be required to sign written records. For extremely serious cases, the offence record may be sent to the Education Bureau upon request.

### III. School Counselling

School Counselling and Guidance Team

Counselling Mistress: Ms Jacky Lo

Coordinators in Each Level:

Level	Coordinators	Staff Room
S1	Ms Jacky Lo	Room A
S2	Ms Lily Sin, Mr Eugene Wai	
S3	Mr Benny Yeung	
S4	Ms Cherry Lin	
S5	Mr Nowen Fung	
S6	Ms Jacky Lo	

#### Objectives:

The Counselling Team is committed to fostering the personal growth and emotional well-being of students. Led by a team of dedicated professionals, they provide individual and group counselling, promote mental health awareness, and support students through academic, social, and personal challenges.

Their work extends beyond intervention to proactive initiatives, cultivating a safe and inclusive environment where every student feels heard and valued. They collaborate closely with parents, teachers, and support staff to ensure holistic development and resilience.

Together, they strive to empower students to navigate adolescence with confidence and compassion.

### IV. Social Worker

School Social Workers:

Mr Kenneth Cheng (school: 3652 4791, HKFWS office: 2549 5106)

Ms Angel Lo (school: 3652 4887, HKFWS office: 2549 5106)

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

### V. Careers

#### I. The Careers Team:

Career Mistress: Ms. Teresa Lee (Staff Room A)

Members: Ms Sylvia Chen (Staff Room A)

Ms Florence Chung (Staff Room A)

Mr Y. L. Chung (Staff Room A)

Mr Derek Mak (Staff Room A)

Mr Roland Ng (Staff Room A)

Mr Anthony Wong (Staff Room A)

Career and Life Planning Coordinator:	Mr Henry Law	(Staff Room A)
Members:	Mr L. Y. Chu	(Staff Room A)
	Mr Nowen Fung	(Staff Room A)
	Mr Y. K. Ng	(Staff Room B)
	Ms K. W. Ngun	(Staff Room A)
	Ms Sharon Tam	(Staff Room A)
	Mr Davis Wong	(Staff Room A)
	Mr Marc Wong	(Staff Room B)

### Objectives:

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 transcripts, students should ask their parents / guardians to write directly to the Principal through the school office and enclose a passport photograph in proper school uniform.
2. To apply for letters of recommendation, students should fill in the application forms from the school office and return them together with photocopies of the documents required.
3. To apply for predicted grades (S6 students only), students should fill in the application forms obtained from the school office and return them together with photocopies of the documents required. S5 students who have collected their report cards (of their s5 final examinations) may also apply after private consultation with, and approval from the Career Master.
4. Applicants should give at least five working days for the school authority to proceed with applications of recommendation letters and transcripts.
5. The school will only issue one transcript to each student. The school office will certify photocopies of the original transcripts, letters of recommendation and certificates on request.
6. Transcripts and letters of recommendation will only be issued during school days. Under certain circumstances, the school will certify photocopies of the documents during long holidays (Christmas, Chinese New Year, Easter and summer holidays) except public holidays.
7. Students who want the school to send certified copies to an overseas institution should consult the Careers Master.
8. Under normal circumstances, the school will help a student to process recommendations for not more than four overseas schools / universities. Students who are leaving the school to study abroad should withdraw from the school formally. They should do so by submitting letters of withdrawal (signed by parents / guardians and addressed to the Principal) through the school office.
9. Under normal circumstances, the school will only issue recommendation letters for current students planning to study overseas. Students transferring to other local schools can apply for "Study Proof" from the school office.

## MEASURES FOR INCLEMENT WEATHER CONDITIONS

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

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

### 關於惡劣天氣各項應變措施

鑑於惡劣天氣（熱帶氣旋及暴雨）引致的問題，學校製訂以下有關應變措施：

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

## CHANGES IN EXAMINATION SCHEDULE DUE TO BAD WEATHER

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

## POLICY ON ABSENTEES BEFORE OR DURING EXAMINATIONS

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

## EXTRA LESSON ARRANGEMENTS

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

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

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

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

### 補課安排事宜

為協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。



## EXTRA-CURRICULAR ACTIVITIES

With the goal of providing an all round education in mind, St. Joseph's College places strong emphasis on extra-curricular activities (ECA). These ECA can be classified into seven categories: Religion, Service, Sports, Academic, Interest, Publication, and the Students' Union, to suit the diverse needs of our students. Each year, an extra-curricular prize-giving ceremony is held to honour our outstanding participants in all kinds of ECA.

### Religion

Christian Union

### Service

1 <sup>st</sup> Hong Kong Scout Troop	1 <sup>st</sup> Hong Kong Venture Scout Unit	HK Red Cross Youth Unit 17
Interact Club	Junior Police Call	Social Service Group
St. John Ambulance		

### Sports

Aqatic Team	Athelic Team	Badminton Team	Basketball Team
Bowling Team	Cross Country Team	Fencing Team	Football Club
Handball Team	Lawn Bowls Team	Rugby Team	Sailing Team
Sports Council	Squash Team	Table Tennis Team	Tennis Team
Volleyball Team			

### Academic

Biology & Conservancy Association	Chinese Culture Society	
Citizenship, Economics & Society Club	Citizenship & Social Development	English Society
Geography Society	Mathematics Society	Putonghua Club
Science Society		

### General Interest

Aesthetic Society	Astronomy Society	Aviation Society
Boardgame Club	Chess Club	Chinese Medicine Society
Civic Club	Computer and Robotics Society	Drama Club
Green and White Production	History Society	Library Society
Multicultural Club	Music Society	

### Others

Editorial Board	Extra-Curricular Activities Committee
Students' Union	Web Publishing Board



-----Please Detach Here-----

RETURN SLIP (Return this slip to Form Teacher on or before 10<sup>th</sup> Sept, 2025)

Parents/Guardians are requested to sign and return this slip for the following purposes:

(a) acknowledgment for having read the **School Profile**,

<http://eclass.sjc.edu.hk> (Login by parent account and Click eService → eNotice)

Parent account login example: Student ID: 2025002, HKID: A123456(4). Login ID: p2025002 PW: A1234564

(b) as specimen signature for future correspondence of authentication of letters of excuse.

Father's mobile:	e-mail address (if any):
Mother's mobile:	e-mail address (if any):
Parent's SMS contact no.:	
Student's mobile:	e-mail address (if any):

Name of Student: \_\_\_\_\_ Class: S \_\_\_\_\_ ( )

Signature of Parent/Guardian

-----

## Holiday List

Holidays	Dates	No. of days
1. National Day	Wednesday 1 – 10 – 2025	1
2. The Day Following Mid-Autumn Festival	Tuesday 7 – 10 – 2025	1
3. Chung Yeung Festival	Wednesday 29 – 10 – 2025	1
4. The Day Following Legislative Council Election	Monday 8 – 12 – 2025	1
5. Christmas & New Year Holidays	Monday 22 – 12 – To Wednesday 3 – 1 – 2026	13
6. Lunar New Year Holidays (Lunar New Year's Day: 17-2-2026)	Monday 16 – 2 – 2026 To Tuesday 24 – 2 – 2026	9
7. St. Joseph's Feast Day Holiday	Friday 20 – 3 – 2026	1
8. Easter Holidays & Ching Ming Festival (Good Friday: 3-4-2026)	Monday 30 – 3 – 2026 To Saturday 8 – 4 – 2026	10
9. Labour Day	Friday 1 – 5 – 2026	1
10. St. La Salle Feast Day Holiday	Monday 18 – 5 – 2026	1
11. The Catholic School Teachers' Day	Tuesday 19 – 5 – 2026	1
12. Buddha's Birthday	Monday 25 – 5 – 2026	1
13. Tuen Ng Festival	Friday 19 – 6 – 2026	1
14. HKSAR Establishment Day	Wednesday 1 – 7 – 2026	1
15. Summer Vacation	Wednesday 15 – 7 – 2026 To Monday 31 – 8 – 2026	48
<b>Total:</b>		<b>91</b>

**NOTE:**

All days mentioned in this list are inclusive.

School re-opens for the new academic year (2024-25) on **Tuesday, September 1, 2026.**

## School Calendar

2025	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Particulars
Sept		1	2	3	4	5	6*	6: S1 Parents Orientation Day 2 11: Swimming Gala 12: Freshmen Day 17: Annual Athletics Meet (Heat) 22: School Opening Mass (S1, 3 & 4) 26: Dress Casual Day
	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*	3	4	1: National Day 2: Winter Time-table starts 5 & 6: Academic Prize-giving Day 1 & Day 2 7: The Day following Mid-Autumn Festival 10: S6 Biology Field Trip 11: AGM of PTA 14-16: Recruitment Week 17: Inter-school Swimming Competition / SDD1 20/10-5/11: First Assessment & Test (S1-3) 29: Chung Yeung Festival
	5*	6*	(7)	8	9	10	11*	
	12	13	14	15	16	17*	18	
	19	20*	21*	22*	23*	24*	25	
	26	27*	28*	(29)	30*	31*		
Nov							1*	1: Walkathon / S3 Talk on Senior Secondary Curriculum 3: S4 & S5 Geography Field Trip 3-14: ECA Week 7: CBS Athletics Meet 8: 150 <sup>th</sup> Anniversary Gala Dinner 12: School Cross Country Competition 15: PTA Outing 19, 24 & 27: Inter-school Athletics Meet 22: New S1 Admission Talk
	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							
Dec		1*	2*	3*	4*	5*	6*	1-18: Half-Yearly Exam (Saturday included) 8: The Day following Legislative Council Election 19: Advent Mass & Christmas Party 22/12-3/1: Christmas & New Year Holidays 26: Green & White Ball
	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)				
2026 Jan					(1)	(2)	(3)	8: New Year's Mass (S1, 2 & 6) 21: S6 Last School Day with Lesson 22: Annual Athletics Meet (Final) (S1-S6) 23: Discretionary Holiday 1 25: Parents' Day 26: Discretionary Holiday 2 27/1-13/2: S6 Mock Exam (Saturday included) 28: S3 Soci-Game
	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*	6*	7	5: Inter-school Cross Country Competition 8: 151 <sup>st</sup> Green & White Day 9: Discretionary Holiday 3 10: Staff Development Day 2 & Staff Meeting 16-24: Lunar New Year Holidays 17: Lunar New Year's Day 25: Ash Wednesday Mass (Only for Catholics) 28: S1 DP Interview
	8*	(9)	10*	11*	12*	13*	14	
	15	(16)	(17)	(18)	(19)	(20)	(21)	
	(22)	(23)	(24)	25*	26	27	28*	

2026	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Particulars
March	1	2*	3*	4*	5*	6*	7	2-17: Second Assessment & Test (S1-3) 19-27: Religious Festival 19: St. Joseph's Feast (S2, S3 & S5) 20: St. Joseph's Feast Day Holiday 30/3-8/4: Easter Holidays & Ching Ming Festival
	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)	(3)	(4)	9-14: DSE Exam: Core Subjects 20-30: Students' Festival
	(5)	(6)	(7)	(8)	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
May						(1)	2	1: Labour Day 4: Summer Time-table starts 15: St. La Salle Feast (S1, 4 & 5) 16: Internal Talent Quest 18: St. La Salle Feast Day Holiday 19: Catholic School Teachers' Day 22: ECA Prize-giving Ceremony 25: Buddha's Birthday 26/5-12/6: S3 Final Exam (Saturday included)
	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							
June		1*	2*	3*	4*	5*	6*	1-18: S1, 2, 4 & 5 Final Exam (Saturday included) 19: Tuen Ng Festival 26: Graduation Ceremony 27: PTA Annual Dinner
	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	3	4*	1: SAR Establishment Day 4: Annual School Concert (Tentative) 6: Staff Development Day 3 (Tentative) 9: S1 Registration 10: S1-S4 Entrance Exam 14: Pre-S1 Attainment Test / SU Election (Tentative) 15: HKDSE: Release of Results 15/7-31/8: Summer Vacation
	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)	18-20: S1 Orientation 22: S1 Parents Orientation Day 1 28: Staff Meeting
	(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)						

Key :

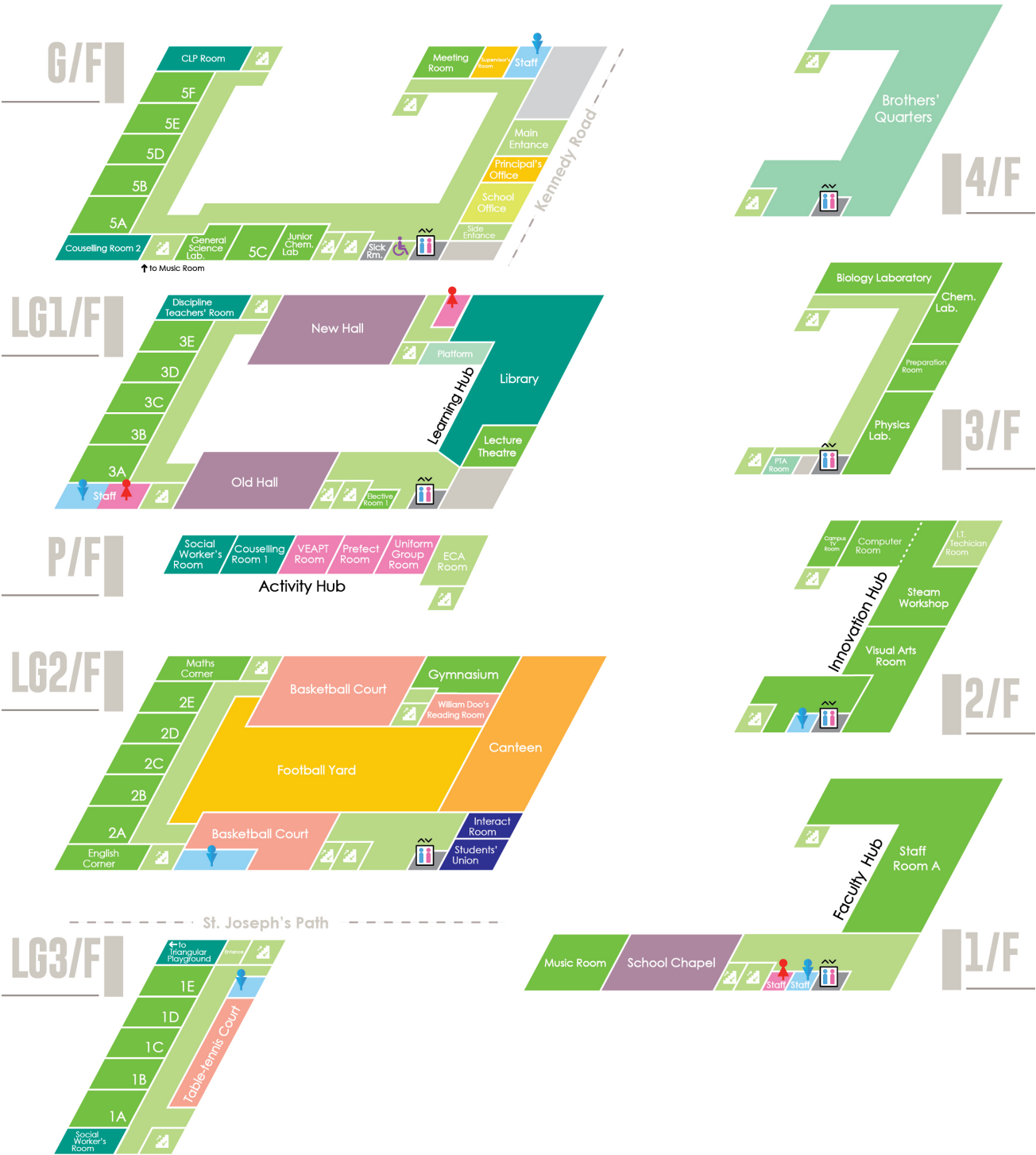
( ) School Holiday

( ) Public Holiday

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

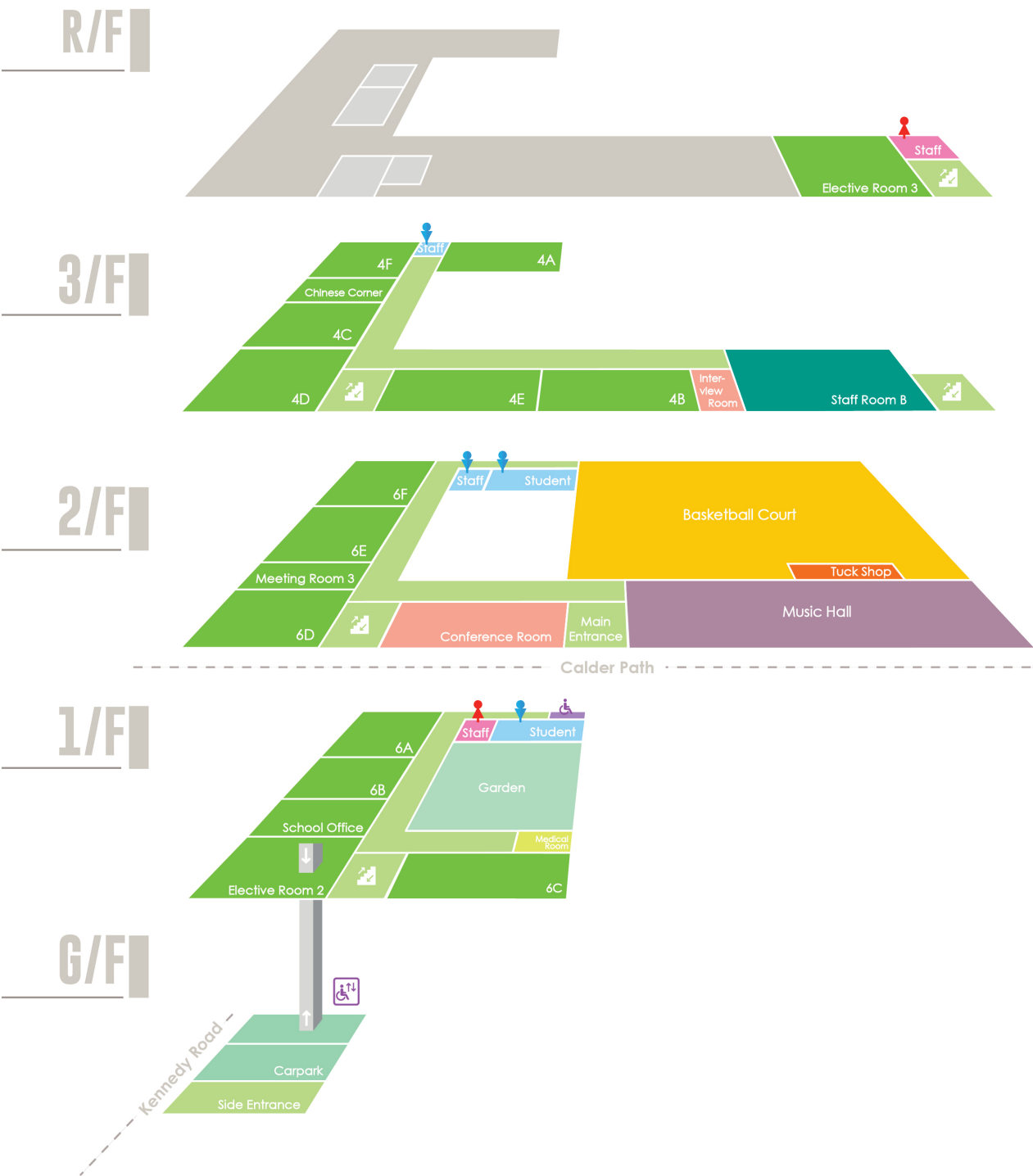
# St. Joseph's College

School Map 2025-2026  
7 Kennedy Road



# St. Joseph's College

School Map 2025-2026  
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)*