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荃灣官立中學

Tsuen Wan Government Secondary School

21-22/200a(E)/ADM/S1-5/A

2nd June, 2022

Dear Parents,

Arrangements for the Second Term Examination

Please note that the Second Term Examination for S1 to S5 will be held from 4th July to 20th July, 2022. Please supervise your children to study diligently to strive for good results and pay attention to the following:

(I) Suspension of Extra-curricular Activities

In order to encourage students to get well prepared for the examination, our school will suspend all extra-curricular activities from 27th June, 2022 (Monday) until the examination is over.

(II) Examination Arrangement

1. Students must follow the instructions laid down in the examination timetable (Appendix 1) and the Student Examination Guidelines (Appendix 2). If there are no examinations arranged on a particular day, students should stay home to study instead of going to school.
2. In case of inclement weather conditions or other emergencies during the examination period and the Education Bureau announces the closure of schools, the rest of the examinations and review of examination papers scheduled for Monday to Friday will be postponed until the first day after the resumption of classes. The examinations on Saturdays will be rescheduled, and the relevant arrangements will be announced on the school website and via the eClass Parent App.
3. If students need to attend more than one examination session in the morning, they must not leave the school between the sessions.
4. The school will not arrange any make-up examination for students who are absent from an examination session. If a student does not provide a valid reason for his/her absence from the examination, he/she will score no mark for that examination paper. If a student is absent due to sickness, he/she must submit a medical certificate from a registered doctor or other relevant documents to the school on or before 21st July (Thursday). In that case, the subject teacher will project the assessment mark with a 20% discount based on the student's performance in regular assignments, quizzes and participation in class.

(III) Examination Instructions (Please refer to Appendix 2 for details)

1. Students must check their body temperature and conduct COVID-19 Rapid Antigen Tests (RAT) before returning to school, and only those who have obtained a negative result will be allowed to take the examination. Properly completed and parent-signed Body Temperature and RAT Result Record Form and photos of negative RAT test results captured by mobile phones will be checked by the invigilator in the examination venue before the examination. Students who cannot produce relevant record/ photo for checking will have to carry out the RAT tests at the school covered playground immediately. **No extra time will be given for the examination.** If students have a fever, experience a

sudden loss of taste or smell, or other symptoms of upper respiratory infection, they should not go to school but to seek medical advice as soon as possible.

2. To allow sufficient time for the invigilator to check the Body Temperature and RAT Result Record Forms and distribute the examination materials, students who take the examination in the classroom must arrive at the examination venue **15 minutes** before the examination starts. Students taking the examination in the hall, Student Activity Centre or Lecture Room must arrive at the examination centre **20 minutes** before the examination starts. No extra time will be given to any students who arrive late.
3. If students bring their mobile phones or any devices which have the alarm function and/or allow access to the Internet to the examination venue, they need to switch them off and put them under the chair in a position clearly visible to the invigilators. During the examination, if a student's electronic device emits any sound, the student will receive a mark penalty and may be subject to disciplinary action taken by the school.
4. During the examination, if articles such as paper, notes, books and all kinds of electronic devices (including tablets, mobile phones, multimedia players, electronic dictionaries and databank watches) or other wearable technologies with communication or data storage functions are found on a student's desk or in the drawer of his/her desk, in his/her pockets or on his/her body, he/she may be disqualified from the examination.
5. If a student cheats during an examination, the school will take disciplinary action, including mark penalties, disqualifying the student from the subject or paper concerned, or even disqualifying the student from the whole examination.
6. If a student is late for the Chinese or English speaking examination but he/she can be arranged to take the examination by joining a remaining group of the day, the examination results of the paper will be deducted (If there is no need to change the group originally assigned to that student, the score will be discounted by 10%; if change of groups has to be arranged, the score will be discounted by 20%). If the examination cannot be rearranged, the student will score no mark for the paper.

(IV) S1 Science Practical Examination

S1 students have to attend the new Science Practical Examination on 15th July, 2022. Results of the Practical Examination will account for 10% of the Second Term Examination Results of the subject. Students have to arrive at the waiting room (W404) according to the **reporting time** as scheduled below. Teachers or Laboratory technicians will then direct them to the Laboratory for examination.

Class	1A	1B	1C	1D
Reporting Time	08:20	09:05	09:50	10:35
Examination Time	08:30-09:15	09:15-10:00	10:00-10:45	10:45-11:30

(V) Review of Examination Papers and Calculation of Examination Scores

1. To further enhance students' understanding of the examination contents of each subject and provide feedback to them, subject teachers will return the answer scripts to students, explain the questions in detail and provide guidance on question answering techniques from 21st July to 25th July, 2022. Since the review of examination papers facilitates the consolidation of learning, students must attend the sessions arranged for them. Students must carefully check and review the answers in the examination papers in class. They should ask their teachers as soon as possible if there are any problems. After the examination paper review period, all examination scores will be confirmed and

there will not be further changes to the confirmed scores. The schedule is as follows:

Date	Time	Levels
21st July, 2022 (Thursday)	08:00 - 12:00	S1 to S2
	08:00 - 13:25	S3 to S5
22nd July, 2022 (Friday)	08:10 - 12:00	S1 to S2
	08:10 - 13:25	S3 to S5
25th July, 2022 (Monday)	08:10 - 10:50	S3 to S5 (S1 and S2 students do not need to go to school.)

2. The calculation of total score is as follows:

The Second Term Examination Total Score	Total Score for the Year
Second Term Continuous Assessment* (30%) + Second Term Examination Results (70%)	Total Score of the 1 st Term $\times \frac{1}{3}$ Total Score of the 2 nd Term $\times \frac{2}{3}$

* Including Uniform Test results (15%) and performance in regular assignments, quizzes and participation in class (15%).

(VI) Arrangements for Flag-raising Ceremonies

According to the latest guidelines issued by the Education Bureau, schools are required to conduct weekly national flag-raising ceremony. In order not to affect students' preparation for the examination, the schedule of the flag-raising ceremonies during the examination and the period of review of examination papers is as follows:

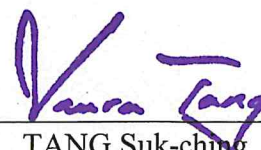
Date	8th July, 2022 (Friday)	15th July, 2022 (Friday)	21st July, 2022 (Thursday)
Time	9:30-9:50		08:00-08:15
Venue	Covered Playground		Hall
Levels	S1	S3	S2 (Hall) S1, S3 to S5 (Classrooms)

(VII) Distribution of Report Cards

The Report Cards and answer scripts of S1 to S5 students will be distributed on 5th August, 2022 (Friday).

Examination arrangements are subject to change in the light of the development of the COVID-19 epidemic situation and EDB's latest guidelines. Relevant arrangements will be announced on the school website and via the eClass Parent App when needed.

Yours sincerely,


TANG Suk-ching
(Principal)

Reply Slip – Arrangements for the Second Term Examination

(Please reply through eClass on or before 17th June, 2022.)

Dear Principal,

I have read and understand the arrangements for the Second Term Examination, and I will supervise my child to strive for good results in the examination.

A handwritten signature, possibly "V. S.", is written in the bottom left corner. To the left of the signature is a small, hand-drawn square box.

Tsuen Wan Government Secondary School
Second Term Examination 2021/2022
Examination Time-table (S.1-S.3)
[2/F-5/F Classrooms]

Exam Day	Date		S.1		S.2		S.3	
1	4/7/2022	Mon	08:30-09:45	Science (Written)	08:30-09:30	History	08:30-09:30	Chemistry
2	5/7/2022	Tue	08:30-09:45	Chinese I (Reading)	08:30-09:30	English I (General English)	08:30-09:30	English I (General English)
			10:30-11:45	Chinese II (Writing)	10:30-11:15	English II (Writing)	10:30-11:30	English II (Writing)
3	6/7/2022	Wed					08:30-09:30	Geography
4	7/7/2022	Thu	08:30-09:30	English I (General English)	08:30-09:45	Chinese I (Reading)	08:30-09:45	Chinese I (Reading)
			10:30-11:15	English II (Writing)	10:30-11:45	Chinese II (Writing)	10:30-11:45	Chinese II (Writing)
5	8/7/2022	Fri	08:30-09:30	History	08:30-09:30	Chinese History	08:30-09:30	Biology
6	9/7/2022	Sat						
7	11/7/2022	Mon	08:30-09:30	Chinese History	08:30-09:30	Geography	08:30-10:15	Mathematics
8	12/7/2022	Tue	08:30-10:15	Mathematics	08:30-09:45	Science	08:30-09:30	Chinese History
9	13/7/2022	Wed	08:30-09:45	*English III (Listening & Integrated Skills)	10:45-12:05	*English III (Listening & Integrated Skills)	14:00-15:25	*English III (Listening & Integrated Skills)
10	14/7/2022	Thu	08:30-09:30	Geography	08:30-10:15	Mathematics	08:30-09:30	History
11	15/7/2022	Fri	08:30-11:30	#Science (Practical)			08:30-09:30	Physics
12	16/7/2022	Sat						
13	18/7/2022	Mon						
14	19/7/2022	Tue						
15	20/7/2022	Wed						

*examination in Hall

#waiting room in W404, examination in E401-2 & E404-5

Tsuen Wan Government Secondary School

Second Term Examination 2021/2022

Examination Time-table (S.4-S.5)

[Hall/SAC/Lecture Rm/Classrooms]

Exam Day	Date		S.4		S.5	
1	4/7/2022	Mon	08:30-10:00	English I (Reading)	08:30-10:00	Chinese I (Reading)
			10:45-12:45	English II (Writing)	10:45-12:15	Chinese II (Writing)
2	5/7/2022	Tue	08:30-10:30	Chemistry	08:30-10:30	English II (Writing)
					11:15-12:45	English I (Reading)
3	6/7/2022	Wed	08:30-10:30	Economics	08:30-10:30	Liberal Studies I
					11:15-12:30	Liberal Studies II
4	7/7/2022	Thu	08:30-10:45	Chinese II (Writing)	08:30-11:00	Biology I
			11:45-13:15	Chinese I (Reading)	11:45-12:45	Biology II
5	8/7/2022	Fri	08:30-10:30	ΔPhysics	08:30-10:15	Chinese III (Listening & Integrated Skills)
					11:00-13:15	English III (Listening & Integrated Skills)
6	9/7/2022	Sat	08:30-10:30	ΔBAFS	08:30-10:45	!Geography I
			08:30-10:45	ΔChinese History	08:30-11:00	!Mathematics (M2)
			08:30-10:30	ΔICT	11:45-13:00	!Geography II
7	11/7/2022	Mon	08:30-09:30	Mathematics (Core) II	08:30-09:45	Mathematics (Core) II
			10:30-12:00	Mathematics (Core) I	10:30-12:45	Mathematics (Core) I
8	12/7/2022	Tue	08:30-10:45	English III (Listening & Integrated Skills)	08:30-11:00	ΔPhysics I
					11:45-12:45	ΔPhysics II
9	13/7/2022	Wed	08:30-10:30	!History I	08:30-10:45	!Chinese History I
			08:30-10:00	ΔMathematics(M2)	08:30-09:45	ΔBAFS I
			11:30-12:15	!History II	11:30-12:50	!Chinese History II
					10:45-13:00	ΔBAFS II
					08:30-12:30	◇Visual Arts
10	14/7/2022	Thu	08:30-10:30	Biology	08:30-11:00	Chemistry I
					11:45-12:45	Chemistry II
11	15/7/2022	Fri	08:30-9:30	CSD	08:30-09:30	Economics I
					10:15-12:25	Economics II
12	16/7/2022	Sat	08:30-10:45	! Geography	08:30-10:30	! History I
					11:15-12:45	! History II
13	18/7/2022	Mon	08:30-13:30	^ English IV (Speaking)		
14	19/7/2022	Tue			08:30-13:30	^ English IV (Speaking)
15	20/7/2022	Wed				

Δ examination in SAC

! examination in Lecture Room

◇ examination in W204

^ examination in 2/F classrooms

4/F	Exam Centre	W407	W408	W409
	Class (Class No.)	Additional Special Room for Listening	Additional Special Room for Listening	Special Room

3/F	Exam Centre	W304	W305	W306	W307	W308	W309
	Class (Class No.)	1A (1-18) 17	1B (1-18) 17	1C (1-18) 16	1D (1-18)	2C (1-18)	2D (1-18)
		2A (19-36) 18	2B (19-34) 16	2C (19-32) 12	2D (19-34) 15	3C (19-33) 15	3D (19-32) 14

2/F	Exam Centre	W204	W205	W206	W207	W208	W209
	Class (Class No.)	3A (1-18)	3B (1-18) 17	3C (1-18) 17	3D (1-18)	2A (1-18)	2B (1-18)
		1A (19-36) 18	1B (19-36) 18	1C (19-36) 17	1D (19-35) 17	3A (19-33) 14	3B (19-33) 15

1/F	Exam Centre	Hall							
	Class (Class No.)	4A (1-35)	4B (1-34)	4C (1-34)	4D (1-33)	5A (1-33) 32	5B (1-28) 26	5C (1-32) 31	5D (1-35) 34

Tsuen Wan Government Secondary School
2nd Term Examination 2021-22
Information to Students on Examination Arrangements

A. General Information

1. If an examination on a weekday is cancelled due to inclement weather, the remaining examinations on weekdays will be **postponed by one school day**. However, the examination will be rearranged if it is scheduled for a Saturday and the new arrangement will be uploaded to the school website. Parents will also be informed through the eClass Parent App.
2. Students need not come back to school on the day which they do not have examinations.
3. When there are two examination sessions in the morning, students are not allowed to leave the school during the break.
4. There is **no** make-up examination for any absentee. Students will be devoid of marks in the subject concerned if they are absent from an examination. An assessment mark will only be given to an absentee with a **medical certificate** handed in **on/before 21/7/2022** or **valid reason** approved by the school authority. The assessment mark will be adjusted to **80%** of the mark projected by the subject teacher.

B. Before the Examination

1. Students having examination in the classroom and Hall/SAC/Lecture Room should arrive at the examination centre at least **15 minutes** and **20 minutes before** the examination is due to start respectively. No extra time will be given to a student who is late for an examination.
2. Students taking examinations in the Hall should assemble in the Covered Playground quietly and wait for being summoned into the Hall before each examination session.

C. During the Examination

1. Students should put their stationery on their desks and place their pencil cases and all other belongings in their bags. During the examination, their bags have to be zipped up and put under their chairs. Students are not allowed to leave their bags in the aisle.
2. **If students bring a mobile phone/any electronic device emitting sound or accessible to the internet, they need to take it out, switch it off and place it under their chairs in a position clearly visible to the invigilators.** Cases of sound emitted from the mobile phone or other device will be investigated, and mark penalties or disciplinary punishment may be imposed.
3. The calculator cover/jacket should be removed from calculators. The calculators must have the "H.K.E.A.A. APPROVED" label.
4. Students are not allowed to leave during an examination session which is no longer than 1½ hours. In a longer examination, students may not leave during the first 30 minutes and the last 15 minutes.
5. Students will receive disciplinary punishment, a mark penalty or be disqualified from an examination paper / a subject or even from the whole examination if they cheat during the examination.

D. After the Examination

1. Students are not allowed to take away any used or unused Answer Sheets from the examination centres.
2. Students must proceed to the Covered Playground after the end of each examination session. When proceeding to the Ground Floor from the examination centres, students should use the nearest stairway and keep quiet all the way through.