

ISLAMIC PRIMARY SCHOOL
NOTICE
E-learning, Homework and Assessment Policies

E/IC/SC/24/26
19th September 2024

Dear Parents,

E-learning

As a knowledge-based, technologically driven society, Hong Kong is well placed to widely adopt e-learning. To grow with these changes, our school has implemented e-learning to enhance the effectiveness of learning and teaching.

E-learning is a kind of learning utilizing electronic technologies to access educational curriculum outside of the traditional classroom. In many cases, it refers to a course, program or degree delivered completely online. In our school, our teachers have been using e-learning platforms such as online video, Google for Education (Google classroom, Google drive, Google docs, Google slides etc.), education apps and QR codes for enhancing teaching performance. E-learning reduces teaching and learning boundaries and interactive communication between teachers and students can occur anytime, anywhere.

With all its benefits, we would therefore like to invite you to work with us by encouraging your child to take part in e-learning. Your child will have better results if you are alongside them as they engage in e-learning tasks.

To ensure the best use of our electronic platform, students should fully complete e-learning assignments (for example Google form exercises). These assignments are marked as regular homework. Students failing to complete e-learning assignments are noted. Therefore, parents should assist children to complete online assignments. It is especially important to ensure your child can understand and follow the directions of the assignments.

Homework policy

Homework is indispensable to learning and teaching. The right amount of homework can enhance learning. We define homework as any school related work activity that students do outside of lesson time independently or with parents. The purpose of homework is to encourage students to develop confidence and self-discipline while working independently.

Homework is not confined to written forms only. A variety of assignments such as reading books, pre-lesson study, internet searches, watching documentaries, etc. are encouraged to cater to learner diversity.

Drill work should be kept to a minimum. The focus of homework should be on the quality not the quantity.

In addition, homework should not prevent students from participating in after school activities such as reading, sports, music, or time together with family. Students should allow sufficient time for those activities in addition to homework.

Here are some estimated times for homework per day.

Level	Approximate time
P.1-P.2	45-60 minutes
P.3-P.4	50-70 minutes
P.5-P.6	60-90 minutes

Assessment policy

To ensure the effectiveness, validity and transparency of **school assessment**, information for all subjects is listed below.

Please supervise and support your child to prepare well for better results.

A. Assessment Information:

Chinese	P.1 - P.4	P.5-P.6
Reading	Formative 10%	Formative 5%
	Summative 35%	Summative 40%
	Dictation 5%	Dictation 5%
Writing	Summative 20%	Summative 25%
	Composition 10%	Composition 5%
Listening	Lesson observation 2.5%	
	Summative 7.5%	
Speaking	Lesson observation 2.5%	
	Summative 7.5%	
Total marks	100	

English	P.1- P.6
Reading & Writing	Formative 8%
	Summative 64 %
	Dictation 4%
Listening	Formative 4%
	Summative 16%
Speaking	Formative 4%
Total marks	100

Math.	P.1	P.2	P.3	P.4	P.5	P.6
Assessment components	Formative 20%					
	Summative 80%					
Total marks	100					

G.S.	P.1	P.2	P.3	P.4	P.5	P.6
Assessment components	Formative 20%					
	Summative 80%					
Total marks	100					

Putonghua		P.1-P.6
Assessment components	Lesson observation	First term (learn performance) 20%
	Paper exam	Second term Listening +Phonological knowledge=50 % Oral 30%
Total marks		100

Music	P.1	P.2	P.3	P.4	P.5 1st term	P.5 2nd term	P.6
Assessment components	Singing 80%		Singing 40% Recorder 40%		Singing 40% Recorder 40%		Singing20% Recorder20% Own creation 20% Summative (paper) 20% Lesson observation 20%
	Lesson observation 20%		Lesson observation 20%		Lesson observation 20%		
Total marks	100						

V.A.	P.1	P.2	P.3	P.4	P.5	P.6
Assessment components	Classwork 1,2,3 25%+25%+25%=75% (Artwork: 90%) (Lesson performance: 10%)				Exam (1)50% (Exam artwork 90%) (Lesson performance: 10%)	
	Exam artwork + lesson performance:25% (Art work: 90%) (Lesson performance: 10%)				Exam (2)50% (Exam artwork 90%) (Lesson performance: 10%)	
Total marks	100					

P.E.	P.1	P.2	P.3	P.4	P.5	P.6
Skills	30%	30%	30%	30%	30%	30%
Fitness	30%	30%	30%	30%	30%	30%
Attitude	40%	40%	40%	40%	20%	20%
Paper exam.	---	---	---	---	20%	20%
Total marks	100					

Physical Education Assessment Content:

Skills:

Grade	First term	Second Term
P.1	Underarm throwing (bean bag) to a target	Chest Pass (small ball)
P.2	Dribbling (small ball)	Kicking the small ball to a target
P.3	Hitting the small ball with a wooden racket	Dribbling (Football)
P.4	Serve (Table Tennis)	Underarm Pass (Volleyball)
P.5	Underarm Serve (Volleyball)	Passing (Football)
P.6	Lay ups (Basketball)	Passing & Catching (Dodgeball)

Fitness:

Grade	First term	Second Term
1-3	Sit and Reach 6 minutes Endurance Run	1 minute sit-up Handgrip test
4-6	Sit and Reach 9 minutes Endurance Run	1 minute sit-up Handgrip test

Computer	P.1	P.2	P.3	P.4	P.5	P.6
Assessment components	Formative (paper) 25%					
	Practical 75%					
Total marks	100					

Religious Studies	P.1	P.2	P.3	P.4	P.5	P.6
Assessment Components	Lesson observation 100%					
Total marks	100					

B. Other:

- Formative, summative assessments (for both terms) and dictation are combined to form the overall assessment.
- Overall summative assessment grades for each subject will be shown. (P1-P6)
Grade A: 86-100
B: 70-85
C: 60-69
D: 40-59
E: 0-39
- To encourage students to improve themselves rather than competing with others, only the top 20 positions of the form will be shown on the academic report card. (P.1-P.4 only). Form positions will not be shown for the P.5, P.6 students.
- All P.1-P.6 summative assessment papers will be reviewed by teacher and students. P.1 to P.4 summative assessment papers will be distributed to students for learning and teaching feedback.
- Some of the summative assessment papers will be distributed to students for parents' inspection. (P.1-P.4 only). Parents should check and sign the papers upon receiving them. (Chinese Composition, Chinese Listening, English Listening, Chinese Speaking and English-Speaking papers, Putonghua Listening, Putonghua Speaking will not be distributed nor provided for parent's inspection).
- All P.5 and P.6 summative assessment papers will be kept at school for further inspection by the Education Bureau. However, P.5 and P.6 parents can request to inspect a summative assessment paper. A letter of request for inspection should be handed in to the class teacher. Parents must come to school during the date and time slot assigned by our school.

Guidelines for P.5 & P.6 summative paper inspections are as follows:

- ◆ Only parents or legal guardians are permitted to inspect summative assessment papers.
 - ◆ Parents/legal guardians may only inspect the papers at a school-assigned date and time slot.
 - ◆ The time for inspection is 20 minutes for each paper.
 - ◆ Teaching assistants /duty teachers will distribute the papers after parents/legal guardians sign the attendance logbook.
 - ◆ Parents/legal guardians must remain silent during the inspection.
 - ◆ Mobile phones and photo or video taking are prohibited during inspections.
 - ◆ Parents/legal guardians must not write or mark anything on the summative assessment papers.
 - ◆ Inquiries about assessment papers should be written on the provided paper.
 - ◆ The teaching assistant/duty teacher will not answer any questions regarding the summative assessment papers.
 - ◆ Class teachers and subject teachers will respond to inquiries within 7 school days.
 - ◆ Only Chinese (Reading), English (GE), Mathematics and General Studies assessment papers are open for inspection.
 - ◆ The application period for exam paper inspection is within 2 weeks after the exam papers have been reviewed by teachers and students.
7. Assessment marks for Chinese, English, Mathematics, General Studies, Visual Arts and Music will be calculated by examination.
8. Teachers will read the summative assessment instructions and questions to P1 and P2 (1st term) students only. Teachers will only read the summative assessment instructions to P2 (2nd term). Teachers will neither read the summative assessment instructions nor questions to P3 to P6 students.
9. P5 (2nd term), P6 1st and 2nd term summative assessment results will be sent to the Education Bureau as a reference for secondary school places allocation purposes.

C. Missed Summative Assessment Arrangements:

1. **Students providing a doctor's sick leave certificate or parent's letter will be eligible** for taking the summative assessment after the examination period. The makeup assessment however will be held only within **4 examination days**, and **2 days** after the examination period.
2. Students unable to come back to school within the makeup examination period will have no further options and the word '**absent**' will be shown in the academic report card.

D. Missed Dictation, Formative, Reading, Writing, Speaking, Listening, and Composition Assessment Arrangements:

1. If students are absent (including cross-boundary students) during dictations or formative assessments, they will be eligible to take the formative assessments or dictations after returning to school (within 3 school days).

2. For students absent a whole semester (including cross-boundary students who are unable to return to school), at least one formative assessment and one dictation will be given. There may be insufficient time for preparation. Students foregoing the chance to make up any form of assessments (including cross-boundary students who are unable to return to school, students missing: dictations, reading and writing assessments, speaking assessments, listening assessments or composition assessments) will have no further options. Results for the whole school year will instead be composed of two parts: actual marks from the summative assessment and marks proportionally calculated from the summative assessment that serve as formative assessment average mark.

E. Criteria for P.6 students to receive a Graduation Certificate:

Graduation Certificates will only be distributed to those who can obtain an average mark of 40 from all forms of assessments for the whole school year. Students failing to obtain an average mark of 40 will receive only a certificate indicating they have completed primary education.

- * **Students misbehaving during any forms of assessment will be penalized. Penalties include deducting marks or cancelling the subject result.**

For further information, please contact the class teacher during school hours.

Yours sincerely,



A handwritten signature in black ink, appearing to read 'Ko Tak Yin', is written over a horizontal line.

Ko Tak Yin
Headmistress

Reply Slip
E-learning, Homework and Assessment Policies

Dear Headmistress,

I acknowledge the above policies regarding learning, teaching and assessment.

Student's Name: _____ Class: _____

Parent's Signature: _____

Parent's Name: _____

Date: _____

伊斯蘭學校通告
學與教
電子學習、家課政策、評估政策

E/IC/SC/24/26

各位家長：

「電子學習」

香港是一個知識技術型的社會。為配合資訊科技時代的發展，本校近年積極推展**電子學習**，以強化學與教的效能。

電子學習意指運用電子學習工具在課室以外的環境進行學習，例如網上課程。本校老師亦有運用以下電子平台加強教學效能：網上短片、Google for Education (Google classroom, Google drive, Google docs, Google slide 等等)、教育程式及 QR code(二維碼)。電子學習能打破以往學與教的框架，促進老師和學生之間的溝通，無論何時何地都可進行互動學習。

電子學習確實有不少好處，因此本校希望各位家長除鼓勵 貴子弟多運用外，也陪同子女進行電子學習。您的參與將會大大提昇他們的學習效能。

因此，請家長協助 貴子弟完成電子學習課業(例如：Google form 練習)，如學生未能完成電子課業，校方會作出跟進，以便老師提供適切的協助。希望家長提醒子女跟從校方指引，完成有關課業。

「家課政策」

為了讓家長更了解本校之**家課政策**，茲將家課資料及其他注意事項詳列如下，請家長多加留意。

家課是「學習」不可或缺的一環，而有意義的家課，更能對學習起事半功倍的作用。

家課是泛指在課堂以外的課業，因此家課應盡量由學生自行完成，如有需要，家長亦可從旁指導。

家課的目的是希望培養學生自學及自律，並鞏固課堂所學的知識。因此，讓學生獨立完成家課是十分重要的。除此以外，學生在完成家課的過程中，能培養他們的獨立性和自主性，對裝備孩子面對未來的挑戰是十分重要的。

為照顧學習多樣性，家課的形式亦不規限於紙筆；閱讀、預習、資料搜集、觀看紀錄片等，也是家課的一種。因此，家課是「重質不重量」；而機械式的抄寫練習，不應成為功課的主要部份。

為了讓學生有健康均衡的生活，除了每天規劃充足的時間完成家課外，家長也應容讓學生進行課餘活動或遊戲。

年級	完成功課時間(大約)
P.1-P.2	45-60 分鐘
P.3-P.4	50-70 分鐘
P.5-P.6	60-90 分鐘

「評估政策」

為了讓家長更了解年度內有關**考評的範疇及準則**，茲將評估資料、補默/補考安排及其他注意事項詳列如下，請家長多加留意，並與孩子一起溫習，為每次考評做好充分的準備。

甲 評估資料

中文科	P.1 - P.4	P.5-P.6
閱讀	進展性評估 10%	進展性評估 5%
	考卷 35%	考卷 40%
	日常默書 5%	日常默書 5%
寫作	考卷 20%	考卷 25%
	日常作文 10%	日常作文 5%
聆聽	日常觀察 2.5%	
	考卷 7.5%	
說話	日常觀察 2.5%	
	考卷 7.5%	
總分	100	

英文科	P.1- P.6
閱讀及寫作	進展性評估 8%
	考卷 64%
	日常默書 4%
聆聽	進展性評估 4%
	考卷 16%
說話	進展性評估 4%
總分	100

數學科	P.1	P.2	P.3	P.4	P.5	P.6
評分比例	進展性評估 20%					
	考卷 80%					
總分	100					

常識科	P.1	P.2	P.3	P.4	P.5	P.6
評分比例	進展性評估 20%					
	考卷 80%					
總分	100					

普通話科	P.1-P.6
評分比例	課堂觀察 上學期 平時分 20%
	考卷 下學期 聆聽+語音知識=50%，說話 30%
總分	100

音樂科	P.1	P.2	P.3	P.4	P.5 上學期	P.5 下學期	P.6
評分比例	唱歌 80%		唱歌 40%		唱歌 40%		唱歌 20%
	課堂觀察 20%		吹笛 40%		吹笛 40%		吹笛 20%
總分	考卷 20%		課堂觀察 20%		課堂觀察 20%		創作 20%
	考卷 20%		課堂觀察 20%		課堂觀察 20%		課堂觀察 20%
總分	100						

視藝科	P.1	P.2	P.3	P.4	P.5	P.6
評分比例	平時分(三份作品) 25%+25%+25%=75% (作品佔 90 分) (課堂表現 10 分)				考試(1)50% (考試作品佔 90 分) (課堂表現佔 10 分)	
	考試作品+課堂表現 25% (考試作品佔 90 分) (課堂表現佔 10 分)				考試(2)50% (考試作品佔 90 分) (課堂表現佔 10 分)	
總分	100					

體育科	P.1	P.2	P.3	P.4	P.5	P.6
技能	30%	30%	30%	30%	30%	30%
體適能	30%	30%	30%	30%	30%	30%
態度	40%	40%	40%	40%	20%	20%
筆試	---	---	---	---	20%	20%
總分	100					

體育科評估內容：

技能測試：

年級	上學期	下學期
一	以下拋式方法拋豆袋入呼拉圈	胸前傳球
二	直線來回運球	把小球踢向指定目標
三	單手持木拍擊球	足球直線來回運球
四	乒乓球發球	排球下手傳球

五	排球下手發球	足球傳球
六	籃球運球上籃	躲避盤傳接

體適能測試：

年級	上學期	下學期
一、二、三	坐地前伸 6分鐘耐力跑	1分鐘仰臥起坐 手握力
四、五、六	坐地前伸 9分鐘耐力跑	1分鐘仰臥起坐 手握力

電腦科	P.1	P.2	P.3	P.4	P.5	P.6
評分比例	進展性評估(紙筆) 25%					
	應用技能 75%					
總分	100					

教義科	P.1	P.2	P.3	P.4	P.5	P.6
評分比例	課堂觀察 100%					
總分	100					

乙 其他注意事項：

1. 除總結性評估(上、下學期各一次)外，本校重視學生日常學習，故各科均設進展性評估，成績亦會計算在學科總成績內。
2. 總結性評估事宜：
 - a. 一至六年級均以等級於成績表內顯示成績。
 - A:86-100分
 - B:70-85分
 - C:60-69分
 - D:40-59分
 - E:0-39分
 - b. 為減少學生之間互相比較、競爭，而鼓勵學生自我進步。本校一至四年級成績表不會顯示所有級名次，只顯示全級前20名；五至六年級成績表不會顯示名次。
 - c. 試卷派發及處理：
 - ✧ 一至六年級均會在課堂核對試卷答案、分數及給予回饋。
 - ✧ 一至四年級只會派發部份試卷讓學生帶回家，並要求家長簽署。(不派發之試卷包括中作、中聆、英聆、中文說話、英文說話、普通話聆聽、普通話說話)
 - ✧ 小五上、下學期總結性評估及小六上、下學期總結性評估的考卷，經教師批改及與學生進行訂正後不會發回，只存放校內以備教育局查核。如家長要求查閱試卷，可向校方提交書面申請，必須註明申請查閱的科目，再由校方安排指定的日期及時間，按家長閱卷指引進行閱卷。
 - ✧ **五、六年級家長閱卷指引如下：**
 - ◆ 只限父或母或合法監護人(閱卷只限一人)於校方指定的日期及時間內進行閱卷。
 - ◆ 每份試卷的閱卷時間為20分鐘。
 - ◆ 父或母或合法監護人出席時須先填寫及簽署出席記錄表，然後由當值老師/教學助理派發試卷予家長或合法監護人查閱。
 - ◆ 家長或合法監護人於閱卷時必須保持安靜，以免騷擾其他家長。
 - ◆ 家長或合法監護人於閱卷時不可進行拍攝、錄影及使用手提電話，亦不可在試卷上畫寫任何文字或標記。
 - ◆ 如家長或合法監護人於閱卷時對試卷題目或批改有任何疑問，可在校方提供的「問題紙」上寫下疑問，於完成閱卷後，把「問題紙」及試卷一併交回當值老師/教學助理。

- ◆ 當值老師/教學助理不會在閱卷時解答有關試卷的問題。
 - ◆ 家長或合法監護人填寫的「問題紙」會先交回班主任，並由相關的老師及主任等跟進，最後經班主任或相關的老師聯絡家長或合法監護人作出回應。(班主任或相關的老師會於七個上課天內聯絡家長或合法監護人)
 - ◆ 家長可申請查閱的試卷包括：中文閱讀、英文閱讀、數學及常識
 - ◆ 申請查閱試卷的期限：家長須於老師與學生核對試卷後兩星期內向校方提出書面申請
- ◇ 考試之總分只計算中、英、數、常、視藝及音樂科。
- ◇ 一年級上、下學期及二年級上學期進行考試時，監考老師會為學生進行讀卷，二年級下學期只會讀大題目，而三至六年級均不設讀卷。
- ◇ 五年級下學期總結性評估為第一次呈分試，六年級上、下學期總結性評估為第二、三次呈分試。

丙 缺席補考/補默安排：

1. 總結性評估：

1. 學生如在考試期間缺席，必須交醫生紙或請假信，註明缺席原因，校方才會提供補考機會，如未能在指定的時間內回校，將不提供補考(補考期限：四個考試日和考試日後的兩個上學天內)。
2. 如在此六天內(四個考試日和考試日後的兩個上學天)，學生仍然缺席，未能回校，將不提供補考安排，成績表會顯示「缺席」。

2. 平時分(進展性評估/閱讀/寫作/默書/聆聽/說話)：

1. 如果學生在進展性評估及默書當天缺席(包括跨境生)，科任會於三個上課天內讓學生補考或補默。
2. 如果學生全學期沒有任何平時分(進展性評估/閱讀/寫作/默書/聆聽/說話)，科任會給予學生補考最少一次進展性評估及補做一次默書，但溫習及準備的時間相對會較少。但若學生仍然缺席未能回校(包括跨境生)，將不提供補考或補默機會，平時分會因應總結性評估分數作比例計算。

3. 小六學生畢業證書頒發安排：

小六學生於全年總平均分達 40 分或以上，會獲校方頒發畢業證書；否則，校方只會獲頒發修業證書(全年總平均分 40 分以下)。

* 如學生於評估或默書時出現任何違規行為，將會被處分，有關科目的分數可能會被扣減，或整科成績被取消。

如有任何垂詢，歡迎致電本校 (2450 2270) 與班主任聯絡。



馮德燕

(高德燕校長)

二零二四年九月十九日

回 條

電子學習、家課政策、評估政策

伊斯蘭學校校長：

本人已知悉上述【電子學習、家課政策、評估政策】通告之內容。

家長簽署：_____

家長姓名：_____

學生姓名：_____班別：____

日期：_____