

ISLAMIC PRIMARY SCHOOL
NOTICE
Learning and Teaching
E-learning, Homework Policy, Assessment Policy

E/IC/SC/18/19
18th September 2018

Dear Parents,

As a knowledge-based and technologically driven society, Hong Kong is well placed to widely adopt e-learning. In order to cope 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 a better result if you are alongside them as they are engaging in the e-learning tasks.

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. is encouraged to cater for 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-P2	45-60 minutes
P.3-P4	50-70 minutes
P.5-P6	60-90 minutes

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 a better result.

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	100%	

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

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

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

Putonghua		P.1-P.6
Assessment components	Lesson observation	First term 20%
	Paper exam	Second term Listening +Oral=80%
Total		100%

Music	P.1	P.2	P.3	P.4	P.5 1st term	P.5 2nd term	P.6
Assessment components	Singing 80%	Lesson observation 20%	Singing 40%	Recorder 40%	Singing 40%	Recorder 40%	Summative (paper) 20%
	Lesson observation 20%		Lesson observation 20%	Lesson observation 20%			
Total	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% (Art work: 90%) (Lesson performance:10%)				Exam(1)50% (Exam art work 90%) (Lesson performance:10%)	
	Exam art work+lesson performance:25% (Art work: 90%) (Lesson performance:10%)				Exam(2)50% (Exam art work 90%) (Lesson performance:10%)	
Total	100%					

P.E.	P.1	P.2	P.3	P.4	P.5	P.6
Skills	60%	60%	30%	30%	30%	30%
Fitness	---	---	30%	30%	30%	30%
Attitude	40%	40%	40%	40%	20%	20%
Paper exam.	---	---	---	---	20%	20%
Total	100%					

Computer	P.1	P.2	P.3	P.4	P.5	P.6
Assessment components	Formative (paper) 20%					
	Practical 80%					
Total	100%					

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

B. Other:

1. The combination of assessment results are: formative assessment, dictation, and summative assessment.
2. For P1 to P4, scores for each subject are shown on the academic report card; for P5-P6, overall grades for each subject will be shown.
3. P1-P4, P5 1st term summative assessment papers will be distributed after a final check with students. Parents should check and sign all the papers upon receiving them.
4. Summative assessments papers for P5 (2nd term), P6 1st and 2nd term will not be distributed to students. The papers will be kept at school for further inspection by the Education Bureau. P.5 2nd term and P6 1st and 2nd term Chinese, English, Mathematics, General Studies, Visual Art and Music summative assessment results will be reported to the Education Bureau for secondary school places allocation.
5. Teachers will read the summative assessment instructions and questions to P1 and P2 (1st term) students only.
6. 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 arrangement:

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. However, the makeup assessment will be held within only 4 examination days and 3 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 dictations/formative assessment arrangement:

1. Students providing a doctor's sick leave certificate or parent's letter will be eligible for taking the formative assessment or dictation within 3 school days.
2. For students absent a whole semester, 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 assessments or dictation will have no further options. The final result of the summative assessment will be the only component of the whole assessment.

***Students misbehaving during assessments or dictations will be penalized. Penalties include deducting marks or cancelling the subject result.**

For further information, please contact Ms. Lee Po Po during school hours.

Yours sincerely,



Ng Sui Lan
Headmistress

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Reply Slip

(E/IC/SC/18/19)

E-learning, homework policy and assessment policy

Dear Headmistress,

I have acknowledged the above policies regarding learning and teaching.

Student's Name: _____ Class: _____

Parent's Signature: _____

Parent's Name: _____

Date: _____