

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

E/IC/SC/22/39  
15<sup>th</sup> September 2022

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.

| <b>Level</b> | <b>Approximate time</b> |
|--------------|-------------------------|
| 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 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%          |                |
| <b>Total</b> | <b>100%</b>             |                |

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

| Math.                 | P.1           | P.2 | P.3 | P.4 | P.5 | P.6 |
|-----------------------|---------------|-----|-----|-----|-----|-----|
| Assessment components | Formative 20% |     |     |     |     |     |
|                       | Summative 80% |     |     |     |     |     |
| <b>Total</b>          | <b>100%</b>   |     |     |     |     |     |

| G.S.                  | P.1           | P.2 | P.3 | P.4 | P.5 | P.6 |
|-----------------------|---------------|-----|-----|-----|-----|-----|
| Assessment components | Formative 20% |     |     |     |     |     |
|                       | Summative 80% |     |     |     |     |     |
| <b>Total</b>          | <b>100%</b>   |     |     |     |     |     |

| Putonghua             | P.1-P.6  |
|-----------------------|--|
| Assessment components | Lesson observation<br>First term (lesson performance) 20%                      |
|                       | Paper exam<br>Second term<br>Listening +Phonological knowledge=50%<br>Oral 30% |
| <b>Total</b>          | <b>100%</b>  |

| Music                 | P.1-P.4,<br>P.5 1 <sup>st</sup> term | P.5 2 <sup>nd</sup> term<br>P.6  |
|-----------------------|--------------------------------------|----------------------------------|
| Assessment components | Singing 80%                          | Singing 40%                      |
|                       | Lesson observation 20%               | Own creation 20%                 |
|                       |                                      | Summative assessment (paper) 20% |
|                       |                                      | Lesson observation 20%           |
| <b>Total</b>          | <b>100%</b>                          |                                  |

| V.A.                  | P.1  | P.2 | P.3 | P.4 | P.5   | P.6 |
|-----------------------|--|-----|-----|-----|---|-----|
| Assessment components | Classwork 1,2,3<br>25%+25%+25%=75%<br>(Art work: 90%)<br>(Lesson performance: 10%)     |     |     |     | Exam (1)50%<br>(Exam art work 90%)<br>(Lesson performance: 10%) |     |
|                       | Exam art work + lesson performance:25%<br>(Art work: 90%)<br>(Lesson performance: 10%) |     |     |     | Exam (2)50%<br>(Exam art work 90%)<br>(Lesson performance: 10%) |     |
| <b>Total</b>          | <b>100%</b>  |     |     |     |   |     |

| 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% |
| <b>Total</b> | <b>100%</b> |     |     |     |     |     |

| Computer              | P.1                   | P.2 | P.3 | P.4 | P.5 | P.6 |
|-----------------------|-----------------------|-----|-----|-----|-----|-----|
| Assessment components | Formative (paper) 25% |     |     |     |     |     |
|                       | Practical 75%         |     |     |     |     |     |
| <b>Total</b>          | <b>100%</b>           |     |     |     |     |     |

| Religious Studies     | P.1                     | P.2 | P.3 | P.4 | P.5 | P.6 |
|-----------------------|-------------------------|-----|-----|-----|-----|-----|
| Assessment Components | Lesson observation 100% |     |     |     |     |     |
| <b>Total</b>          | <b>100%</b>             |     |     |     |     |     |

**B. Other:**

1. Formative, summative assessments (for both terms) and dictation are combined to form the overall assessment.
2. 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
3. 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.
4. 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.
5. 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 will not be distributed nor provided for parent's inspection).
6. 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 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 (2<sup>nd</sup> 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 for taking 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. Final 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 the 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,



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Ko Tak Yin  
Headmistress

**Reply Slip**  
**E-learning, Homework policy and Assessment Policies**

Dear Headmistress,

I acknowledge the above policies regarding learning and teaching.

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Date: \_\_\_\_\_