




Dear Parents/Guardians,

11th October, 2021

Regarding the “Arrangements for 2021-2022 First Semester Midterm Exams” (Applicable to Cross-border Students)

(1) Exam Arrangements

The School plans to arrange a “Joint assessment”, all cross-border students are required to attend the exam (For the joint assessment list please visit [Annex 1](#))

Exam Date	4 th to 9 th November, 2021	
Entry Time	Open for entry at 8:30 a.m., Exam starts at 9:00 a.m. 4 th November: The examination permit will be distributed on the spot on that day, candidates please arrive at 8:15 a.m. for preparation 5 th , 8 th , 9 th November: Open for entry at 8:30 a.m.	
Exam Venue	Sky Education (Skyedu) Nanshan Wenxin Branch School	
Venue	Second Floor, Podium Building, Meishu Lanshan Homeland, No. 88 Wenxin 2nd Road, Nanshan District, Shenzhen <i>Parents are advised to inspect the route before the test to ensure that they arrive on time on the day of the test</i> (Please refer to <u>Annex 2</u> for traffic information)	
Exam Venue Contact Number	Ms. Ho 1861 7033 816	
Exam Fee	RMB 200 per student	
Payment Information	<p>The school commissioned Ching Hong School Bus Service Co. (Shenkong) to be in charge of receiving payment. Payment period: 18th October to 29th October, 2021 Method: Scan the QR code on the right and pay with WeChat When transferring money, you must provide the following information: (example) School name: LKWFS Lau Tak Yung Memorial Primary School Student name, class, student number: Chan Siu Ming Class 4E (22) After completing the transfer, parents please take a screenshot of the payment record and send the photo to the school’s WeChat "lty school" (852 9770 4119) for record. If you cannot pay via WeChat, please pay in <u>cash</u> on November 4th.</p>	<p>Contact: Ching Hong</p>  <p>扫一扫上面的二维码图案，加我微信</p>
Attire	Wear proper school uniform. If the school uniform does not fit, please wear appropriate clothing.	

Other important matters:

1. There are no make-up exams due to venue limitations. Candidates should establish a proper schedule and make preparations to ensure the exam goes smoothly.
2. If the candidate is late, they will not be given any make-up time, papers will be collected at the same time as other candidates.
3. Candidates should bring their own stationery. Primary 6 students should bring their own drawing tools (wooden colored pencils, crayons) on the day of the Visual Arts exam;
4. The examination permit will be distributed on the first day of the exam (4th November). Candidates please bring their identification documents (ID card, school handbook or student ID) to verify their identity. After identity verification, the staff of the mainland exam venue will distribute the examination permit on the spot, candidates please keep it properly and present the examination permit on each remaining exam day to verify your identity;
5. To protect the school and students, all examinations will be recorded, the video footage will be destroyed after the end of the semester;
6. If a candidate has fever, he/she will not be allowed to enter the examination venue to take the exam and must go to the hospital or clinic for treatment immediately. Candidates who are absent due to illness must submit the doctor's certificate to the school office, the test results will be exempted from calculation;
7. In order to avoid crowds, parents should not stay in the examination venue, and must pick up students according to the school’s dismissal time.

**(2) Exam Coverage and Exam Timetable**

Please see **Annex 3** for the examination coverage of the mid-term exam last semester, and **Annex 4** for the examination timetable.

(3) Adjustments to Assessment and Calculation Method of English subject papers for Primary 1 to 5

Category	Evaluation Format	Paper total score	Weighting of Total Score
General English (General Practical English) (Including reading, writing, grammar and language use)	Exam paper	100	80%
Writing	Ongoing assessment	100	10%
Listening	Exam paper	20	10%
Speaking	Exam paper	Shown in ranking	/

(4) Exam Arrangements for Chinese Speaking, English Speaking, Music (Singing)

Class	P3、4、6	P5
Exam Format	Online Exam (Microsoft Teams)	
Exam Dates	26 th October (Tuesday) to 29 th October (Friday)	21 st October (Thursday) to 3 rd November (Wednesday)
Exam Time	2:30 p.m.-3:30 p.m. (60 minutes) For timetables of each class please refer to Annex 5	Assessment will be conducted during morning classes

Reminders for online exams:

1. Candidates must enter the Microsoft Teams classroom of each class 5-10 minutes earlier on the exam day;
2. If a candidate is absent without any reason, it will be regarded as a missed exam, the score will be calculated as zero;
3. If the student is absent due to illness, please call the school on the same day to ask for leave, the subject teacher will arrange another time for the student's makeup exam;
4. Subject teachers will evaluate students in a one-to-one manner;
5. Students must switch on the camera. If the camera is not switched on, exam results may be affected (special circumstances will be handled accordingly);
6. The subject teacher will use the "screen sharing" function to display the speaking test papers. Students are not allowed to take screenshots or leak the exam questions. If found, their grades will be affected;
7. If the student fails to take the speaking and singing exam during the above time period, please notify the class teacher as soon as possible.




(5) Adjustments to Assessment methods of Physical Education and Visual Arts

	Physical Education Exam	Visual Arts
Primary 3, 4, 5	Cancelled, calculated by exempted subjects	Calculated by exempted subjects
Primary 6		Arrange Visual Arts examinations, the results must be reported to the Education Bureau

(6) Arrangements for Primary 6 Visual Arts Exams

As currently cross-border students are not able to return to Hong Kong to attend classes and calculate their ongoing assessments, the school will arrange visual arts examinations for sixth-grade cross-border students, and their test results must be reported to the Education Bureau. To improve learning effectiveness, the school will arrange live Visual Arts classes for cross-border students this year. Therefore, a class learning theme will be selected as the assessment question. The exam details are as follows:

Exam Date	5 th November, 2021 (Friday)	
Exam Time	60 minutes	
Theme	Ever-changing Visual Arts Bag	
Materials	The school will provide white drawing paper, students bring their own drawing tools, such as wooden colored pencils, crayons, and water colors	
Work Format	Graphic work	
Grading Format	Content 50%, Skill 50%, Full mark 100%	
Remarks	<ol style="list-style-type: none"> For information about the subject of assessment, please scan the QR code on the right; The invigilator will not explain or teach during the exam; If you have any questions about the Visual Arts exam, please contact 2404 5333 for Ms. Lam Wing Yu. 	

(7) 【Academic Report Card】 Description of the Proportions of Subjects and Sub-papers

See **Annex 6**.

Exams are coming, all students please study hard. If parents have any questions about exam arrangements, feel free to contact 2404 5333 for Ms. Cheung Ching Nam.

Yours faithfully,
Mr. Chan Chun Wah
Principal



Annex 1

Joint Assessment List for 2021-2022 First Semester Midterm Exams

Class	Person	Student Name
3A	4	Lee Yuet Tung, Liu Louis, Qiang Yu Ho, Guo Qiwei
4B	1	Zhang Ka Cheung
4C	8	Chan Chun Hei, Cheung Ka Yi, Chong Pai, Huang Jinzhao, Li Chung Tung, Li Junwei, Luo Lok, Wu Shu Han
5D	20	Lin Ya Ting, Chen Luobing, Fang Xin Yue Faye, Feng Ruo Chen, Koo Jacky, Li Shu Wang, Li Yang, Lin Po Ki, Liu Shen, Lu Tsz Ham, So Ching Yu, Wang Yat Fan, Wen Yan Han, Wu Bu, Zeng Yeung Tim, Zhang Jack, Zhang Ming Shun, Zhang Zixuan, Zhao Wan Tong, Zhou Chulin
6A	1	Zhu Fun Ken
6B	5	Boo Fong Ning, Lin Wai Fat, Liu Fuzhen, Liu Yixin, Mo Qin
6C	1	Zhang Heng Tao
6D	3	Deng Kui Shan, Lin Wai Hung, Mo Yu Hen

Remarks:

1. Students who are not on the above list will not be allowed to enter the examination room;
2. 4th November is the first exam day. Candidates please arrive at the exam venue **at 8:15 in advance** and bring their identification documents (ID card, school handbook or student ID) to verify their identity. After identity verification, examination permits will be **distributed on the spot** by mainland exam venue staff. Students please keep them properly;
3. For the three remaining test days, candidates please arrive at the test room at 8:30 and present their examination permit for identity verification.



Annex 2

Traffic Information

Exam Venue	Sky Education (Skyedu) Nanshan Wenxin Branch School
Address	Second Floor, Podium Building, Meishu Lanshan Homeland, No. 88 Wenxin 2nd Road, Nanshan District, Shenzhen
How to get there	If you take the subway, you can exit from Exit B of "Nanshan Book City Station" on Line 9, and walk to the examination room for about 5 minutes.



Entrance:





Annex 3

Coverage of 2021-2022 First Semester Midterm Exams

Primary 3	
Subject	Coverage
Chinese	Vocabulary and phonetics: 3A Book 1 Lesson 1-5 & 7 Language knowledge: 3A Book 1 (Whole book)
English	3A Chapter 1-3
Maths	3A Book A Lesson 1-10 and acquired knowledge
GE	Book 1 Lesson 1-4 Book 2 Lesson 1
Music	Chapter 1-2

Primary 4	
Subject	Coverage
Chinese	4A Book 1 Lesson 1-7
English	4A Chapter 1-3
Maths	4A Book A Lesson 1-9 and acquired knowledge
GE	Book 1 Lesson 1-4 Book 2 Lesson 1
Music	Chapter 1-2

Primary 5	
Subject	Coverage
Chinese	5A Book 1 Lesson 1-4 & 6-7
English	5A Chapter 1-3
Maths	5A Book A Lesson 1-10 and acquired knowledge
GE	Book 1 Lesson 1-4 Book 2 Lesson 1
Music	Chapters 1-2

Primary 6	
Subject	Coverage
Chinese	6A Book 1 (Whole book)
English	6A Chapter 1-3
Maths	6A Book A Lesson 1-8 and acquired knowledge
GE	Book 1 Lesson 1-5 Book 2 Lesson 1-2
Music	Chapter 1-2



Annex 4

Timetable for 2021-2022 First Semester Midterm Exams (Primary 3 to 5)

Time	Date			
	4 th November (Thursday)	5 th November (Friday)	8 th November (Monday)	9 th November (Tuesday)
8:30 – 9:00	Enter Exam Venue			
First Exam Session 9:00-10:00	Chinese Reading (35')	English Listening	Chinese Listening	GE P3 (30') P4-5(35')
10:00-10:15	Recess			
Second Exam Session 10:15-11:25	Chinese Writing P3 (45') P4-5(60')	General English P3 (45') P4-5 (50')	Maths (45')	Music 10:15-10:50 (20')
Dismissal	11:25			10:50

Remarks:

1. The dismissal time for 9th November (Tuesday) is 10:50;
2. The numbers in the brackets are the allotted time for question answering, calculated in minutes.

Timetable for 2021-2022 First Semester Midterm Exams (Primary 6)

Time	Date			
	4 th November (Thursday)	5 th November (Friday)	8 th November (Monday)	9 th November (Tuesday)
8:30 – 9:00	Enter Exam Venue			
First Exam Session 9:00-10:00	Chinese Reading (35')	English Writing (35')	Chinese Listening	GE (35')
Recess	10:00 – 10:15			
Second Exam Session 10:15-11:25	Chinese Writing (60')	General English (35') 10:15-11:15	Maths (45')	Music 10:15-10:50 (20')
				English Listening 10:50-11:35
Recess	11:15-11:25			
Third Exam Session 11:25-12:35	Visual Arts(60')			
Dismissal	11:25	12:35	11:25	11:35

Remarks:

1. Please pay attention to the dismissal time of each day;
2. The numbers in the brackets are the allotted time for question answering, calculated in minutes;
3. Primary 6 students must bring their own drawing tools (such as wooden colorpencils, crayons, pens) on the day of the Visual Arts test on 5th November.



Annex 5

Timetable for Music, Singing, Chinese and English Speaking Exams for Primary 3, 4 & 6
Cross-border Students

Exam dates: 26th October (Tuesday) to 29th October, 2021 (Friday)

Exam time: 2:30 p.m.-3:30 p.m. (60 minutes)

	25 th October (Monday)	26 th October (Tuesday)	27 th October (Wednesday)	28 th October (Thursday)	29 th October (Friday)
3A		English Speaking	Chinese Speaking	Music Singing	
4B		Chinese Speaking	English Speaking	Music Singing	
4C		Chinese Speaking	English Speaking	Music Singing	
6A		English Speaking	Chinese Speaking	Music Singing	
6B		English Speaking	Chinese Speaking	Music Singing	
6C		English Speaking	Chinese Speaking		Music Singing
6D		English Speaking	Chinese Speaking		Music Singing

Remarks:

1. As there are more cross-border students in Class 4C, exam time may be extended to 3:50 p.m.



Annex 6

【Academic Report Card】 Description of Weightings of Subjects and Sub-papers (2021-2022)

- The score of the whole semester will be calculated once every semester of the school year. "Semester grades" are calculated by the "Mid-term Examination" and "Semester Examination", of which the "Mid-term Examination" accounts for 40%, the "Semester Examination" accounts for 60%, and the "Semester Total Scores" of each subject are ranked.

$$\text{Total Semester Score} = \text{Midterm Examination Results} \times 40\% + \text{Semester Examination Results} \times 60\% \text{ (First and Second Semesters calculated independently)}$$

- The total score and average score in the report card are calculated by subject groups:

Chinese Language

$$\text{Chinese Language Score} = \text{Reading} \times 40\% + \text{Writing} \times 40\% + \text{Listening} \times 10\% + \text{Speaking} \times 10\%$$

Score calculation for Primary 1 and 2:

Category	Evaluation format	Sub-paper score	Total score shown in report card	Weighting of total score
Reading	Exam paper	100	100	40%
Writing	Writing	100	100	35%
	Dictation	Ongoing assessment		100
Listening	Exam paper	100	100	10%
Speaking	Exam paper	100	100	10%
Total				100%

Score calculation for Primary 3 to 6:

Category	Evaluation format	Sub-paper score	Total score shown in report card	Weighting of total score
Reading	Exam paper	100	100	40%
Writing	Exam paper	100	100	40%
Listening	Exam paper	100	100	10%
Speaking	Exam paper	100	100	10%
Total				100%

English Language

Score calculation for Primary 1 to 5:

$$\text{English Language Score} = \text{G.E} \times 80\% + \text{Writing} \times 10\% + \text{Listening} \times 10\%$$

Category	Evaluation format	Sub-paper score	Total score shown in report card	Weighting of total score
General English	Exam paper	100	100	80%
Writing	Ongoing assessment	100	100	10%
Listening	Exam paper	20	20	10%
Speaking	Exam paper	Shown in rank	Shown in rank	/
Total				100%

Score calculation for Primary 6:

$$\text{English Language Score} = \text{G.E} \times 40\% + \text{Writing} \times 40\% + \text{Listening} \times 10\% + \text{Speaking} \times 10\%$$

Category	Evaluation format	Sub-paper score	Total score shown in report card	Weighting of total score
General English	Exam paper	100	100	40%
Writing	Exam paper	100	100	40%
Listening	Exam paper	100	100	10%
Speaking	Exam paper	100	100	10%
Total				100%



Maths, GE Subject

Subject	Evaluation format	Score	Total score shown in report card	Weighting of total score
Maths	Exam paper	100	100	100%
GE	Exam paper	100	100	100%

Music

$$\text{Music Score} = \text{Singing} \times 60\% + \text{Music Theory} \times 40\%$$

- ◆ Primary 1 to 4: consists of two parts: "Singing" (60%) and "Musical Theory" (40%). The report card will show only one score, the total score is 100 marks.
- ◆ Primary 5 to 6: consists of two parts: "Singing" (60%) and "Musical Theory" (40%). The report card will show two score, the total score is 100 marks.

Visual Arts Subject

- ◆ Primary 1 and 2 will take ongoing assessment, the report card will only show one score, the total score is 100 marks.
- ◆ Primary 3 to 4 will be calculated by exempt subjects.
- ◆ Primary 5:

	First to Third Exams	Fourth Exam (Internal assessment)
Evaluation format	Calculated by exempt subjects	Local students: take ongoing assessment; Cross-border students: Visual Arts Exam

- ◆ Primary 6:

	First and Third Exam (Internal assessment)	Second and Fourth Exam
Evaluation format	Local students: take ongoing assessment; Cross-border students: Visual Arts Exam	Calculated by exempt subjects

Computer, Physical Education

- ◆ Physical Education and Computer Subjects will be shown in rank and are not calculated in the total and average score in the report card.
 - ◆ Computer subjects in midterm exams in the first and second semester are exempt subjects.
3. Ranking and comparison of total scores are mainly calculated based on the average score. The average score is calculated by multiplying the total score of each subject by their weightings. The calculation method is as follows:

The weightings of each subjects in Primary 1 to 6

Class	Weighting of each subject in the average score								
	Chinese	English	Maths	GE	Music	Visual Arts	PE	Computer	Total
Primary 1, 2	$\frac{9}{38}$	$\frac{9}{38}$	$\frac{9}{38}$	$\frac{6}{38}$	$\frac{2}{38}$	$\frac{3}{38}$	0	0	$\frac{38}{38}$
Primary 5, 6 internal assessment	$\frac{9}{38}$	$\frac{9}{38}$	$\frac{9}{38}$	$\frac{6}{38}$	$\frac{2}{38}$	$\frac{3}{38}$	0	0	$\frac{38}{38}$
Primary 3, 4	$\frac{9}{35}$	$\frac{9}{35}$	$\frac{9}{35}$	$\frac{6}{35}$	$\frac{2}{35}$	0	0	0	$\frac{35}{35}$
Primary 5, 6 non-internal assessment	$\frac{9}{35}$	$\frac{9}{35}$	$\frac{9}{35}$	$\frac{6}{35}$	$\frac{2}{35}$	0	0	0	$\frac{35}{35}$

- 4. All unattended subjects will be counted as 0 points.
- 5. This 【Academic Report Card】 Description of weighting of subjects and sub-papers is only distributed once per school year. Please keep it properly for reference.
- 6. If the evaluation and score calculation of the exam are affected by the pandemic, related adjustments will be notified as soon as possible.