




Dear Parents/Guardians,

8th December, 2021

Arrangements for 2021-2022 First Term School Final Exams (Applicable to Cross-border Students)

(1) Exam Arrangements

The school plans to arrange “Joint Assessment”, all cross-border students are required to attend the exam. For the list of participants please see **Annex 1**. For the exam coverage and exam timetable please see **Annex 2 & 3**.

Exam Date	13 th to 18 th January, 2022	
Entry Time	Entry at 8:30 a.m., Exam starts at 9:00 a.m. 13 th January: The examination permit will be distributed on the spot on that day, candidates please arrive at 8:15 a.m. in advance for preparation 14 th , 17 th , 18 th January: Entry at 8:30 a.m.	
Exam Venue	Updated venue as follows: Squirrel Education, Zhenye Topchain Community 2/F, Qianhai Road, Nanshan District, Shenzhen (you may refer to Annex 4 for traffic information)	
Exam Venue Contact Number	0755-26651030 / 26651060	
Responsible Teacher Contact Number	Ms. Ho 1861 7033 816	
Exam Fee	RMB200 per student	
Payment Information	<p>The school commissioned Ching Hong School Bus Service Co. (Shenkong) to be responsible for receiving payment. Payment period: 13th to 21th December, 2021 Method: Scan the QR code on the right and pay with WeChat When transferring, you must provide the following information: (example)</p> <ol style="list-style-type: none"> School name: LKWFS Lau Tak Yung Memorial Primary School Student name, class, student number: Chan Siu Ming Class 4E (22) <p>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 are unable to pay via WeChat, please pay in cash on 13th January.</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 have a proper sleep 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;
4. The examination permit will be distributed on the first day of the exam (13th January). 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 at the end of the semester;
6. If a candidate has a 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. **To avoid crowds, parents should not stay at the examination venue**, and must come to the venue and pick up students according to the school’s dismissal time.



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

Class	P.3, 4, 6	P.5
Exam format	Online Assessment (Microsoft Teams)	
Exam Dates	4 th January (Tuesday) to 7 th January (Friday)	3 rd January (Monday) to 12 th January (Wednesday)
Exam Time	2:30 p.m. – 3:30 p.m. (60 minutes) For exam timetables of each class please see Annex 5	Assessments will be conducted during morning lessons

Reminders for online exams:

1. Candidates must enter the Microsoft Teams classroom of each class 5-10 minutes earlier on the day of exam;
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 students are unable to take the speaking and singing exam during the above period, please notify the class teacher as soon as possible.**

(3) Adjustments to Assessment and Calculation Method of PE and Visual Arts Exams

1. PE and Visual Arts Subjects will be calculated by exempt subjects.

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

See Circular 21-037E **Annex 6**

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

Yours faithfully,
Mr. Chan Chun Wah
Principal



Annex 1

Joint Assessment Applicants List for 2021-2022 First Term School Final Exams

Class	People	Student Name
3A	3	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	4	Boo Fong Ning, Lin Wai Fat, 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. 13th January 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 exam days, candidates please arrive at the exam venue at 8:30 and present their examination permit for identity verification.



Annex 2

Exam Coverage of 2021-2022 First Term School Final Exam

Primary 3	
Subject	Coverage
Chinese	3A Book 2 Lessons 9-13
English	3A Chapters 1-6
Maths	3A Book B Lessons 11-20 & acquired knowledge
GE	Book 2 Lessons 3-4 Book 3 Lessons 1-3
Music	Chapters 1-5
Computer	Lessons 1-7

Primary 4	
Subject	Coverage
Chinese	4A Book 2 Lessons 9-14
English	4A Chapters 1-7
Maths	4A Book B Lessons 11-19 & acquired knowledge
GE	Book 2 Lessons 2-4 Book 3 Lessons 1-2
Music	Chapters 1-5
Computer	Lessons 1-6, 8

Primary 5	
Subject	Coverage
Chinese	5A Book 2 Lessons 9-11 & 13-14
English	5A Chapters 1-7
Maths	5A Book B Lessons 11-17 & acquired knowledge
GE	Book 2 Lessons 3-4 Book 3 Lessons 1-3
Music	Chapters 1-5
Computer	Lessons 1-5 & 8

Primary 6	
Subject	Coverage
Chinese	6A Book 2 Lessons 7-11
English	6A Chapters 1-6
Maths	6A Book B & acquired knowledge
GE	Book 2 Lessons 4-5 Book 3 Lessons 1-3
Music	Chapters 1-5
Computer	Lessons 1-7



Annex 3

Exam Timetable for 2021-2022 First Term School Final Exams (Primary 3 to 5)

Time	Date			
	13 th January (Thursday)	14 th January (Friday)	17 th January (Monday)	18 th January (Tuesday)
8:30 - 9:00	Exam Entry			
First Exam Period 9:00 - 10:00	Chinese Reading (35')	English Listening	Chinese Listening	GE P3 (30') P4 - 5(35')
10:00 - 10:15	Recess			
Second Exam Period 10:15 - 11:25 / 10:15 - 11:15	Chinese Writing P3 (45') P4 - 5(60')	General English P3 (45') P4 - 5 (50')	Maths (45')	Music 10:15 - 10:45 (20') Computer 10:45 - 11:15 (20')
Dismissal	11:25	11:15		

Remarks:

1. The dismissal time for 13th January (Thursday) is 11:25, the dismissal times of the rest of the exam days will be 11:15;
2. The numbers in the brackets are the allotted time for question answering, calculated in minutes.

Exam Timetable for 2021-2022 First Term School Final Exams (Primary 6)

Time	Date			
	13 th January (Thursday)	14 th January (Friday)	17 th January (Monday)	18 th January (Tuesday)
8:30 - 9:00	Exam Entry			
First Exam Period 9:00 - 10:00	Chinese Reading (35')	English Writing (35')	Chinese Listening	GE (35')
10:00 - 10:15	Recess			
Second Exam Period 10:15 Starts	Chinese Writing (60')	General English (35') 10:15 - 11:05	Maths (45')	Music 10:15 - 10:45 (20')
		Computer (20') 11:05 - 11:35		English Listening 10:45 - 11:35
Dismissal	11:25	11:35	11:15	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;



Annex 4

Traffic Information

Exam Venue	Squirrel Education Nanshan Education District
Address	Squirrel Education, Zhenye Topchain Community 2/F (previously Rainbow Qianhai Building), Qianhai Road, Nanshan District, Shenzhen
How to get there	Metro: Luobao Line line 1, Daxin Station B Exit, walk forwards for 1500m Bus: Xinghai Mingcheng (Bus station), South Mountain Bus Station (Bus Station)
Phone	0755-26651030 / 26651060





Annex 5

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

Exam dates: 4th January (Tuesday) to 7th January, 2022 (Friday)

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

	3 rd January (Monday)	4 th January (Tuesday)	5 th January (Wednesday)	6 th January (Thursday)	7 th January (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.
2. **If students are unable to take the speaking and singing exam during the above period, please notify the class teacher as soon as possible.**