





Dear Parents/Guardians,

1st June, 2022

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

(1) Exam Arrangements

The school plans to arrange the “Joint Assessment”, all cross-border students are required to attend the exam.

Exam Dates	7 th July to 12 th July, 2022	
Entry Time	Entry at 8:30 a.m., Exam starts at 9:00 a.m.	
Exam Venue	Please be reminded that the exam venue will be notified through Microsoft Teams, e-School and email one to two weeks in advance	
Exam Fee	RMB200 per student (If students have already paid for the first term school term exam, they do not need to pay for this exam)	
Payment Information	<p>The school commissioned Ching Hong School Bus Service Co. (Shenkong) to be responsible for receiving payment. Payment period: 20th June to 6th July, 2022 Method: Scan the QR code on the right and pay with WeChat</p> <p>When transferring, you must provide the following information: (example) 1. School name: LKWFS Lau Tak Yung Memorial Primary School 2. 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 "ltschool" (852 9770 4119) for record. If you are unable to pay via WeChat, please pay in cash on 7th July.</p>	<p>Contact: Ching Hong</p>  <p>扫一扫上面的二维码图案，加我微信</p>
Mainland Epidemic Prevention requirements	<p>Students attending the exam must follow the mainland epidemic prevention requirements</p> <ol style="list-style-type: none"> 1. Have 48-hour nucleic acid test report; 2. Have a green health code and travel code; 3. Present the electronic version of the exam permit and use the “student passage”; 4. Scan the QR code on the right 2 days before the exam (5th to 6th July) (https://www.wjx.top/vm/hJZnHkl.aspx), fill in the “Hong Kong Schools Shenzhen Temporary Exam Venue, Teachers and Students Health Message Declaration Form” (the form includes a total of 22 questions, takes time to fill out, students must submit it 1 to 2 days before the exam). 	
Attire	Wear proper school uniform. If the school uniform does not fit, please wear appropriate clothing.	
Exam Briefing Meeting	<p>Date: 24th June (Friday) Time: 2:30 p.m. - 3:00 p.m. Format: Microsoft Teams Meeting link will be posted on the “Cross-border students channel” on that day</p>	



Other important matters:

1. There will be no make-up exams due to venue limitations. Candidates should make preparations and have a proper sleep schedule to ensure the exam goes smoothly;
2. If candidates are late, they will not be given any make-up time, papers will be collected at the same time as other candidates;
3. The school will distribute the ***Electronic Exam Permit*** through Microsoft Teams, e-School and email. Students are required to show the electronic exam permit upon entering the exam area to be able to use the “student passage”;
4. Candidates should bring their own stationery;
5. To protect the school and students, all examinations will be recorded, the video footage will be destroyed at the end of this semester;
6. Please refer to Circular 21-036E Annex 3 for the calculation method of the academic report card;
7. This exam is the first internal assessment of P.5, students please make preparations for the internal assessment;
8. 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;
9. To avoid crowds, parents are not allowed to stay at the examination venue, and must come to the venue and pick up students according to the school’s dismissal time.

(2) Exam Coverage and Exam Timetable

For the exam coverage of the Second Term School Term Exam please see Annex 1, for the exam timetable please see Annex 2.

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

Class	P.3, 4, 6	P.5
Exam format	Online Assessment (Microsoft Teams)	
Exam Dates	27 th June (Monday) to 30 th June (Thursday)*	27 th June (Monday) to 6 th July (Wednesday)
Exam Time	2:30 p.m. - 3:30 p.m. (60 minutes) For exam timetables of each class please see <u>Annex 3</u>	Assessments will be conducted during morning lessons

*Afternoon online homework classes from 27th June to 29th June will be cancelled.

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 an absence from the 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 they do, 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.



(4) Adjustments to Assessment and Calculation Method of Physical Education and Visual Arts Exams

	PE Subject	Visual Arts Subject
P.3, P.4, P.6	Exam will be cancelled, calculated by exempt subjects	Calculated by exempt subjects
P.5		Calculated by continuous assessment, students must upload their Visual Arts artwork to Microsoft Teams. If not submitted, it will be regarded as zero marks.

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

Yours faithfully,
Mr. Chan Chun Wah
Principal



Annex 1

Exam Coverage of 2021-2022 Second Term School Term Exam

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

Primary 4	
Subject	Coverage
Chinese	4B Book 2 Lessons 9-13
English	4B Chapters 1-6
Maths	4B Book A Lessons 12-13 4B Book B Lessons 14-16,18-23
GK	Book 4 Lessons 1-2 Book 5 Lessons 1-4
Music	Chapters 1-5
Computer	Lessons 1-7

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

Primary 6	
Subject	Coverage
Chinese	6B Book 2 Lessons 7-12
English	6B Chapters 1-7
Maths	6D Book & acquired knowledge
GK	Book 5 Lessons 2-4 Book 6 Lessons 1-2
Music	Chapters 1-5
Computer	Lessons 1-7



Annex 2

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

Time	Date			
	7 th July (Thursday)	8 th July (Friday)	11 th July (Monday)	12 th July (Tuesday)
8:30 - 9:00	Exam Entry			
First Exam Period 9:00 - 10:00	Chinese Reading (35')	English Listening	Chinese Listening	GK 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 12th July (Tuesday) is 11:15;
2. The numbers in the brackets are the allotted time for question answering, calculated in minutes.

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

Time	Date			
	7 th July (Thursday)	8 th July (Friday)	11 th July (Monday)	12 th July (Tuesday)
8:30 - 9:00	Exam Entry			
First Exam Period 9:00 - 10:00	Chinese Reading (35')	English Writing (35')	Chinese Listening	GK (35')
10:00 - 10:15	Recess			
Second Exam Period 10:15-11:25	Chinese Writing (60')	General English (35') 10:15 - 11:10	Maths (45')	Music 10:15 - 10:45 (20')
		Computer 11:10 - 11:45 (20')		English Listening 10:45 - 11:45
Dismissal	11:25	11:45	11:25	11:45

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 3

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

Exam dates: 27th June (Monday) to 30th June, 2022 (Thursday)

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

	27 th June (Monday)	28 th June (Tuesday)	29 th June (Wednesday)	30 th June (Thursday)	1 st July (Friday)
3A	English Speaking Tang Hoi Man	Chinese Speaking Lam Wing Yu	Music Singing Lee Man Ka	Makeup Exams	Holiday
4B	Chinese Speaking Chong Zhen Wing	English Speaking Leung Fung Sze (2:30-2:45)	Music Singing Wong Chun Hei		
4C	Chinese Speaking Leung Hoi Yi	English Speaking Hung Ka Mau	Music Singing Leung Fung Sze		
5A	Music Singing Mak Po Lun	English Speaking Chan Ka Chun	Chinese Speaking Ngai Bik Yung		
5C	Music Singing Lee Man Ka	English Speaking Chan Hoi Ling	Chinese Speaking Lam Wing Yu		
6A	English Speaking Fung On Kei	Chinese Speaking Cheung Ching Nam	Music Singing Lau Tsui Yan		
6B	English Speaking Fu Mei Yi	Chinese Speaking Lam Ting Ting	Music Singing Mak Po Lun		
6C	English Speaking Leung Fung Sze	Music Singing Leung Fung Sze (2:45-3:30)	Chinese Speaking Chung Sai Kit		
6D	Chinese Speaking Lau Tsui Yan	Music Singing Mak Po Lun	English Speaking Fung On Kei		

Remarks:

1. As there are more cross-border students in Class 4C, exam time may be extended to 3:50 p.m.
2. Exams for Class 5D will be conducted during morning online classes.