

大埔三育中學

《家課與測考政策》

根據教育局發出的《家課與測驗指引》就「有效益家課的原則和措施」並按照校情及學生的需要製定了以下的家課政策，協助學生在現有的學習基礎上，延展和鞏固學習。

課業政策

a. 設計

1. 教師和學校採用的評估措施，是學與教過程的一部分，因此可分為預習，學習過程中的評估及課後的評估。
2. 評估設計的原則：持續而具進展性的評估，透過持續正式和非正式地評估學生表現，提供回饋，以改善學生學習。
3. 課業設計原則：鞏固、深化或延展所學。
4. 教師會給予學生充份時間完成家課作業。
5. 所有欠交之家課作業，必須補交。如學生經常欠交功課，教師除可報告訓導組記錄在案外，亦可聯絡及會見家長，知會其子弟屢欠功課之事宜。
6. 各班安排學生負責每天上載家課項目到學校家課網頁。

b. 每循環週家課時間

S1	宗教	中文	英文	數學	中史	通識	科學	電腦	普通話	總時間	
	1h	2.5h	3h	2.5h	1h	1.5h	2h	0.5h	0.5h	14.5h	
S2	宗教	中文	英文	數學	中史	通識	科學	電腦	普通話	總時間	
	1h	2.5h	3h	2.5h	0.5h	2h	2h	0.5h	0.5h	14.5h	
S3	宗教	中文	英文	數學	中史	地理	通識	科學	電腦	普通話	總時間
	1h	2.5h	3h	2.5h	0.5h	1h	2h	2h	0.5h	0.5h	15.5h

S4T/K/D/H	宗教	中文	英文	數學	通識	其他科目 (每科)				
	1h	3h	3h	3h	2h	2.5h				
S5T/K/D/H	宗教	中文	英文	數學	通識	其他科目 (每科)				
	1h	3h	3h	2.5h	2.5h	2.5h				
S6T/K/D/H	宗教	中文	英文	數學	通識	其他科目 (每科)				
	0.5h	3h	3h	3h	2.5h	2.5h				

- NB: (1) h = hour(s) (小時)
(2) 音樂、視覺藝術、家政、設計與科技四科，教師會自行分配家課。

測驗及考試指引

a. 一般科本測驗

1. 科本測驗會在課堂時間內進行。
2. 各班每日測驗次數最多兩科(超過40分鐘的測驗)，以免增加學生壓力。

b. 統測

1. 每兩個循環週的 Day 1 第七節設有全校性統測。
2. 九月學期初，學生會知悉該學年的統測時間安排(張貼課室)，統測時間表也會上載校網，而科導師亦會每次預早通知學生有關該循環週之統測內容。
3. 同學如無充份理由缺席統測，該卷分數將作零分計算，一般情況下，不設補測。學生如因病缺席而欲申請補測，必須於事前或回校後首天出示家長信及/或醫生紙及/或有效的文件證明，向班主任或科任老師申請，逾期不予辦理。

c. 考試

1. 每學年共有兩次考試，上、下學段各有一次。
2. 除體育、音樂、家政、視藝、設計與科技科外，其他各科的考試成績約佔全科總分的60-70%。(詳參下面有關「持續性評估及考試」分數所佔比例)
3. 考試請假及補考須知
 - (1) 一般情況：

如學生因病缺席考試，須於病後上學的第一天呈交家長信及有效的醫生證明，方可獲批於翌日補考。
 - (2) 特別情況：
 - ① 如缺席當天考試的學生下午身體狀況穩定並能出示有效的家長信及醫生證明，學生可申請安排當天下午補考。
 - ② 如學生在考試最後一天缺席，而該考試天之翌日為長假期的開始，學校將不設補考，只用該生該學期的持續性評估分數估算考試分數。
 - ③ 如學生在考試最後一天缺席，而該考試天之翌日為上課天，若缺考學生於翌日之上課天回校上課，則會被抽離課堂補考。
 - (3) 如學生於考試期間病重或感染傳染病，該生於考試完結前仍未完全康復的情況下，學生一概不獲批准回校應考或補考，以免傳播病菌及疾病，本校並會以該生該學期的持續性評估分數估算考試分數。

S.1 to S.3 Summary of Continuous Assessment 2018– 2019

Subject	Level	Daily Marks	Examination
Religious studies	S.1 to S.3	Uniform Test (20%), Quiz and Dictation (10%), Assignment and Class participation (10%)	60%
Chinese Language	S.1 to S.3	Reading	Uniform Test (30%), Dictation and Quiz (10%)
		Writing	Assignment (40%)
		Speaking	
		Applied Writing	Uniform Test (40%)
GCSE Chinese	S.1 to S.3	Listening	Test (50%)
		Speaking	Exercise & Quiz (50%)
		Reading	Uniform Test (30%), Dictation and Quiz (20%)
		Writing	Assignment (50%)
English Language	S.1 to S.3	Reading	Uniform & Unit tests (26%), Quizzes 10%, Homework 4%
		Writing	S1, S2: Writing tasks (24%), Dictation (12%), Reading/Viewing reports (4%) S3: Writing tasks (28%), Dictation (8%), Reading/Viewing reports (4%)
		Listening	Uniform & Unit tests (30%), Quizzes (6%), E-learning (4%)
		Speaking	S1, S2: Oral exercises & tests (18%), Performance in English Bridging Course (10%), Recording (8%), English communication out of class (4%) S3: Oral exercises & tests (28%), Class-based oral tasks (12%)
Mathematics	S.1 to S.3	Uniform Test (30%), Quiz and Class participation (10%)	60%
Liberal Studies	S.1 to S.3	Uniform Test (20%), Quiz (10%), Assignment (15%) Newspaper Presentation (5%)	50%
Integrated Science	S.1 to S.3	Uniform Test (20%) Class participation (1) Non-practical related task (4%) (2) Practical task (4%) (3) Assignment (4%) (4) Dictation and Quiz (8%)	60%
Chinese History	S.1 to S.3	Test (20%), Quiz (10%), Assignment (10%)	60%
CIT	S.1 to S.3	Class Performance (5%), Assignment(5%), Quiz and Project if any (10%), Uniform Test(20%), Practical Examination(10%)	50%
Geography	S.3	Uniform Test (20%), Quiz (15%), Assignment (5%)	60%
Putonghua	S.1 to S.3	Listening (15%) Pinyin (15%) Practical Skills (10%)	60%
P.E	S.1 to S.3	Skill Test (50%) Physical Fitness Tests (15%) Endurance Run (1 mile run) (25%) Class participation (10%)	N.A.
Visual Arts	S.1 to S.3	<u>Art Portfolio:</u> Worksheets (35%) (S.1-S.2) Worksheets (30%) (S.3) - Art Theory / knowledge - Visual Art expression method and techniques OR/ AND Visual Arts Appreciation and critic(for F.3) exercises - Creative thinking process - Learning attitude Self evaluation/ reflection (5%) <u>Art Work:</u> Artwork (60%) (S.1-S.2) Artwork (70%) (S.3)	N.A.
Music	S.1 to S.3	Term 1: 1. Class work & Class Performance (20%) 2. Practical assessment (80%) Term 2: 1. Class work & Class Performance (20%) 2. Music Appreciation Report (20%) 3. Practical assessment (60%)	N.A.
Design and Technology	S.1 to S.3	1. Project Portfolio (40%) – searching for information, design drawing, working drawing, tools used, manufacturing process, reflection 2. Tools manipulation skill (5%) 3. Worksheets (15%) 4. Final Product(workmanship, aesthetic quality and degree of difficulties) (40%)	N.A.
Home Economics	S.1 to S.3	Term 1: Worksheets (40%) Practical Performance (Cooking test and/or Sewing tasks) (60%) Term 2: Worksheets / Tests (50%) Practical Performance (Cooking test and/or Sewing tasks and cooperation with teammates) (50%)	N.A.

S4 – S6 Summary of Continuous Assessment 2018-2019

Subject	Level	Daily Marks	Examination
Religious Studies	S.4 to S.6	Uniform Test (20%), Quiz and Dictation (10%), Class participation and Assignment (5%), Project (25%)	40%
Chinese Language	S.4 to S.6	Reading	Uniform Test (40%)
		Writing	Uniform Test (40%)
		Speaking	
		Integrated Skills	Uniform Test (40%)
GCSE Chinese	S.4 to S.6	Listening	Test (50%)
		Speaking	Exercise & Quiz (50%)
		Reading	Uniform Test (30%), Dictation and Quiz (20%)
		Writing	Assignment (50%)
English Language	S.4 to S.6	Reading	Uniform & Unit test (24%), Quizzes (16%)
		Writing	S4, S5: Writing tasks (28%), Dictation (8%), Reading/Viewing reports (4%) S6: Uniform & Unit tests (20%), writing tasks (20%)
		Listening	Uniform/Unit Tests (20%), Integrated tasks (16%), Class participation (4%)
		Speaking	Oral exercises & tests (28%), Class-based oral tasks (12%)
		School-based Assessment(SBA)	S5: Group interaction (40%) S6: Individual presentation (40%)
Mathematics	S.4 to S.6	Uniform Test (30%), Class participation and Quiz(10%)	60%
Liberal Studies	S.4 to S.6	Uniform Test (20%), Assignment (15%), Newspaper analysis (5%), Quiz (10%)	50%
BAFS	S.4 to S.6	Test and Quiz (30%), Assignment and Class participation (10%)	60%
Economics	S.4	Test (20%), Quiz (10%), Class work, Assignment and Class participation (10%)	60%
	S.5	Test (20%), Quiz (10%), Assignment, Class participation & classwork (10%)	60%
	S.6	Test (20%), Assignment and Class participation (10%), Quiz (10%)	60%
Chinese History	S.4 to S.6	Test (30%), Assignment (20%)	50%
Geography	S.4 to S.6	Test (25%), Quiz (10%), Assignment (5%)	60%
Tourist and Hospitality	S.4	Uniform Test (20%), Assignment (10%), Test (10%)	60%
	S.5	Uniform Test (20%), Assignment (10%), Test (10%)	60%
	S.6	Uniform Test (20%), Test (20%)	60%
Health Management and Social Care	S.4	Test (15%) & Quiz (8%), Assignment (12%), Class participation (5%)	60%
	S.5	First Term: Test (15%) & Quiz (8%), Assignment (12%), Class participation (5%)	60%
		Second Term: Test (12%) & Quiz (7%), Assignment (8%), Class participation (3%), Field Learning Assessment (10%)	60%
	S.6	Test(15%) & Quiz (8%), Assignment (12%), Class participation (5%)	60%
Physics	S.4 to S.6	(a) Uniform Test (20%) (b) Worksheet and homework (8%) (c) Dictation and quiz (8%) (d) SBA & Experiment (4%)	60%
Chemistry	S.4 to S.6	(a) Uniform Test and Quiz (20%) (b) Classwork and notes (4%) (c) Worksheet and homework (6%) (d) SBA/Experiment (10%)	60%
Biology	S.4 to S.6	S.4 (a) Uniform Test and Quiz (36%) (b) Worksheet and homework (4%)	60%
		S.5-6 (a) Uniform Test and Quiz (32%) (b) Homework (4%) (c) SBA (4%)	
ICT	S.4 to S.6	Class Performance (5%), Assignment (5%), Quiz & Uniform Test (20%), SBA Project Learning (10%)	60%
Visual Arts	S.4	Artwork and Portfolio (SBA) (40%) Class work, group project (10%) Written & Practical Test (10%)	40%
	S.5 to S.6	Artwork and Portfolio (SBA) (50%)	50%
P.E	S.4 to S.6	Class participation (10%), Endurance Run (1 mile run) (25%), Physical Fitness Tests (15%), Skill Test (50%)	