

香港扶幼會許仲繩紀念學校
Society of Boys' Centres Hui Chung Sing Memorial School
學業成績評估政策 (20.8.2025 更新版)
Assessment Policy for Academic Performance (revised on 20.8.2025)

1. 小學：全學年共分為三個學段，每個學段均會派發成績表。

Primary School: The academic year consists of three terms, with academic reports issued at the end of each term.

中學：全學年共分為兩個學期，每個學期均會派發成績表。

Secondary School: The academic year consists of two terms, with academic reports issued at the end of each term.

2. 學科分為甲類及乙類：

Subjects are classified into Category A and Category B:

● 小學 Primary 5 to Primary 6

| | |
|------------------|---|
| 甲類 Category A | 中國語文、英國語文、數學、常識、資訊及通訊科技、音樂及普通話 Chinese Language, English Language, Mathematics, General Studies, ICT, Music and Putonghua |
| 乙類 Category B | 視覺藝術、體育課、生活技巧、成長課和全人發展課 Visual Arts, Physical Education, Life Skills, Personal Growth Education and Whole Person Development |

● 初中 Secondary 1 to Secondary 3

| | |
|------------------|--|
| 甲類 Category A | 中國語文、英國語文、數學、(公民、經濟與社會/生活與社會)、中國歷史、科學、普通電腦、科技與生活、設計與科技、音樂、視覺藝術及普通話 Chinese Language, English Language, Mathematics, (Citizenship, Economics and Society/ Life and Society, Chinese History, Science, Computer Literacy, Technology and Living, Design and Technology, Music, Visual Arts and Putonghua. |
| 乙類 Category B | 體育課和全人發展課 Physical Education and Whole Person Development |

● 高中 Secondary 4 to Secondary 6

| | |
|------------------|--|
| 甲類 Category A | 核心科目：中國語文、英國語文、數學(必修部份)、公民與社會發展 選修科目：科技與生活(服裝、成衣與紡織)、資訊及通訊科技、視覺藝術、體育、生物、設計與應用科技 Core subjects: Chinese Language, English Language, Mathematics (Compulsory), Citizenship and Social Development Electives: Technology and Living (Fashion, Clothing and Textiles), Information and Communication Technology, Visual Arts, Physical Education, Biology and Design and Applied Technology |
| 乙類 Category B | 體育課、全人發展課及職業英語 Physical Education, Whole Person Development and Workplace English |
| 其他 Other | 學校工場助理培訓證書(第二級)、派對食品製作證書(第二級)、器械健體助教證書(第二級)、電競與康樂助理證書(第二級)和關鍵意見領袖證書(校本課程) Certificate in School Workshop Assistant (Level 2), Certificate in Party-food Production (Level 2), Certificate in Coach Assistant on Resistance Training (Level 2) Certificate in Esport and Recreation Assistant (Level 2) and Certificate in Key Opinion Leadership (School-based Curriculum) |

3. 所有學科成績以 40 分為及格，100 分為滿分。甲類科目成績包括進展性及總結性評估分數，乙類科目只有進展性評估分數。ABS 代表學生缺席該科評估；N/A 代表該科評估不適用於該學生。

All subject grades are scored out of 100, with 40 points as passing. Category A subjects include both formative and summative assessments, while Category B subjects only include formative assessments. ABS indicates absence from assessment; N/A indicates not applicable.

| | |
|---|--|
| 進展性評估 Formative assessment (60%) | 老師在課堂上透過提問、觀察、同儕學習及回饋，評估學生的學習表現。評估方式包括：筆試、測驗、課業、專題研習、匯報、學習檔案、學習反思、同儕互評等。 Assessment will be conducted through various classroom activities such as questioning, observation, peer learning, and feedback. This encompasses tests, projects, reports, portfolios, reflections, and peer reviews. |
| 總結性評估 Summative assessment (40%) | Based on each term examinations. |

4. 小五至中六級全人發展課均以六等級紀錄如下：

For Form 1 to Form 6, a six-level grading system is used for Whole Person Development:

| 等級 Grade | 代表分數 Score Range | 等級 Grade | 代表分數 Score Range |
|----------------------|-------------------------|---------------------------|---------------------------------------|
| A 優異 Excellent | 85 或以上 85 or above | D 尚好 Fairly Good | 60 至 64.9 60 to 64.9 |
| B 優良 Very Good | 75 至 84.9 75 to 84.9 | E 一般 Average | 50 至 59.9 50 to 59.9 |
| C 良好 Good | 65 至 74.9 65 to 74.9 | F 欠佳 Unsatisfactory | 49.9 或以下(不合格) 49.9 or below (Fail) |

5. 補考準則及計分方法：

Make-up Exam Policies and Scoring

- 補考準則：事假要有家長請假信，病假要有醫生紙，若是曠課可不准補考。
(家長請假信或醫生紙可由班主任於事後追收。)

Make-up exam criteria: a parent letter for personal leave or a sick leave certificate is required. Unexcused absences may not qualify for a make-up exam. (The class teacher can collect the parent letter or sick leave certificate at a later date.)

- 補考的試卷計分法：

Scoring of make-up exam:

- (i) 成績冊上的期考分：各科補考成績要作八折計算才登在成績表上。

Final examination scores in the academic report: 80% of the Scores for make-up exams.

- (ii) 中三報分：中三呈交教育局的試卷成績同樣以八折計算。

Secondary 3 score submitted to EDB: 80% of the Scores for make-up exams.

6. 小學呈分試補考準則及計分方法：

Criteria and Scoring Method of “Internal Assessments” make-up exam for the SSPA:

- 若學生因病缺考，必須呈交醫生證明文件及家長信，校方於三個上課天內安排補考，補考分數不予折扣，逾期者不予補考。

For students unable to attend due to illness, medical documentation and parent letter are necessary, with exams scheduled within three school days.

- 如無法出示證明或事假等補考，分數以 80% 計算。

If documentation is not provided, scores are calculated at 80% of the make-up exam.

- 小學 Primary school

| 科目 Subject | 比重 Weighting | 進展性評估 Formative assessment | 總結性評估 Summative assessment | 績分／等第 Marks/Grade |
|--------------------------------------|-----------------|----------------------------------|----------------------------------|----------------------|
| 中文 Chinese Language | 1 | 60% | 40% | 績分 Marks |
| 英文 English Language | 1 | 60% | 40% | 績分 Marks |
| 數學 Mathematics | 1 | 60% | 40% | 績分 Marks |
| 常識 General Studies | 1 | 60% | 40% | 績分 Marks |
| 資訊及通訊科技 ICT | 1 | 60% | 40% | 績分 Marks |
| 音樂 Music | 1 | 60% | 40% | 績分 Marks |
| 普通話 Putonghua | 1 | 60% | 40% | 績分 Marks |
| 視覺藝術 Visual Arts | 1 | 100% | / | 績分 Marks |
| 體育課 Physical Education | 1 | 100% | / | 績分 Marks |
| 生活技巧 Life Skills | 1 | 100% | / | 績分 Marks |
| 成長課 Personal Growth Education | 1 | 100% | / | 績分 Marks |
| 全人發展課 Whole Person Development | / | 100% | / | 等第 Grade |

● 初中 Secondary 1 to 3

| 科目 Subject | 比重 Weighting | 進展性評估 Formative assessment | 總結性評估 Summative assessment | 績分／等第 Marks/Grade |
|--|-----------------|----------------------------------|----------------------------------|----------------------|
| 中文 Chinese Language | 1 | 60% | 40% | 績分 Marks |
| 普通話 Putonghua | 1 | 60% | 40% | 績分 Marks |
| 英文 English Language | 1 | 60% | 40% | 績分 Marks |
| 數學 Mathematics | 1 | 60% | 40% | 績分 Marks |
| 公民、經濟與社會/ 生活與社會 Citizenship, Economics and Society /Life and Society | 1 | 60% | 40% | 績分 Marks |
| 科學 Science | 1 | 60% | 40% | 績分 Marks |
| 科技與生活 Technology and Living | 1 | 60% | 40% | 績分 Marks |
| 設計與科技 Design and Technology | 1 | 60% | 40% | 績分 Marks |
| 普通電腦 Computer Literacy | 1 | 60% | 40% | 績分 Marks |
| 音樂 Music | 1 | 60% | 40% | 績分 Marks |
| 中史 Chinese History | 1 | 60% | 40% | 績分 Marks |
| 視覺藝術 Visual Arts | 1 | 60% | 40% | 績分 Marks |
| 體育課 Physical Education | 1 | 100% | / | 績分 Marks |
| 全人發展課 Whole Person Development | / | 100% | / | 等第 Grade |

● 中四 Secondary 4

| 科目 Subject | 比重 Weighting | 進展性評估 Formative assessment | 總結性評估 Summative assessment | 績分／等第 Marks/Grade |
|--|-----------------|----------------------------------|----------------------------------|----------------------|
| 中文 Chinese Language | 1 | 60% | 40% | 績分 Marks |
| 英文 English Language | 1 | 60% | 40% | 績分 Marks |
| 數學(必修部份) Mathematics (Compulsory) | 1 | 60% | 40% | 績分 Marks |
| 公民與社會發展 Citizenship and Social Development | 1 | 60% | 40% | 績分 Marks |
| 選修：科技與生活 Electives: Technology and Living (Fashion, Clothing and Textiles) | 1 | 60% | 40% | 績分 Marks |
| 選修：資訊及通訊科技 Electives: Information and Communication Technology | 1 | 60% | 40% | 績分 Marks |
| 選修：視覺藝術 Electives: Visual Arts | 1 | 60% | 40% | 績分 Marks |
| 選修：體育 Electives: Physical Education | 1 | 60% | 40% | 績分 Marks |
| 選修：生物 Electives: Biology | 1 | 60% | 40% | 績分 Marks |
| 選修：設技與應用科技 Electives: Design and Applied Technology | 1 | 60% | 40% | 績分 Marks |
| 資歷架構課程： 學校工場助理培訓證書(第二級) QF course: Certificate in School Workshop Assistant (Level 2) | 1 | 50% | 50% | 績分 Marks |
| 資歷架構課程： 派對食品製作證書(第二級) QF course: Certificate in Party-food Production (Level 2) | 1 | 50% | 50% | 績分 Marks |
| 職業英語 Workplace English | 1 | 100% | / | 績分 Marks |
| 體育課 Physical Education | 1 | 100% | / | 績分 Marks |
| 全人發展課 Whole Person Development | / | 100% | / | 等第 Grade |

● 中五 Secondary 5

| 科目 Subject | 比重 Weighting | 進展性評估 Formative assessment | 總結性評估 Summative assessment | 績分／等第 Marks/Grade |
|--|-----------------|----------------------------------|----------------------------------|----------------------|
| 中文 Chinese Language | 1 | 60% | 40% | 績分 Marks |
| 英文 English Language | 1 | 60% | 40% | 績分 Marks |
| 數學(必修部份) Mathematics (Compulsory) | 1 | 60% | 40% | 績分 Marks |
| 公民與社會發展 Citizenship and Social Development | 1 | 60% | 40% | 績分 Marks |
| 選修：科技與生活 Electives: Technology and Living (Fashion, Clothing and Textiles) | 1 | 60% | 40% | 績分 Marks |
| 選修：資訊及通訊科技 Electives: Information and Communication Technology | 1 | 60% | 40% | 績分 Marks |
| 選修：視覺藝術 Electives: Visual Arts | 1 | 60% | 40% | 績分 Marks |
| 選修：體育 Electives: Physical Education | 1 | 60% | 40% | 績分 Marks |
| 資歷架構課程： 器械健體助教證書(第二級) QF course: Certificate in Coach Assistant on Resistance Training (Level 2) | 1 | 50% | 50% | 績分 Marks |
| 資歷架構課程： 電競與康樂助理證書(第二級) QF course: Certificate in Esport and Recreation Assistant (Level 2) | 1 | 70% | 30% | 績分 Marks |
| 職業英語 Workplace English | 1 | 100% | / | 績分 Marks |
| 體育課 Physical Education | 1 | 100% | / | 績分 Marks |
| 全人發展課 Whole Person Development | / | 100% | / | 等第 Grade |

● 中六 Secondary 6

| 科目 Subject | 比重 Weighting | 進展性評估 Formative assessment | 總結性評估 Summative assessment | 績分／等第 Marks/Grade |
|---|-----------------|----------------------------------|----------------------------------|----------------------|
| 中文 Chinese Language | 1 | 60% | 40% | 績分 Marks |
| 英文 English Language | 1 | 60% | 40% | 績分 Marks |
| 數學(必修部份) Mathematics (Compulsory) | 1 | 60% | 40% | 績分 Marks |
| 公民與社會發展 Citizenship and Social Development | 1 | 60% | 40% | 績分 Marks |
| 選修：科技與生活 Electives: Technology and Living (Fashion, Clothing and Textiles) | 1 | 60% | 40% | 績分 Marks |
| 選修：資訊及通訊科技 Electives: Information and Communication Technology | 1 | 60% | 40% | 績分 Marks |
| 選修：視覺藝術 Electives: Visual Arts | 1 | 60% | 40% | 績分 Marks |
| 選修：體育 Electives: Physical Education | 1 | 60% | 40% | 績分 Marks |
| 資歷架構課程： 關鍵意見領袖證書(校本課程) QF course: Certificate in Key Opinion Leader (School-based curriculum) | 1 | 60% | 40% | 績分 Marks |
| 職業英語 Workplace English | 1 | 100% | / | 績分 Marks |
| 體育課 Physical Education | 1 | 100% | / | 績分 Marks |
| 全人發展課 Whole Person Development | / | 100% | / | 等第 Grade |

7. 小學五、六年級升中呈分須知

Notes on submitting grades of primary 5 and 6 students for the SSPA

● 目的 Aim

- (1) 對於入讀本校的小學長期生，五年級期考、六年級第一次及第二次考試共 3 次校內考試成績將呈報教育局作為中學學位分配之依據。學校會確保成績評核在公平及公正的情況下進行。

For long-term students enrolled in the primary school section, the results of three in-school examinations, specifically the Primary 5 final examination and the first and second examinations in Primary 6, will be submitted to the Education Bureau as part of the SSPA criteria. The school is committed to ensuring that the internal assessment process is conducted in fairly and equitably.

- (2) 短期適應課程學生呈分由原校安排。

The submission of grades for students in short-term adaptation program will be arranged by their original school.

● 呈分考期 Submit examination period

本校 3 次作為呈分的考期如下：

Our school's three examination periods for submission of marks are as follows:

| 呈分年級 Study year of Internal assessment | 呈分試 Internal assessment | 考期 Period |
|--|------------------------------------|--------------|
| 1. 五年級 Primary 5 | 五年級第三學段期考 Primary 5 Term 3 exam | 6月 June |
| 2. 六年級 Primary 6 | 六年級第一學段考試 Primary 6 Term 1 exam | 11月 November |
| 3. 六年級 Primary 6 | 六年級第二學段考試 Primary 6 Term 2 exam | 3月 March |

● 呈分考試科目及比重 The weighting of Internal Assessment subjects

各科的比重是根據教育局建議科目間的相對重要性及各科的授課節數而訂定。本校呈報的科目及其比重如下：

The weighting of each subject is determined by its relative importance of each subject and the number of teaching periods recommended by the Education Bureau. The subjects and their corresponding weightings reported by our school are as follows:

| 科目 Subject | 比重 weighting |
|------------------------|--------------|
| 1. 中文 Chinese Language | 9 |
| 2. 英文 English Language | 9 |
| 3. 數學 Mathematics | 9 |
| 4. 常識 General Studies | 6 |
| 5. 視藝 Visual Arts | 3 |
| 6. 音樂 Music | 2 |

● 常分及考試比重

Weighing of the formative assessment and summative assessment weighting

本校納入平時分（常分）的科目如下：

The subjects included in the formative assessment of our school are as follows:

| 科目 Subject | 中文 Chinese Language | 英文 English Language | 數學 Mathematics | 常識 General Studies | 視藝 Visual Arts | 音樂 Music |
|--------------------------------|---------------------------|---------------------------|-------------------|--------------------------|----------------------|-------------|
| 考試 Summative assessment | 80% | 80% | 80% | 80% | / | 80% |
| 平時分 Formative assessment | 20% | 20% | 20% | 20% | 100% | 20% |

- 各科考核／試卷比重分配
Summative assessment/exam weighting distribution for the subject

| 科目 Subject | 閱讀 Reading Comprehension | 寫作 Writing | 聆聽 Listening | 說話 Speaking |
|---------------------------|--------------------------------|---------------|-----------------|----------------|
| 中文 Chinese Language | 40% | 30% | 15% | 15% |
| 英文 English Language | 50% | 30% | 10% | 10% |

| 科目 Subject | 數學 Mathematics | 常識 General Studies | 視藝 Visual Arts | 音樂 Music |
|-----------------|---------------------|-----------------------|---|--|
| 比重 Weighting | 100% (1 卷 paper) | 100% (1 卷 paper) | 繪畫 Drawing 20% 設計 Design 20% 工藝 Crafts 20% 創意 Creativity 20% 藝術欣賞 Art Appreciation 20% | 唱歌/ 樂器演奏 Singing/ instrument playing 100% |

8. 中四學位安排機制 – 「全年學校成績評核」各科比重及原則：

Secondary 4 Placement Allocation Mechanism – Weighting and Principles of Each Subject in the Year-round School Assessment:

- 上、下學期比重一樣 The first and second terms have the same weighting
- 各科比重 Weighting of each subject

| 科目 Subject | 比重 Weighting |
|--|--------------|
| 中文 Chinese Language | 7 |
| 英文 English Language | 7 |
| 數學 Mathematics | 6 |
| 公民、經濟與社會/生活與社會 Citizenship, Economics and Society /Life and Society | 3 |
| 科學 Science | 5 |
| 設計與科技 Design and Technology | 1.5 |
| 科技與生活 Technology and Living | 1.5 |
| 視覺藝術 Visual Arts | 2 |
| 普通話 Pontunghua | 1 |
| 體育 Physical Education | 2 |
| 普通電腦 Computer Literacy | 2 |
| 音樂 Music | 1 |
| 中國歷史 Chinese History | 2 |
| 總計 Total | 41 |

- 原則：以各科佔課時比重作參考，每節比重為 1。
Principle: Use the proportion of class hours allocated to each subject as a reference, with each period in a week representing a value of 1.
- 短期適應課程學生呈分由原校安排。
Short-term adaptation program students will be assigned by their home school.

9. 成績表操行等第註釋如下：

The conduct grades in the academic report are explained as follows:

| | |
|------------------|--|
| 勤學 Diligence | 用心及主動學習，準時交回課業。 Shows diligence and takes initiative in learning, submits assignments on time. |
| 紀律 Discipline | 樂意及迅速遵從指示，能遵守學校的行為守則及愛護公物。 Willingly and promptly follows instructions, adheres to the school's code of conduct, and takes care of school property. |
| 禮貌 Politeness | 主動與教職員打招呼，與他人交往時保持禮貌。 Initiates greetings with staff, maintains politeness when interacting with others. |
| 服務 Service | 樂意及主動服務他人。 Willingly and actively serves others. |

| 等級 Grade | 積分 Marks | 等級 Grade | 積分 Marks | 等級 Grade | 積分 Marks |
|-------------|-------------|-------------|-------------|-------------|-------------|
| A | 91 - 100 | B | 81 - 90 | C | 71 - 80 |
| D | 61 - 70 | E | 50 - 60 | F | 0 - 49 |