

Yuen Long Catholic Secondary School
2023-2024

15 December 2023

Dear Parents / Guardians

Arrangements for the 1st Term Examination for S.1 to S.6

The 1st term examinations for S.1 to S.6 are scheduled to take place from 15 to 26 January, 2024. The examination timetable and instructions are attached to this notice. Our school has always emphasized teaching through assessment. We kindly request you to read the relevant arrangements carefully and encourage your children to study diligently in order to achieve optimum results.

In the event that the Education Bureau announces a school suspension due to poor weather conditions or other reasons during the examination period, the examinations scheduled for that day will be postponed to the day of resumption. This will continue until all examinations are completed. The school will promptly update parents and students with the latest examination information via our website and mobile app, so please stay informed. For instance, if the Education Bureau announces a school closure on 17 January (the third day of exams), students should return to school to take the exam as per the 'Examination Day 3' timetable when classes resume on 18 January.

Parents are urged to remind their children to strictly adhere to the examination rules to avoid any penalties for rule violations. Please complete the e-notice by 22 December, 2023 (Friday). If you have any queries, please contact the class teacher at 2443 1363 during school hours.

Yours faithfully



Ms. Wong Kin Yee
Principal

-----Reply Slip-----

Dear Principal,

Arrangements for the 1st Term Examination for S.1 to S.6

I am the parent/guardian of student _____ () from Class _____. I hereby acknowledge receipt of the school notice concerning the arrangements for the 1st term examination for S.1 to S.6. I will encourage my child to study diligently to achieve the best possible results.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Examination Instructions to Students

The aims of the examination are to assess students' learning progress and ability, therefore, students should treasure each chance and attend the examination. In order to allow students to concentrate on revision, all extra-curricular activities are suspended during the examination period.

Students must read the following examination rules in order to avoid affecting the results and being disqualified from examination because of careless violation of school regulations.

(A) Urgent Arrangements of Adverse Weather

In case of adverse weather conditions prevailing over the examination period, students should pay close attention to the weather report and special announcements made through mass media before they come back to school, such as the special report of the issue of Tropical Cyclone Warning Signal No. 8 or higher, Red or Black Rainstorm Warning Signal and the announcement of schools' suspension by the Education Bureau. If the Education Bureau announces the closure of schools owing to tropical cyclones, torrential rain, flooding, etc., the examination on that day will be postponed to the day when the school resumes and the rest of the Examination Timetable will be adjusted accordingly until the end of all the examinations.

(B) General Examination Regulations

1. Candidates must follow the dates, time and the subjects of the examinations to come back to school for examinations on time. There are no make-up examinations.
2. When a student is absent due to sickness or personal affairs within the examination period, he/she has to follow the procedures below and submit the application to the school:
 - (I) Application for Sick Leave: If a student is absent because of illness, please go to consult a doctor and then submit a parents' letter and medical certificate to the class teacher within three days after the student returns to school;
 - (II) Application for Personal Leave: If the student has known personal affairs in advance, such as applying for a passport or attending a funeral, please submit a written application with sufficient reasons to the school at least three days before the leave; If the student needs to apply leave for urgent and sudden affairs, please submit a parents' letter to the class teacher within three days after the student returns to school. Every application of personal leave will be submitted to the principal for approval and it will be considered on a case-by-case basis.
3. Students who fail to submit the parents' letter and the medical certificate (the final deadline of submission of the medical certificate is the first three school days after the end of the examination period) cannot get the mark projection. A mark of zero would be given for the relevant examination on the report card.
4. Late comers are permitted to sit an examination but no extra time will be given. During the examination, students who are late have to go to the school office for registration and then proceed to the examination centre and sit according to the class number. Students have to keep quiet and not affect the examination. During the examination, if the student is late or has violated the examination regulation, punishment will be given.
5. Students are not allowed to leave the examination centre until the end of the examination.

(C) Instructions during the examinations

1. During the examination, students must follow all the regulations of the examination centre.
2. Students must wear proper and neat school uniform during the examination.
3. During the examination, candidates have to prepare the stationery they need and are not allowed to borrow from others. Candidates must place the stationery on the desk and put other personal belongings inside the school bag. The school bag has to be placed under the chair.
4. Students must maintain absolute silence once they have entered the examination rooms. They have to follow the instructions from the invigilators. Students must not disturb, speak or give signals to other candidates during an examination. Candidates must raise their hands first before they want to ask a question.
5. Before the start of the examination, candidates have to write their name, class and class number in the designated space on the question paper and answer sheet.
6. You must not turn over the pages of the question paper/reading passage/data file and must not start working/writing until you are instructed to do so.
7. After the distribution of the question paper, candidates have to read the instructions of the question paper carefully and can start answering the questions after the invigilator has announced the start of the examination.
8. During the examination, you may raise a hand to ask the invigilator for single-lined paper or graph paper if required.
9. Supplementary answer sheets will be provided on request. You have to write the candidate's name on the supplementary answer sheet. Before the end of the examination, you must fasten all supplementary answer sheets/graph paper/worksheet inside your answer book/question-answer book with a short string for submission.
10. Candidates should avoid writing any words or drawing any pictures, which are irrelevant to the examination on the answer sheet.
11. The words, graphs or tables written on the rough work sheets will NOT be marked.

(D) Disqualification from the examination and/or Penalty

The following misbehavior(s) will risk disqualification from the whole examination and/or penalty:

1. Obtaining the content of the examination in an improper way before taking the examination ;
2. Articles such as notes, books, all kinds of electronic devices and other materials that can be used for cheating in the examination are found on your desk or in the drawer of your desk during an examination ;
3. Start answering before approval or continue to write after the 'Stop working' announcement by the invigilator ;
4. Trying to communicate with people inside or outside the examination centre by any means during the examination ;
5. Copying information from the notes, books or other electronic devices during the examination ;
6. Cheating or breach of examination regulations ;
7. Assisting others in cheating (the punishment is the same as the person(s) who cheat(s)) ;
8. Leaving early without the consent of an invigilator ;
9. Failing to follow the instructions of an invigilator.

(E) Use of Calculators

1. Calculators brought into the examination room are subject to inspection.
2. Calculators used in examinations must be battery-powered, silent in operation, with no print-out or graphic/word-display facilities and do not use dot-matrix technology in the main display. (It is acceptable if this mode is only used for displaying the programme but not for showing the result of the calculation.)
3. The calculators must have been pad-printed with the 'H.K.E.A.A. APPROVED' or a 'H.K.E.A. APPROVED' label.
4. The calculator cover/jacket cannot contain any paper.
5. No assistance can be expected from the invigilators should your calculator fail to function properly for any reasons and no allowance will be given for any mistakes arising from calculator malfunctions.

(F) Weighting of Annual Assessment Score :

	Uniform Test	Continuous Assessments	Examination	Term Total Score	Annual Weighting
	100	100	100	100	100
First Term	20%	30%	50%	100%	40%
Second Term	20%	30%	50%	100%	60%

S.1 Examination Timetable

[illegible]

S.2 Examination Timetable

Date Time	15/1(Mon) Day 1	16/1(Tue) Day 2	17/1(Wed) Day 3	18/1(Thu) Day 4	19/1(Fri) Day 5	22/1(Mon) Day 6	23/1(Tue) Day 7	24/1(Wed) Day 8	25/1(Thu) Day 9	26/1(Fri) Day 10
8:10-8:25	Assembly and Class Teacher Period									
8:25-8:35	Attendance taking, examination regulation announcement and paper distribution									
1st Session	English Language (Paper2 Writing)	Chinese Language (Paper1 Reading) NCS (Paper3 Reading)	Life and Society	Chinese History	Science	Revision Day	Geography	Mathematics	English Language (Paper1 Reading)	Reserve Examination Day
	8:35-9:35 Time allowed: 60min 2P 333 2L 332 2F 222	8:35-9:35 Time allowed: 60min 2P 333 2L 332 2F 222	8:35-9:35 Time allowed: 60min 2P 333 2L 332 2F 222	8:35-9:35 Time allowed: 60min 2P 333 2L 332 2F 222	8:35-9:35 Time allowed: 60min 2P 333 2L 332 2F 222	Revision Day	8:35-9:35 Time allowed: 60min 2P 333 2L 332 2F 222	8:35-9:35 Time allowed: 60min 2P 333 2L 332 2F 222	8:35-9:35 Time allowed: 60min 2P 333 2L 332 2F 222	Reserve Examination Day
	Paper Collection (5min)									
	Recess (20min)									
	Admitted to the examination room , attendance taking, examination regulation announcement and paper distribution (15 minutes before examination time)									
2nd Session	English Language (Paper4 Speaking)	Chinese Language (Paper2 Writing)	Putonghua	Computer Literacy	History	Revision Day	Chinese Language (Paper3 Listening)		English Language (Paper3 Listening)	Reserve Examination Day
	10:15-12:15 Prepare Rm 222 223 Exam Rm 333 332 302	NCS (Paper4 Writing) 10:15-11:30 Time allowed: 75min 2P 333 2L 332 2F 222	10:15-11:00 Time allowed: 45min 2P 333 2L 332 2F 222	10:15-10:45 Time allowed: 30min 2P 333 2L 332 2F 222	10:15-11:15 Time allowed: 60min 2P 333 2L 332 2F 222	Revision Day	10:15-10:45 Time allowed: 30min 2P 333 2L 332 2F 222 NCS (Paper1 Listening) 10:15-10:45 202		10:15-10:45 Time allowed: 30min 2P 333 2L 332 2F 222	Reserve Examination Day
	Paper Collection (5min)									
	Dismissal Time									

S.3 Examination Timetable

Date Time	15/1(Mon) Day 1	16/1(Tue) Day 2	17/1(Wed) Day 3	18/1(Thu) Day 4	19/1(Fri) Day 5	22/1(Mon) Day 6	23/1(Tue) Day 7	24/1(Wed) Day 8	25/1(Thu) Day 9	26/1(Fri) Day 10
8:10-8:25	Assembly and Class Teacher Period									
8:25-8:35	Attendance taking, examination regulation announcement and paper distribution									
1st Session	Physics 8:35-9:35 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	Geography 8:35-9:35 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	History 8:35-9:35 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	Chinese Language (Paper1 Reading) NCS (Paper3 Reading) 8:35-9:35 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	Life and Society 8:35-9:35 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	Chemistry 8:35-9:35 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	English Language (Paper2 Writing) 8:35-9:35 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	English Language (Paper1 Reading) 8:35-9:35 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	Mathematics 8:35-9:35 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	Reserve Examination Day 8:35-9:35 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123
	Paper Collection (5min)									
	Recess (20min)									
	Admitted to the examination room , attendance taking, examination regulation announcement and paper distribution (15 minutes before examination time)									
2nd Session	Chinese Language (Paper3 Listening) 10:15-10:45 Time allowed: 30min 3P 322 3L 321 3F 121 3G 122 3J 123 NCS (Paper1 Listening) 10:15-10:45 Time allowed: 30min 202	Chinese Language (Paper2 Writing) NCS (Paper4 Writing) 10:15-11:30 Time allowed: 75min 3P 322 3L 321 3F 121 3G 122 3J 123	Computer Literacy 10:15-10:45 Time allowed: 30min 3P 322 3L 321 3F 121 3G 122 3J 123	Chinese Language (Paper4 Speaking) NCS 3P,3J,3G 10:15-11:55 Prepare Rm 323,324 Exam Rm 307,303 302,301	Chinese History 10:15-11:15 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	Chinese Language (Paper4 Speaking) NCS 3L,3F 10:15-11:55 Prepare Rm 121,122 Exam Rm 322,321 333,332	English Language (Paper3 Listening) 10:15-10:45 Time allowed: 30min 3P 322 3L 321 3F 121 3G 122 3J 123	Biology 10:15-11:15 Time allowed: 60min 3P 322 3L 321 3F 121 3G 122 3J 123	English Language (Paper4 Speaking) 10:15-13:15 Prepare Rm 121 122 123 Exam Rm 321,322, 301,302	Reserve Examination Day 10:15-13:15 Prepare Rm 121 122 123 Exam Rm 321,322, 301,302
	Paper Collection (5min)									
	Dismissal Time									

S.4 Examination Timetable

Date Time	15/1(Mon) Day 1	16/1(Tue) Day 2	17/1(Wed) Day 3	18/1(Thu) Day 4	19/1(Fri) Day 5	22/1(Mon) Day 6	23/1(Tue) Day 7	24/1(Wed) Day 8	25/1(Thu) Day 9	26/1(Fri) Day 10
8:10-8:25	Assembly and Class Teacher Period									
8:25-8:35	Attendance taking, examination regulation announcement and paper distribution									
1st Session	Citizenship & Social Development	English Language (Paper2 Writing)	Chinese Language (Paper1 Reading)		Biology	Physics		English Language (Paper1 Reading)	Mathematics (Paper 1)	
	8:35-9:50 Time allowed: 75min 4P 205 4L 221 4F 323 4G 324 4J 325	8:35-10:05 Time allowed: 90min 4P 205 4L 221 4F 323 4G 324 4J 325	8:35-10:05 Time allowed: 90min 4P 205 4L 221 4F 323 4G 324 4J 325		8:35-10:05 Time allowed: 90min Venue: 205 Mathematics(M1) 8:35-10:05 Time allowed: 90min Venue: 221 Information & Communication Technology 8:35-10:05 Time allowed: 90min Venue: 323	8:35-10:05 Time allowed: 90min Venue: 205 Geography 8:35-10:05 Time allowed: 90min Venue: 221 Business, Accounting & Financial Studies 8:35-10:05 Time allowed: 90min Venue: 323		8:35-9:35 Time allowed: 60min 4P 205 4L 221 4F 323 4G 324 4J 325	8:35-9:35 Time allowed: 60min 4P 205 4L 221 4F 323 4G 324 4J 325	
			NCS (Paper3 Reading) 8:35-10:05 Time allowed: 90min 306	Revision Day	History 8:35-10:05 Time allowed: 90min Venue: 324 Design & Applied Technology 8:35-10:05 Time allowed: 90min Venue: 531 Tourism & Hospitality Studies 8:35-09:50 Time allowed: 75min Venue: 325	Chinese History 8:35-10:10 Time allowed: 95min Venue: 324 Visual Arts 8:35-10:05 Time allowed: 90min Venue: 401 Ethics & Religious	Revision Day			Reserve Examination Day
	Paper Collection (5min)									
	Recess (20min)									
	Admitted to the examination room , attendance taking, examination regulation announcement and paper distribution (15 minutes before examination time)									

S.4 Examination Timetable

Date Time	15/1(Mon) Day 1	16/1(Tue) Day 2	17/1(Wed) Day 3	18/1(Thu) Day 4	19/1(Fri) Day 5	22/1(Mon) Day 6	23/1(Tue) Day 7	24/1(Wed) Day 8	25/1(Thu) Day 9	26/1(Fri) Day 10
2nd Session	Chemistry 10:30-12:00 Time allowed: 90min 4P 205	English Language (Paper3 Listening) 10:45-12:15 Time allowed: 90min 4P 205 4L 221 4F 323 4G 324 4J 325	Chinese Language (Paper2 Writing) 10:45-1:00 Time allowed: 135min 4P 205 4L 221 4F 323 4G 324 4J 325 NCS (Paper4 Writing) 10:45-1:00 Time allowed: 90min 306	Revision Day	Revision Day	Revision Day	Revision Day	English Language (Paper4 Speaking) 10:15-12:15 Prepare Rm 531,532 Exam Rm 323 324 325 302	Mathematics (Paper 2) 10:15-11:00 Time allowed: 45min 4P 205 4L 221 4F 323 4G 324 4J 325	Reserve Examination Day
	Paper Collection (5min)									
	Dismissal Time									