

Dear Parents/Guardians,

FIRST TERM EXAMINATION (2020-2021)

Special Arrangement for Chinese Language (Paper 2 & 3) and English Language (Paper 2)

As the period for the First Term Examination has been shortened, the following assessment will be held ONLINE according to the following schedule. Please note that the first paper is due to start on 15 January (Fri). Details will be announced by subject teachers.

	Chinese Language Paper 2	Chinese Language Paper 3	English Language Paper 2
Form 1	Face-to-face (Refer to Exam Timetable)	Face-to-face (Refer to Exam Timetable)	Jan 18 (Mon) 3:00pm ~ 3:30pm
Form 2	Face-to-face (Refer to Exam Timetable)	Face-to-face (Refer to Exam Timetable)	Jan 15 (Fri) 3:00pm ~ 3:30pm
Form 4	Jan 25 (Mon) 3:00pm ~ 4:30pm	Jan 26 (Tue) 3:00pm ~ 4:45pm	Jan 20 (Wed) 3:00pm ~ 3:45pm
Form 5	Jan 21 (Thu) 3:00pm ~ 4:30pm	Jan 22 (Fri) 3:00pm ~ 4:45pm	Jan 18 (Mon) 3:00pm ~ 3:45pm

【Online Assessment Guidelines】

1. **【Answer Sheets】** will be uploaded onto GOOGLE CLASSROOM before the examination. **Please print your own copy** before the examination. If you have any questions, please contact your subject teacher as soon as possible.
2. **【Question Papers】** will be released at the start of examination, please check GOOGLE CLASSROOM on time.
3. Please log-in to GOOGLE CLASSROOM **10 minutes before** the examination for teachers to take attendance and prepare for the examination.
4. Students must upload their answer scripts on time. If they are late for 10 minutes after the end of examination, a 10% mark penalty will be imposed on the paper. If they are late for more than 10 minutes after the end of examination, students will be treated as absent.
5. Students should only submit their answer scripts. Please make sure all of your answers are clearly displayed when photographing or scanning your scripts. No marks will be given to answers that are poorly photographed or scanned. Answer scripts should be uploaded in PDF file format. The file should be renamed according to the following format: class, student number, name, subject, paper. (eg. 2A01 Chan Tai Man Chinese Paper 2)
6. Make-up examinations will NOT be provided for absences due to illness(es) for online

assessments. Cases will be subjected to the established procedures for dealing with absences from internal assessments.

7. During the online examination, students will be under teacher supervision at all times. Students are required to set up their camera, which must cover both the candidate and the desk (as shown below) for teachers to observe clearly during the examination process. If you have any questions, please contact your subject teacher as soon as possible.

POCA Wong Siu Ching Secondary School

