Section 2 Academic Information

2.01 Academic Assessment

There will be two examinations in each year for S.4 and S.5, and one examination for S.6. The relative contribution of the daily performance and the examination results to the year’s total are as follows:

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<th>S.4 or S.5</th>
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<th>S.6</th>
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<td></td>
<td>1st Term</td>
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<td>2nd Term</td>
<td></td>
<td></td>
<td>Daily</td>
<td>Exam</td>
<td>share in the year total</td>
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<td>Daily</td>
<td>40%</td>
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<tr>
<td>Exam</td>
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All academic subjects, including core and elective subjects, taken by a student have equal weighting in the calculation of the yearly grand average mark.

2.02 Promotion and Graduation Requirements

To be promoted, an S.4 or S.5 student must
(a) obtain level 2 in the four core subjects* (Chinese Language, English Language, Mathematics and Liberal Studies), and
(b) not fail* in more than one subject, and
(c) obtain a conduct grade of B- or above, and
(d) attain an attendance rate not less than 85%, and
(e) if applicable, complete FALSI classes satisfactorily.

To be considered graduates of the college, an S.6 student must
(a) obtain level 2 in the four core subjects* (Chinese Language, English Language, Mathematics and Liberal Studies), and
(b) not fail* in more than one subject, and
(c) obtain a conduct grade of B- or above, and
(d) attain an attendance rate of not less than 85%, and
(e) fulfill the requirement on services laid down in Section 3.02, and
(f) if applicable, complete FALSI classes satisfactorily.

* students’ examination score will be converted to levels as in the HKDSE Examination. A “level 2” result indicates a pass in the subject.

Note: The final lists of graduates and promoted students are subject to the decision of the Graduation / Promotion Meeting where deliberation on individual cases will be made.

2.03 Dropping of Subjects

Students may apply to the Academic Committee to drop a subject during the periods of time stipulated. Normally this would be after the first term examination in S.5 and after the second term examination in S4 and S5. Students should note the following before submitting their applications.
(a) The core subjects cannot be dropped.
(b) S.5 students can only drop one or two elective subjects if they still take at least one elective subject or one elective subject and one Applied Learning Course.

2.04 Guidelines on Make-up Examinations
1. A make-up examination may be arranged for students who fail to attend the term/mock exams and such failure should be owing to one of the following:
   (a) sick leave being well certified by a registered doctor in Hong Kong, or
   (b) well justified reasons approved by the College Authority.
For technical reasons, Chinese and English listening and oral examinations cannot be arranged. It is also not possible to arrange supplementary examinations for more than two subjects.

2. The request for a make-up examination for sick leave should be made by the student to the teacher-in-charge of the examination via the subject teacher concerned on
   (a) the day he returns for class/examination, and
   (b) not later than two days after the examination period is over.

3. The request for a make-up examination for non-medical reasons must be made by the student not less than 2 school days before the date of the examination. Any casual leave is usually not deemed to be a sufficient reason for students to have make-up exams.

4. The make-up examination would be held within 2 days after the request is received.

5. Students who wish to sit for an examination earlier than the scheduled time must apply to the teacher-in-charge of the examination via the subject teacher. The finishing time of the pre-arranged examination must be at least 15 minutes after the start of the examination scheduled in the time-table.

2.05 Application for Academic Documents
To help our students and graduates pursue further studies or apply for jobs, the College issues official documents to substantiate their study period, general abilities, academic performance and the like. These documents include testimonials, transcripts, letters of attendance, predicted grade reports, replacement of graduation certificates and certification of medium of instruction. Students should note the following before they submit their applications.

1. Students can apply for the above documents by completing and submitting an application form obtainable at the General Office.

2. Applicants must allow at least seven working days (excluding Saturday, Sunday and public holidays) from the date of application for the College to prepare the document requested. If a document is needed in a long vacation, including Christmas, Lunar New Year, Easter and summer holidays, the applicant needs to submit the application at least seven working days before the holiday. The College reserves the right to reject processing the application in long vacations.

3. It is the responsibility of the applicants to make sure that they apply for the correct type of document.
4. Applicants are required to ensure that their request for documents is submitted to the College well in advance of the deadlines set by educational institutions or companies to whom they are submitting their documents.

5. All fees paid are non-refundable and must be settled upon the request submission.

2.05.1 Testimonials

A testimonial is an official document which states the applicant’s study period, general abilities, academic abilities, scholarships and awards. Unlike a transcript, it does not provide the details of individual subjects studied.

1. Students who have completed at least one full year of study will be issued testimonials. Those who withdraw from the College before the end of the first year of study can apply for a letter of attendance [Type A] instead.

2. Testimonials are automatically prepared and issued to all graduates every year. Graduates can collect their testimonials on the day the Hong Kong Diploma of Secondary Education (HKDSE) results are released. If a graduate cannot come back to school on that day, he/she will have to collect the document from the General Office before the end of the summer holiday that follows. In the case of a student who withdraws from school after completing one year of study, he/she will be automatically issued a testimonial as well.

3. Testimonials are issued free-of-charge. However, if a duplicate is required in the case of loss of the document, the applicant is required to pay a fee of $25.

2.05.2 Transcripts

A transcript is a student’s full academic record in the College. The examination results, form positions, conduct and the like are listed in the document.

1. Students who have completed at least one full year of studies are eligible to apply for transcripts.

2. The first copy of a transcript to be sent to an institution is free of charge while there is a fee of $25 for every extra copy to be mailed to the same institution.

3. Under normal circumstances, the College will dispatch the document directly to the organization concerned on behalf of the applicant. Students need to submit the address of the institution and the cost of postage to the General Office. In special cases, the transcript will be given to the applicant, who can then send it with other documents required for the application.

4. The College accepts no responsibility for any loss or damage of the document during postal delivery.

2.05.3 Letters of Attendance

A letter of attendance is usually used to attest a student’s status at the College. It states the applicant’s class, stream, attendance and the like. There are two types of letter:

• Type A: Students who have left school before graduation
• Type B: Students who are still pursuing their studies at the College
2.05.4 Predicted Grade Report

A predicted grade report is an official letter of a student’s or graduate’s academic performance in the Mock Examinations taken in S 6 before the release of the HKDSE results for purposes such as applications for further studies, jobs, scholarship or claims for subsidies from sponsors, etc.

1. The examination results of all core subjects and electives are listed in the document.
2. Only students who have taken the Mock Examinations are eligible to apply for the report, which is issued only after the Mock Examinations and before the release of the HKDSE results.
3. Under normal circumstances, the College will dispatch the document directly to the organization concerned on behalf of the applicant. Students need to submit the address of the institution and the cost of postage to the General Office. In special cases, the report will be given to the applicant, who can then send it with other documents required for the application.
4. The College accepts no responsibility for any loss or damage of the document during postal delivery.

2.05.5 Replacement of Graduation Certificates

The graduation certificate of the College is a unique document. There is no need for students to apply for it. It will be distributed to graduates after the Speech Day. No duplicate copy will be issued. Hence, graduates are advised to keep it in a safe place. However, a graduate may apply for a replacement certificate in case of loss or damage of an original certificate. Application for replacement due to change of name after graduation will not be accepted.

1. A replacement certificate shall in general follow the current format of the graduation certificate, with an additional statement “This certificate is reissued on (DD/MM/YYYY)”, and the replacement shall also bear the signatures of the current personnel of the College.
2. Replacement certificates are to be issued in May each year at the time of the Speech Day. Application deadline for replacement certificates is the first working day of March of the same year.
3. To apply for a replacement certificate, a graduate shall submit a completed application form, present his/her HKID card and submit the replacement fee (HK$25.00).

2.05.6 Certification of Medium of Instruction

The letter is an official document which certifies the medium of instruction of the College.