



SCHOOL EXAMINATION POLICY

1. The table below indicates the various codes which will be printed on the result slips of students who are absent for any component/paper during an examination.

Code	Reasons For Absence	School's Decision
AB	Absent <u>without</u> a valid reason	Student will get '0' for any component/paper missed.
MC	Absent with a medical certificate	The computation of the Overall Results will include only the component(s)/paper(s) students sat for. <i>(Refer to the FAQ on page 6 for illustrations.)</i>
VR	Absent with a valid reason <ul style="list-style-type: none">• Official documents must be submitted to the Form Teachers / EPPS Examination Committee	

2. To ensure our students are in their best condition throughout the examination period, we appeal to parents/guardians not to send their child/ward to school on the days they are unwell. Parents/Guardians are required to inform Form Teachers for follow-up actions.
3. There will be no re-test for any written component/paper for an examination or a weighted assessment.
4. The School's decision is final.



WEIGHTED ASSESSMENT (WA)

The table below indicates the School's decision with regard to a student who was absent for a component/paper during the Weighted Assessment (WA). This applies only to students who are absent with a medical certificate or absent with a valid reason.

Paper Missed	Weighting	Re-test	School's decision
Weighted Assessment 1	15%	No re-test	Marks will be pro-rated.
Weighted Assessment 2	15%	No re-test	Marks will be pro-rated.
Weighted Assessment 3	15%	No re-test	Marks will be pro-rated.



PRIMARY 3 AND PRIMARY 4 EXAMINATION

The table below indicates the School's decision with regard to a student who was absent for a component/paper during an examination. This applies only to students who are absent with a medical certificate or absent with a valid reason.

Component/Paper Missed	Weighting	Re-test	School's decision
English Language Oral (non-written)	16%	There is a re-test.	Marks will be pro-rated for students who miss the re-test.
English Language Listening Comprehension	14%	No re-test	Marks will be pro-rated.
English Language Paper 1	20%	No re-test	No marks awarded. ①
English Language Paper 2	50%	No re-test	No marks awarded. ①
Any 2 or more of the above-mentioned English Language written components	which constitutes 20% and more of the subject mark	No re-test	No marks awarded. ①
Mother Tongue Language Oral (non-written)	30%	There is a re-test.	No marks awarded ① to students who miss the re-test.
Mother Tongue Language Listening Comprehension	10%	No re-test	Marks will be pro-rated.
Mother Tongue Language Paper 1	15%	No re-test	Marks will be pro-rated.
Mother Tongue Language Paper 2	45%	No re-test	No marks awarded. ①
Any 2 or more of the above-mentioned Mother Tongue Language written components	which constitutes 20% and more of the subject mark	No re-test	No marks awarded. ①
Mathematics	100%	No re-test	No marks awarded. ①
Science	100%	No re-test	No marks awarded. ①

① When no marks are awarded, **MC** or **VR** will be indicated on the results slip for the particular subject.



PRIMARY 5 AND PRIMARY 6 (STANDARD) EXAMINATION

The table below indicates the School's decision with regard to a student who was absent for a component/paper during an examination. This applies only to students who are absent with a medical certificate or absent with a valid reason.

Component/Paper Missed	Weighting	Re-test	School's decision
English Language Oral (non-written)	15%	There is a re-test.	Marks will be pro-rated for students who miss the re-test.
English Language Listening Comprehension	10%	No re-test	Marks will be pro-rated.
English Language Paper 1	27.5%	No re-test	No marks awarded. ①
English Language Paper 2	47.5%	No re-test	No marks awarded. ①
Any 2 or more of the above-mentioned English Language written components	which constitutes 20% and more of the subject mark	No re-test	No marks awarded. ①
Mother Tongue Language Oral (non-written)	25%	There is a re-test.	No marks awarded ① to students who miss the re-test.
Mother Tongue Language Listening Comprehension	10%	No re-test	Marks will be pro-rated.
Mother Tongue Language Paper 1 Higher Mother Tongue Language Paper 1	20% 40%	No re-test	No marks awarded. ①
Mother Tongue Language Paper 2 Higher Mother Tongue Language Paper 2	45% 60%	No re-test	No marks awarded. ①
Any 2 or more of the above-mentioned Mother Tongue Language written components	which constitutes 20% and more of the subject mark	No re-test	No marks awarded. ①
Mathematics	100%	No re-test	No marks awarded. ①
Science	100%	No re-test	No marks awarded. ①

① When no marks are awarded, **MC** or **VR** will be indicated on the results slip for the particular subject.



PRIMARY 5 AND PRIMARY 6 (FOUNDATION) EXAMINATION

The table below indicates the School's decision with regard to a student who was absent for a component/paper during an examination. This applies only to students who are absent with a medical certificate or absent with a valid reason.

Component/Paper Missed	Weighting	Re-test	School's decision
Foundation English Language Oral (non-written)	20%	There is a re-test.	Marks will be pro-rated for students who miss the re-test.
Foundation English Language Listening Comprehension	13.3%	No re-test	Marks will be pro-rated.
Foundation English Language Paper 1	26.7%	No re-test	No marks awarded. ①
Foundation English Language Paper 2	40%	No re-test	No marks awarded. ①
Any 2 or more of the above-mentioned Foundation English Language written components	which constitutes 20% and more of the subject mark	No re-test	No marks awarded. ①
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P5 Foundation Mother Tongue Language Oral (non-written)	55%	No re-test	No marks awarded. ①
P5 Foundation Mother Tongue Language Listening Comprehension	30%	No re-test	No marks awarded. ①
P5 Foundation Mother Tongue Language Paper 1	15%	No re-test	Marks will be pro-rated.
P6 Foundation Mother Tongue Language Oral (non-written)	60%	No re-test	No marks awarded. ①
P6 Foundation Mother Tongue Language Listening Comprehension	30%	No re-test	No marks awarded. ①
P6 Foundation Mother Tongue Language Paper 1	10%	No re-test	Marks will be pro-rated.
Any 2 or more of the above-mentioned Foundation MTL written components	which constitutes 20% and more of the subject mark	No re-test	No marks awarded. ①
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Foundation Mathematics	100%	No re-test	No marks awarded. ①
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Foundation Science	100%	No re-test	No marks awarded. ①

① When no marks are awarded, **MC** or **VR** will be indicated on the results slip for the particular subject.



FREQUENTLY ASKED QUESTIONS (FAQ)

1. How does the school compute marks which are to be pro-rated?

This applies to students who are absent with a medical certificate/absent with a valid reason, and missed an English Language component. See Example 1.

Example 1: English Language for Primary 5/ Primary 6 (Student was absent during Oral re-test)

EL Component [Weighting]	Component Marks	Total Possible Marks for the Absentee	Marks awarded / Code given
Oral [15%]	30	MC/VR	MC/VR
Listening Comprehension (LC) [10%]	20	20	18
Paper 1 [27.5%]	55	55	40
Paper 2 [47.5%]	95	95	76
Total	200	170	78.8% (=134/170)

Since the Oral component missed makes up 15% of subject mark, the total will be pro-rated as shown, i.e. the total base mark is not 170 instead of 200 marks. Hence 78.8% for English Language will be reflected in the results slip.

2. What do you mean by “no marks awarded”?

This applies to students who are absent with a medical certificate or absent with a valid reason, and missed two English Language components. See Example 2.

Example 2: English Language for Primary 3/ Primary 4 (Student was absent during Paper 1 & LC)

EL Component [Weighting]	Component Marks	Total Possible Marks for Absentee	Marks awarded / Code given
Oral [16%]	16	16	MC/VR
Listening Comprehension (LC) [14%]	14	MC/VR	
Paper 1 [20%]	20	MC/VR	
Paper 2 [50%]	50	50	
Total	100	56	MC/VR

Both EL Paper 1 & LC are on the same day. Hence the missed components make up more than 20% of subject mark, constituting a major weighting. Therefore, no marks will be awarded. MC/VR will be reflected on the results slip.

3. What constitutes an official document?

An official document refers to any document issued by an authority to support the student’s absence from school. E.g. Medical Certificates (Non-COVID-19 illnesses), parents’ letter (for non-illnesses), COVID-19 positive (C+), Antigen Rapid Test positive (AG+).