



## 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"><li>• Official documents must be submitted to the EPPS Examination Committee for approval.</li></ul>	

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 bring their child/ward to see a doctor and get a medical certificate for that day.
3. There will be no re-test for any written component/paper for an examination.
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.



### 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.

<b>Component/Paper Missed</b>	<b>Weighting</b>	<b>Re-test</b>	<b>School's decision</b>
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
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
Foundation Mathematics	100%	No re-test	No marks awarded. ①
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
<b>Total</b>	<b>200</b>	<b>170</b>	<b>78.8% (=134/170)</b>

*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	
<b>Total</b>	<b>100</b>	<b>56</b>	<b>MC/VR</b>

*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.