



ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,
HONG KONG

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9 April 2020

Dear Parents,

Arrangements for the checking of Mid Term examination scripts and marks

As you might be aware, the unexpected school closure just three days after the end of the Mid Term examinations has disrupted our checking of exam scripts and marks procedure. In view of further postponement of school resumption as announced earlier by the Education Bureau, special arrangements as follows have been made for the confirmation and release of Mid Term examination results:

Levels concerned	Date	Procedure
---	20 April – 23 April	<ul style="list-style-type: none"> School administration and verification
S3 and S5 only Note: Checking of exam scripts of all subjects in S1, S2 and S4 has been finished before school suspension	24 April (afternoon)	<ul style="list-style-type: none"> Scanned copies of marked Mid Term exam scripts which have not been checked in class will be e-mailed to individual students by class teachers. Marking schemes and suggested answers will be e-mailed to students by subject teachers.
	28 April	<ul style="list-style-type: none"> All enquiries regarding mid-term exam scripts/ Confirmation of no such enquiries must be submitted through online forms by 4 pm. In case of multiple submissions, only the last one will be accepted.
	29 April – 4 May	<ul style="list-style-type: none"> Students who have made enquiries about Mid Term exam scripts will receive a phone call from the subject teacher. In case any of such students has not been contacted by the subject teacher by 4 May (4pm), they should inform their class teacher as soon as possible.
S1 – S5	7 May	<ul style="list-style-type: none"> Provisional results will be e-mailed to students by class teacher.
	8 May	<ul style="list-style-type: none"> All enquiries regarding the marks / Confirmation of no such enquiries must be submitted through online forms by 4 pm.
	To be confirmed	<ul style="list-style-type: none"> Photocopy of Mid Term school report cards will be sent to parents by post.

Should you have any queries regarding the above arrangements, please contact the class teachers. Thank you for your kind understanding.



Yours sincerely,

Mrs. Cherry Chan
Principal



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敬啟者：

核對期中考試答卷及成績安排

期中考試結束後三天，為應對疫情的停課安排致學校未能如期進行核對答卷及製作成績表。鑑於早前教育局宣布全港學校延後復課，為能儘早確認及公布期中考試成績，學校將作以下特別安排：

年級	日期	安排流程
---	四月二十日至二十三日	<ul style="list-style-type: none"> 校方處理考試答卷及核對資料事宜。
中三及中五 備註： 中一、中二及中四年級的答卷已於停課前核對完畢	四月二十四日（下午）	<u>尚未核對考試答卷的學生：</u> <ul style="list-style-type: none"> 班主任將以電郵傳送已批閱的掃描電子答卷副本。 科任教老師將以電郵傳送評分準則及參考答案。
	四月二十八日	<ul style="list-style-type: none"> 學生須於下午四時前遞交網上期中考試核實表——確實答卷批閱無誤或提出查詢。 如學生遞交的核實表多於一份，將只處理最後遞交的一份。
	四月二十九日至五月四日	<ul style="list-style-type: none"> 任教老師將以電話聯絡提出查詢的學生。 學生如未能於五月四日下午四時前接聽電話，請盡快通知班主任，以便另作安排。
中一至中五	五月七日	<ul style="list-style-type: none"> 班主任以電郵派發臨時期中考試成績單。
	五月八日	<ul style="list-style-type: none"> 學生須於下午四時前遞交網上期中考試核實表——確實臨時成績單無誤或提出查詢。
	稍後通知	<ul style="list-style-type: none"> 「期中考試成績表影印副本」郵寄至家長府上。

如有疑問，請與班主任聯絡。

此致
貴家長

校長陳黃碧瑜謹啟

二零二零年四月九日