



ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,
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18 January 2021

Dear S1-S4 Parents,

Arrangements for the Checking of Midterm Examination Scripts and Marks (S1-S4)

S1-S4 Midterm Examination will end on 22 January 2021. From 25 January 2021 onwards until the commencement of Chinese New Year holidays, online lessons via Zoom will be resumed, following the half-day timetable from 8:00 a.m. to 1:00 p.m. Please be informed of the following arrangements for the checking of Midterm Exam scripts and marks.

Date	Procedure
29 Jan (afternoon)	<ul style="list-style-type: none"> Scanned copies of marked Midterm Exam scripts will be e-mailed to individual students by class teachers. Marking schemes and suggested answers will be e-mailed to students by subject teachers.
1 Feb – 5 Feb	<ul style="list-style-type: none"> Subject teachers will go over the exam scripts with students during the online lessons.
5 Feb (by 4 p.m.)	<ul style="list-style-type: none"> All enquiries regarding Midterm Exam scripts / Confirmation of no such enquiries must be submitted through online forms by 4 p.m. In case of multiple submissions, only the last one will be accepted. Late submissions will not be entertained.
8 Feb – 9 Feb	<ul style="list-style-type: none"> Students who have made enquiries will receive a phone call from the subject teacher. In case any of such students have not been contacted by the subject teacher by 9 February (1:00 p.m.), they should inform their class teachers as soon as possible.
24 Feb	<ul style="list-style-type: none"> A Mark Summary Sheet will be released to students by class teachers for mark checking.

Please note that the Parents' Day scheduled on 27 February 2021 and the Discretionary Holiday on 1 March 2021 will be postponed to 20 March 2021 and 22 March 2021 respectively. 1 March 2021 will become a normal school day (D4). Details of the Parents' Day will be announced in due course.

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

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 (中一至中四)

中一至中四期中考試將於二零二一年一月二十二日完結。由二零二一年一月二十五日至農曆新年假期前，上午八時至下午一時正，進行 Zoom 網上授課。核對期中考試答卷及成績的安排，如下：

日期	安排流程
一月二十九日 (下午)	<ul style="list-style-type: none"> ■ 班主任將以學校電郵派發已批閱的掃描電子答卷副本予個別學生。 ■ 科任老師將以電郵派發評分準則及參考答案。
二月一日至五日	<ul style="list-style-type: none"> ■ 科任老師將於網上課堂與學生核對考試答卷。
二月五日 (下午四時前)	<ul style="list-style-type: none"> ■ 學生須於下午四時前遞交網上期中考試答卷核實表——確認答卷批閱無誤或提出查詢。 ■ 如遞交的核實表多於一份，將只處理最後遞交的一份。 ■ 逾期提交的查詢將不予受理。
二月八日至九日	<ul style="list-style-type: none"> ■ 任教老師將以電話聯絡提出查詢的學生。 ■ 於二月九日下午一時後，仍未接獲任教老師致電聯絡，須盡快通知班主任。
二月二十四日	<ul style="list-style-type: none"> ■ 班主任將以學校電郵向學生發放成績摘要表，以便核實成績。

敬請留意：原定二零二一年二月二十七日的家長日及二零二一年三月一日的補假，將分別改期至二零二一年三月二十日及二零二一年三月二十二日。二零二一年三月一日將改為上課日(循環周四)，家長日的詳情容後公布。

如欲垂詢，請聯絡班主任。

此致

中一至中四家長

校長陳黃碧瑜謹啟

二零二一年一月十八日