



Letter to Parents No. 6– 2022/23

Dear Parents/ Guardians,

2022/23 October Notice

To have a better understanding of our school's measures and facilitate home-school co-operation, parents please read the following circulars in detail:

- a. 1st Term Uniform Test
- b. Regulations for Uniform Test
- c. 1st Term Uniform Test Timetable
- d. Online Test/ Examination Guidelines for Cross-boundary Students

The reply slip should be duly completed through eClass on or before 14.10.2022 (Friday).



Yours faithfully,

IU Kok-Kin
Principal

The notice will be uploaded to our school website for your reference.

12.10.2022

a. 1st Term Uniform Test

1. The 1st Term Uniform Test (“UT”) will take place from 27.10.2022(Thursday) to 2.11.2022 (Wednesday). Please refer to the attachments for the regulations and timetable of the 1st UT.
2. The test content will be uploaded on 12.10.2021 (Wednesday) to
School eClass (<http://eclass.ylpss.edu.hk/home/index.php>)
Home->What’s New
3. During the UT period, the starting time of school is still 8:20 a.m.. The test session(s) will take place from 8:20a.m. to 9:50 a.m.. After the tests, normal lesson time resumes from 10:05 a.m..
4. In no circumstance will the school arrange another uniform test for absentees. Absentees without pre-approved or acceptable reasons will receive zero mark for the paper for which they are absent. An assessed mark will be given in the following situations:
 - (i) Students are absent due to sickness supported by a **doctor’s medical certificate**;
 - (ii) Students are caught in unexpected situations proven by certified documents or approved by the school.The assessed mark is calculated based on the student’s performance in their tests and daily homework.
The final uniform test mark for the missed paper will be 70% of the assessed mark.
5. **Online test will NOT be given to the students if he/she is under Compulsory Quarantine Order during the uniform test period.**
The assessed mark will be given according to (4). **The final uniform test mark for the missed paper will be 70% of the assessed mark.**
6. If the Education Bureau has announced the suspension of schools due to adverse weather conditions, such as tropical cyclone, heavy rainstorm, or any other reasons, the tests on that day will be postponed. The subsequent tests timetable will remain unchanged.
7. Term results of each UT subject will be calculated based on the Half-yearly Examination (80%) and the 1st Term Uniform Test & continuous assessments (20%). Parents should be aware of the ratio and encourage students to revise for the tests in advance.
8. Online test/examination will be arrangement for cross-boundary students, Details refer to part d.

Should you have any queries, please contact Ms. NGAI Hung-ying at 24762357.

b. Regulations for Uniform Test

1. Students are advised to arrive at the Test Centre at least 10 minutes before the commencement of a test.
2. In normal circumstances, students who arrive 15 minutes after the start of the test may not be permitted to sit for the test. Latecomers will not be given extra time.
3. After entering the Test Centre, students should take their pre-assigned seats or seats assigned by the invigilators.
4. All books, notes and reference materials should be put in the place as instructed by the invigilators.
5. In the Test Centre, students should remain silent at all times and follow the instructions given by the invigilators.
6. Students are not allowed to leave early for any test papers.
7. Students are not allowed to take away any test materials, including multiple-choice answer sheets, answer sheets, supplementary answer sheets or rough worksheets (both used or blank).
8. If found cheating, the student will receive zero mark for the paper and will be subject to disciplinary action.
9. After the “time is up” announcement is made, students must stop writing.
10. Students should raise their hands to draw the attention of the invigilators if they have a question or need any assistance.

c. 1st Term Uniform Test Timetable

Form	Time	27.10.2022	28.10.2022	31.10.2022	1.11.2022	2.11.2022
		Thursday	Friday	Monday	Tuesday	Wednesday
S1	8:20-9:05	Chinese Language	Mathematics	English Language (3)	Life & Society	English Language (1)
	9:05-9:50	History	Chinese History	Geography	Science	
S2	8:20-9:05	English Language (3)	Life & Society	Mathematics	Chinese Language	English Language (1)
	9:05-9:50	History	Chinese History	Science	Geography	
S3	8:20-9:05	Life & Society	English Language	Chinese Language	Mathematics	History
	9:05-9:50	Chinese History	Biology	Physics	Geography	Chemistry
S4	8:20-9:50	Mathematics	Citizenship and Social Development	Chinese Language	English Language	Normal Lesson
S5	8:20-9:50	English Language	Chinese Language	Citizenship and Social Development	Mathematics	Normal Lesson
S6	8:20-9:50	Mathematics	English Language	Liberal Studies	Chinese Language	Normal Lesson

d. Online Test / Examination Guidelines for Cross-boundary Students

Students **must** prepare the following equipment before the test/ examination:

1. **At least 2 cameras:**

Camera 1 captures the face, hands of the student and the surface of the desk he/she is working on;

Camera 2 captures, from above, the surrounding desk area in the examination room the student is working in, including the screen of a mobile phone, tablet or desktop computer;

2. A mobile phone, tablet or desktop computer which must be equipped with a microphone and a speaker;
3. A charger;
4. A printer (for printing test papers);
5. Stationery.

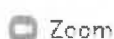
If any of the above is missing, the student's answer script may not be graded.

Before the test/ examination, students **must ensure** that:

1. the examination room is quiet;
2. the internet connection is stable;
3. the eClass password is valid. (If you have lost the password, please notify the school promptly);
4. the latest version of Zoom App has been installed in the mobile phone, tablet or desktop computer;
5. the App of creating PDF files has been installed in the mobile phone or tablet;
 - iPhone users can use the built-in "Notes" to scan the test/ examination papers (click the following link if necessary)
<https://www.bilibili.com/video/av70512700/> or <https://youtu.be/s4nKQgGYm5Y>
 - "CamScanner" can also be used (click the following link if necessary)
<https://www.bilibili.com/s/video/BV1C7411j7N3> or <https://youtu.be/7PRrbFTFNdw>

Online Test/ Examination Regulations

1. During the test/ examination, students are not allowed to use the virtual background. They must turn on two cameras, the speaker and the microphone throughout the whole process, to listen to and respond to the invigilator's instructions.
2. Apart from listening papers of Chinese Language, English Language and DSE Music, students are not allowed to wear earphones and use other electronic devices during the test/ examination. When the recording is finished, students must take off their earphones immediately.
3. During the test/ examination, students are not allowed to talk to anyone. Also, students must not look around and should focus on the paper test/ examination paper.
4. Leaving the seat during the test/ examination must be approved by the invigilator.
5. If students enter the Zoom Room late due to technical reasons, no make-up time will be given.
6. Before entering the Zoom Room, students must "Allow" the school to unmute them (see the picture below).



Allow the host to unmute you in any meeting scheduled by

You can withdraw permissions at any time in Settings > Audio.

Allow

Don't Allow

7. After entering the Zoom Room, students must sit properly and wait for the invigilator's instructions. Otherwise, they will be subject to disciplinary action.
8. **Students are not allowed to turn off the camera when uploading or downloading test/ examination papers. At least one camera must be turned on to capture all ongoing activities.**
9. To ensure fairness, the whole test/ examination process will be videotaped. All video clips are used for the test/ examination only and will be destroyed six months after the test/ examination.
10. **Two cameras must capture the student's face and hands, the surface of the desk as well as the surrounding desk area of the examination room throughout the test/ examination.** If any of the items cannot be viewed, a verbal warning will be given by the invigilator. If the situation does not improve after 3 verbal warnings, it will be treated as a serious violation of test/ examination regulations, and the answer scripts may not be graded.
11. Students need to ensure that the network is stable before taking the test/ examination. If the connection failed during the test/ examination, the answer scripts may not be graded. **When the student returns to the Zoom Room again, a private message must be sent to the invigilator in the Chatroom to explain the reason for the disconnection.** If no explanation receives, the student will be warned and the case will be treated as a serious violation of test / examination regulations.
12. Students must print out the test/ examination papers. Only the **handwritten version** of the answer scripts will be accepted. Other forms of answer scripts may not be graded. If students submit answer scripts by Power Lesson and e-mail at the same time without a valid reason, the school reserves the right to pursue all investigations.
13. Students should upload the files in PDF format. Having checked the successful uploading of answer scripts and confirmed with the invigilator that the answer scripts have been received, students can then leave the Zoom Room.
14. Students must abide by "Regulations for Examinations" on page 9 of the Student's Handbook and Letter to Parents No.24.

Rundown of Test/ Examination

1. Students should log in Zoom Room **15 minutes before the examination time**, for invigilators to check the positioning of the two cameras and for students to print test/ examination papers.
2. Question papers and answer sheets will be uploaded to Power Lesson **10 minutes before the examination time**.
3. Students can convert answer scripts to **PDF** files and upload to Power Lesson within **10 minutes after the end of the examination**.

Mock Test

To ensure the test/ examination runs smoothly, a **mock test** will be arranged for cross-boundary students. Details are as follows:

Date:	S1&S2:	17.10.2022 (Monday)
	S3:	18.10.2022 (Tuesday)
	S4-6:	19.10.2022 (Wednesday)

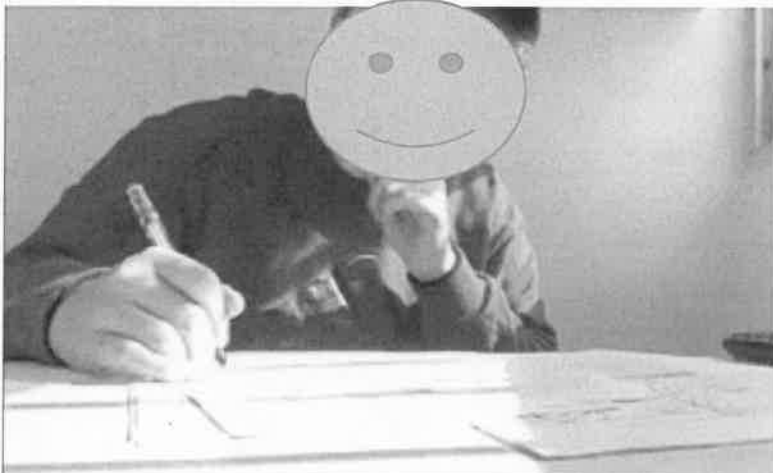
Time: Afternoon 4:00 pm

Content: Simulation of UT Procedures

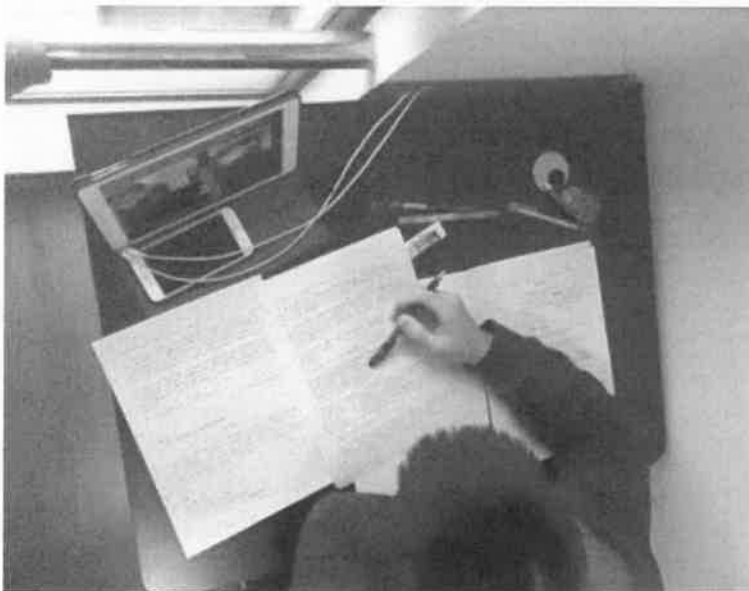
Form: via Zoom and Power Lesson

For the sake of fairness, the whole course of the mock test will be recorded and an invigilator would be assigned to monitor the test. The link will be issued via eNotice on 12.10.2022 (Wednesday). Should you have any queries, please contact Ms. NGAI Hung-ying or Ms Lau Chui Ling at 2476 2357.

Setting up cameras



Camera 1: must capture the face and hands of the student as well as the surface of the desk the student is working on.



Camera 2: must capture, from above, the surrounding desk area of examination room the student is working in, including the screen of a mobile phone, tablet or desktop computer.



Letter to Parents No.5– 2022/23

Reply Slip

To the Principal of Yuen Long Public Secondary School,

- i) I, the parent of _____ (Class: _____)(Class No.: _____), acknowledge the receipt of the following circulars:
- a. 1st Term Uniform Test
 - b. Regulations for Uniform Test
 - c. 1st Term Uniform Test Timetable
 - d. Online Test/ Examination Guidelines for Cross-boundary Students

Signature of Parent/Guardian : _____

Name of Parent/Guardian: _____

_____/10/2022



家長通函第6號 – 2022/23

敬啟者：

2022/23學年十月份學校安排須知

為讓家長更了解學校各項措施及促進家校合作，請家長詳閱下列通告：

- a. 上學期統一測驗
- b. 統一測驗守則
- c. 上學期統一測驗時間表
- d. 跨境生網上測考指引

請家長於 2022 年 10 月 14 日（星期五）或之前經 eClass 填妥「家長綜合回條」。

此致

各位家長



元朗公立中學校長
余國健謹啟

上述通告將上載至本校網頁，歡迎家長瀏覽。

2022 年 10 月 12 日

a. 上學期統一測驗

1. 上學期統一測驗（下稱統測）將於10月27日（星期四）至11月2日（星期三）舉行。隨函附上「統一測驗守則」及「上學期統一測驗時間表」以供垂覽。
2. 各科統測範圍將於10月12日（星期五）上載 eClass。
School eClass (<http://eclass.ylpss.edu.hk/home/index.php>)
Home->What's New（校園最新消息）
3. 統測期間，上學時間為上午 8:20，測驗節時間由上午 8:20 至 9:50。測驗後，上午 10:05 起，學生將按時間表上課。
4. 學生必須出席所編定科目的統一測驗。若學生缺席統測，在任何情況下，校方皆不設補測。若無校方可接納的原因，缺測科目試卷為「零」分。如遇以下情況可向校方申請缺考評估：
 - （1）學生因病缺席，並能出示認可醫生所發出的**病假證明文件**；
 - （2）學生遇突發事件，並能出示**有效的證明文件**，或提供獲本校接納的詳情。經校方接納，科任老師將按該生日常課業表現給予評估分數，缺考得分為評估分數之 **70%**。
5. 如學生在統測期間因接獲強制檢疫令而未能回校應考，該學生將**不會被安排網上測考**。科任老師將按該生日常課業表現給予評估分數，缺考得分為評估分數之 **70%**。
6. 統測期間，如因颱風、暴雨或其他因素而教育局宣佈停課，當天的測驗將另訂日期補測，往後的測驗則依照原定日期及時間舉行。
7. 本學期學科成績計算方法為考試分數佔 80%，統測及持續評估成績佔 20%。請家長留意及督促子女溫習，爭取佳績。
8. 跨境生將會安排網上測考，詳情請參看 d.部份。

如有查詢，請致電 2476 2357 倪紅英老師聯絡。

b. 統一測驗守則

1. 學生須於開始測驗前最少10分鐘到達試場應試。
2. 除特殊情形外，學生遲到逾15分鐘，則有被取消該科測驗資格之虞。遲到學生將不獲額外測驗時間。
3. 學生必須坐於指定之座位應考，或聽從監考老師的指示就座。
4. 學生必須把書籍、筆記、抄本等安放在監考老師指定的地方。
5. 在試場內，不論何時，學生須保持肅靜，並聽從監考老師的指示。
6. 在開考後，學生不得離開試場，直至測驗終結。
7. 學生絕對禁止將試場供應之物品，如多項選擇試題紙、答案紙、補充答題紙等攜離試場（不論書寫與否，亦須一併交回）。
8. 若同學在統測時作弊，除該考卷獲評為「零」分外，還須接受紀律處分。
9. 監考老師宣佈測驗終結後，各學生不得繼續作答。
10. 學生在測驗時遇到任何問題，請舉手向監考老師示意，尋求協助。

c. 上學期統一測驗時間表

級別	時間	10月27日	10月28日	10月31日	11月1日	11月2日
		星期四	星期五	星期一	星期二	星期三
中一	8:20-9:05	中文	數學	英文(三)	生活與社會	英文(一)
	9:05-9:50	歷史	中史	地理	科學	
中二	8:20-9:05	英文(三)	生活與社會	數學	中文	英文
	9:05-9:50	歷史	中史	科學	地理	
中三	8:20-9:05	生活與社會	英文	中文	數學	歷史
	9:05-9:50	中史	生物	物理	地理	化學
中四	8:20-9:50	數學	公民與社會發展	中文	英文	上課
中五	8:20-9:50	英文	中文	公民與社會發展	數學	上課
中六	8:20-9:50	數學	英文	通識	中文	上課

d. 跨境生網上測考指引

學生請在測考前必須準備

1. 最少 2 個鏡頭，1 個鏡頭拍到學生的樣貌、雙手及枱面，1 個鏡頭拍到測考房間的情況，清楚顯示學生前方的情況，包括手提電話、平板電腦或桌上電腦屏幕畫面；
2. 配備揚聲器、咪高峰的手提電話、平板電腦或桌上電腦；
3. 充電器；
4. 打印機（列印紙本試卷之用）；
5. 測考時所需之文具。

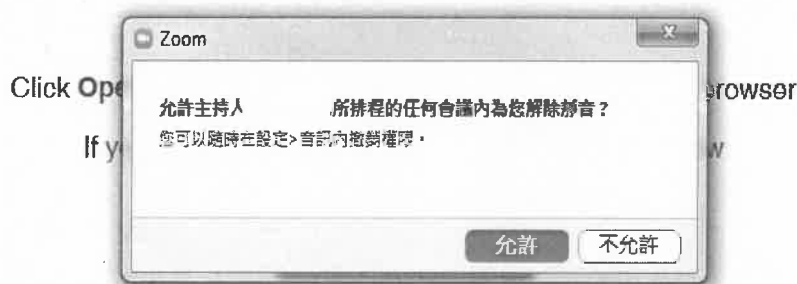
如欠缺以上任何一項，學生的答卷可能不予評分。

學生在測考前需確保

1. 進行測考的地方是安靜；
2. 網絡穩定；
3. 知道 eClass 帳戶密碼，若遺失密碼，請盡快向學校查詢；
4. 手提電話、平板電腦或桌上電腦內已安裝 Zoom 應用程式，並已更新至最新版本；
5. 手提電話或平板電腦已安裝製作 PDF 檔案的應用程式；
 - iPhone 可使用內置程式的備忘錄掃描試卷(如有需要可按以下連結了解)
<https://www.bilibili.com/video/av70512700/> 或 <https://youtu.be/s4nKQgGYm5Y>
 - 亦可使用 CamScanner(掃描全能王)應用程式(如有需要可按以下連結了解)
<https://www.bilibili.com/s/video/BV1C7411j7N3> 或 <https://youtu.be/7PRrbFTFNdw>

網上測考守則

1. 測考期間，學生不可使用虛擬背景，必須全程開啟鏡頭、揚聲器及咪高峰，聽取、回應老師指示。
2. 除中文、英文、文憑試音樂科聆聽錄音播放期間，學生不可戴耳機及其他電子器材。錄音播放完畢後，學生必須立即摘下耳機。
3. 測考期間，學生不可與任何人交談，不可東張西望，視線應專注在紙本試卷上。
4. 測考期間離座須經監考老師批准。
5. 因任何技術原因而遲入課室將不獲補時。
6. 進入 Zoom 測考房間前，學生必須「允許」校方有權解除靜音（詳見下圖）。



7. 進入 Zoom 測考房間後，學生應安坐靜候老師的指示，否則將列作違規處理。
8. 學生上載、下載試卷均不可關掉鏡頭，必須以最少 1 個鏡頭拍攝學生正在進行的活動。
9. 為確保公平，整個考試過程將被錄影。錄影片段只用於是次考試，並將於考試完結後六個月銷毀。
10. 學生的 2 個鏡頭必須全程拍攝到樣貌、雙手、枱面及測考房間的情況。如鏡頭未能完整拍攝樣貌、雙手、枱面或測考房間的情況任何一項，監考老師將作出口頭警告。3 次口頭警告後將列作嚴重違規處理，答卷可能不予評分。
11. 學生在測考前需確保網絡穩定，若中途斷線，試卷有機會不予評分。學生斷線後返回 Zoom 測考房間，必須在聊天室私訊老師，交代斷線原因。若無交代，將被警告，並列作嚴重違規處理。

12. 學生必須列印試卷，校方只接受**手寫版本**的答卷，其他形式的答卷可能不予評分。學生若以 Power Lesson 及電郵同時交卷而無合理原因，校方將保留一切追究的權利。
13. 學生應以 PDF 上載檔案，並檢查上載的答卷沒有問題，與監考老師確認收到答卷後才離開測考房間。
14. 學生應遵守學生手冊第 16 頁及家長通函第 24 號的「考試守則」。

測考流程

1. 學生需在**開考時間前 15 分鐘**進入 Zoom 測考房間，以供老師檢查鏡頭設置及讓學生列印試卷。
2. 試卷問題及答題簿會在**開考時間前 10 分鐘**上載到 PowerLesson。
3. 學生在**完卷後 10 分鐘內**可將答卷轉換成 PDF 檔案，並上載答卷到 PowerLesson。

模擬測試

為確保測考過程順利，校方將為跨境學生安排**模擬測試**，詳情如下：

日期：中一及中二	：2022 年 10 月 17 日（星期一）
中三	：2022 年 10 月 18 日（星期二）
中四至中六	：2022 年 10 月 19 日（星期三）

時間：下午 4:00

內容：模擬測考流程

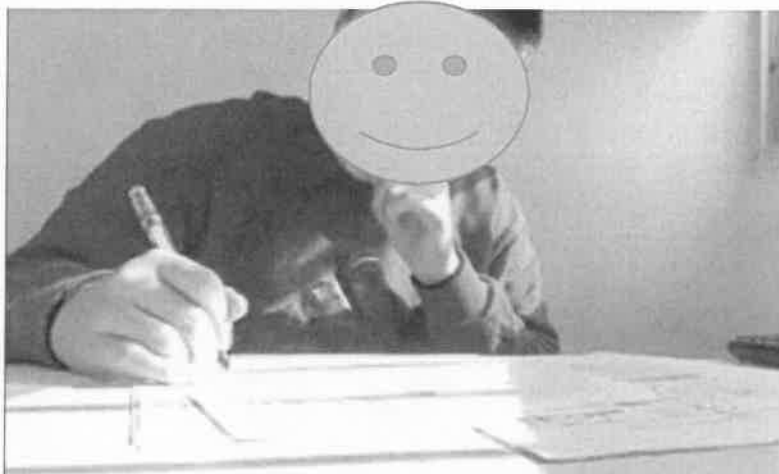
形式：透過 Zoom 及 Power Lesson 2 進行

為表公平，模擬測試過程將被錄影，並由老師專責監考工作。模擬測試連結將於 2022 年 10 月 12 日（星期三）經 eNotice 發放。

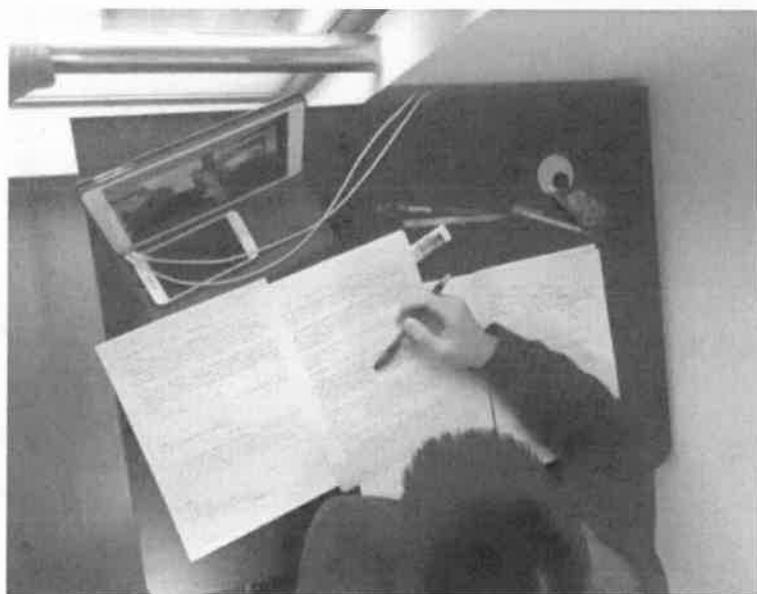
如有任何疑問，請致電 2476 2357 向倪紅英老師或劉翠翎老師查詢。



設置鏡頭



鏡頭 1 必須全程拍攝到學生的樣貌、雙手及枱面。



鏡頭 2 必須全程拍攝到學生測考房間的情況，清楚顯示學生前方的情況，包括手提電話、平板電腦或桌上電腦屏幕畫面。

家長通函第5號－2022/23

家長綜合回條

敬覆者：

甲部. 本人為_____（_____班）（_____號）之家長，已知悉下列通告詳情：

- a. 上學期統一測驗
- b. 統一測驗守則
- c. 上學期統一測驗時間表
- d. 跨境生網上測考指引

此覆

元朗公立中學校長

家長簽署：_____

家長姓名：_____

2022年10月 日