



6th November, 2018

Dear Parents / Guardians:

Secondary 4 to 5 First Term Examination and Matters related to Promotion & Retention

Secondary four to five first term examination for the academic year 2018-2019 will be held from 26th November 2018 to 7th December 2018. You are advised to pay attention to the following points and encourage your children to prepare for the examination so they can obtain good results.

1. The purpose of the examination is to assess the ability of the students in different subjects. In the event that a student who has been proved to be cheating by any means or to assist another student in cheating, the student concerned is subject to receiving a zero for the examination mark and a major offence.
2. Students should not bring mobile phones or any electronic devices that have text displaying function to the examination venue. If a student is found to have the above mentioned items during examination, the student will receive a minor offence.
3. Students should use pencils for doing multi-choice questions; otherwise 20% of the total score of that part will be deducted.
4. The calculators used in examination should bear the label “HKEAA approved”.
5. If the Education Bureau announces suspension of classes due to typhoon or rainstorm on the day of examination, the examination will be postponed.
6. During the examination period, students should arrive school before 8:05 am.
7. During the examination period, students should go home immediately after dismissal to do the revision.
8. Please refer to page 11 of the Student Handbook for further examination rules and regulations.

Yours faithfully,

Principal of Lock Tao Secondary School

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To Principal:

Reference No.:059B/18-19

Secondary 4 to 5 First Term Examination and Matters related to Promotion & Retention

I am the parent/guardian of _____ (Name) of Class ____ (Class No.: ____). I acknowledge reading the notice on the “Secondary 4 to 5 First Term Examination and Matters related to Promotion & Detention.

Name of parent / guardian : _____

Signature of parent/ guardian : _____

Date : _____



樂道中學

LOCK TAO SECONDARY SCHOOL

Reference No.:061/18-19

6th November 2018

Dear Parents / Guardians:

Promotion and Retention (Secondary 4 to 5)

As to encourage students to work hard, establish good study habits and to enhance students' academic performance, I hereby reaffirm the criteria for retention to the students and parents: poor performance*, often absent without any valid reason and poor conduct. The school will consider not to promote the students and the students will be retained.

*Students with poor academic performance are required to sit for a make-up examination.

Details are as follows :

Selection criteria	Subjects	Date	Promotion criteria
20% of students in the form with the lowest academic results of the whole academic year	Chinese, English, Mathematics and Liberal Studies	July 2019 (Tentative)	<ol style="list-style-type: none">1. Results of the make-up exam2. If students' make-up exam results are similar, factors like conduct, repeaters or attendance will then be taken into consideration.

I hope you will encourage your children to prepare for the examination so they can obtain good results.

Yours faithfully,

Principal of Lock Tao Secondary School



Lock Tao Secondary School
First Term Examination 2018-2019
Timetable
Secondary Four
(Non-Chinese Students)

Date	Time	Subject	Venue
26/11/2018 [Monday]	8:30 - 9:55	* Chinese Language 4 (GCSE) Writing	Room 301
27/11/2018 [Tuesday]	8:30 - 9:45	* English 1	Hall
	10:15 - 11:15	English 2	
28/11/2018 [Wednesday]	Revision		
29/11/2018 [Thursday]	8:30 - 10:00	Business, Accounting and Financial Studies	Room 302
		Biology	Room 303
30/11/2018 [Friday]	8:30 - 9:45	*English 3 (Listening and Integrated Skills)	4B : Room 308
	10:15 - 11:15	English 4 (Speaking)	Preparation room : Room 301
03/12/2018 [Monday]	8:30 - 9:15	*Chinese Language 1 (GCSE) Listening and Understanding	Room 306
	9:45 - 10:50	Chinese Language 3 (GCSE) Reading and Understanding	
04/12/2018 [Tuesday]	8:30 - 10:00	Chemistry	Room 302
	14:30 - 16:00	Information and Communication Technology	Room 301
Date	Time	Subject	Venue



05/12/2018 [Wednesday]	Revision		
06/12/2018 [Thursday]	8:30 - 10:30	* Liberal Studies	Hall
07/12/2018 [Friday]	8:30 - 9:45	*Mathematics 1	Hall
	10:15 - 11:15	Mathematics 2	

* When sitting for examinations of the core subjects (Chinese Language, English Language, Mathematics and Liberal Studies), students should queue up in the playground 20 minutes before the start of examination.

(In case of rain, students should queue up in the covered playground)