



HWS/21/14

18 January 2021

Dear Parents/Guardians,

### School-Based Assessment (SBA) Policy – Primary 4

The school's SBA practices comprise a wide repertoire of assessment strategies to provide teachers and pupils with a balanced view of the learning that will take place throughout each academic year. The assessment process includes both non-weighted and weighted assessments.

### Assessment Weighting

Level	Subject	Term 1	Term 2	Term 3	Term 4
P4	English, Higher Chinese, Mathematics, Science	WA 10%	MYE 30%	WA 10%	EYE 50%

\* MYE: Mid-Year Examination EYE: End-of-Year Examination WA: Weighted Assessments

### Non-Weighted Assessments (NWA)

NWA enables our teachers to track the learning progress of pupils, and provide richer feedback to parents and pupils to better support and guide pupils in their development. This assessment for learning is embedded in daily lessons.

### Weighted Assessments (WA)

WA provides information on students' mastery of knowledge and skills through the assignment of grades. This includes topical tests, performance tests, Mid-Year Examination (MYE) & End-Year Examination (EYE).

For more information, please refer to the appended assessment plan of the individual subjects. (Schedule and Scope of Assessment for Term 1 WA is appended as well.)

### Absent with valid reason

If your child is absent for the WA/ MYE/ EYE, he/she needs to produce a valid medical certificate or any official documentation to account for the absence in order to take the paper on another day. Your child will be allowed to take the paper on any day during the examination period for the level, up to one day after the last paper of the level.

Pupils absent for their Topical Tests/ Performance Tests will take the test(s) when they return. Pupils are allowed to take the Topical Test/ Performance Test within 3 school days from the date of the test.

### Academic Conduct, Integrity and Responsibility

Integrity and responsibility are our school's core values. Commitment to the highest standards of academic conduct and integrity is expected of every pupil. Pupils caught cheating or attempting to cheat will be deemed to have committed a disciplinary offence and will be awarded a zero for the paper. We believe that our pupils are able to take responsibility for managing their own learning. Thank you for being partners with our teachers to make learning joyful and engaging for your child in Hong Wen.

Please feel free to contact your child's subject teachers if you need any clarification.

Yours sincerely,

Mrs Theresa Hong  
Principal

**HONG WEN SCHOOL**  
**English**  
**2021 ASSESSMENT PLAN for Primary 4**

		Term 1	Term 2	Term 3	Term 4	
<b>Non-weighted Assessments</b>	Listening & Viewing	Listening Comprehension				
	Speaking & Representing	Stimulus-based Conversation				
	Reading & Viewing	Reader's Theatre Practices				
		<ul style="list-style-type: none"> <li>● Reading Aloud</li> <li>● Comprehension</li> </ul>				
	Writing & Representing	<ul style="list-style-type: none"> <li>● Spelling</li> <li>● Dictation</li> <li>● Individual Writing</li> </ul>				
Language Use	Grammar & Vocabulary					
<b>Weighted Assessments</b>		<u><b>Topical Test</b></u> <ul style="list-style-type: none"> <li>● Language Use &amp; Comprehension</li> </ul>	<u><b>Mid-Year Examination</b></u> <ul style="list-style-type: none"> <li>● Paper 1 – Composition</li> <li>● Paper 2: Language Use &amp; Comprehension</li> <li>● Paper 3: Listening Comprehension</li> <li>● Paper 4: Oral Communication</li> </ul>	<u><b>Performance Test</b></u> <ul style="list-style-type: none"> <li>● Reader's Theatre</li> </ul>	<u><b>End-Year Examination</b></u> <ul style="list-style-type: none"> <li>● Paper 1 – Composition</li> <li>● Paper 2: Language Use &amp; Comprehension</li> <li>● Paper 3: Listening Comprehension</li> <li>● Paper 4: Oral Communication</li> </ul>	
<b>Total weightage</b>		10%	30%	10%	50%	
<p><i>On-going formative assessment practices and strategies used in class, e.g. making explicit learning targets and success criteria, descriptive feedback, strategic questioning, self- and peer-assessments, engaging pupils in goal setting and questioning.</i></p> <p><b>Personal Quality Focus:</b> Motivation, Teamwork &amp; Communication Skills</p>						

*\*Pupils will be informed of the Scope of Assessment (Topics / Units and Format) at a later date.*

**HONG WEN SCHOOL**  
**Mathematics**  
**2021 ASSESSMENT PLAN for Primary 4**

	Term 1	Term 2	Term 3	Term 4
<b>Non-weighted Assessment</b>	Diagnostic Worksheet Maths Workbook Maths Worksheets Maths Journal Performance Activity			
<b>Weighted Assessment</b>	Topical Test	Mid-Year Examination	Topical Test	End-Year Examination
<b>Total weightage</b>	10%	30%	10%	50%
<p><i>On-going formative assessment practices and strategies used in class, e.g. making explicit learning targets and success criteria, descriptive feedback, strategic questioning, self- and peer-assessments, engaging pupils in goal setting and questioning.</i></p> <p><b>Personal Quality Focus:</b> Motivation, Teamwork &amp; Communication Skills</p>				

*\*Pupils will be informed of the Scope of Assessment (Topics / Units and Format) at a later date.*

# 宏文学校

## 2021 年 高级华文评价计划

### 四年级

		第一学段	第二学段	第三学段	第四学段
非计分评价	听	听力练习			
	说	口语互动活动			
	读	朗读课文、篇章			
	写	<ul style="list-style-type: none"> <li>• 听写</li> <li>• 完成句子</li> <li>• 书面互动活动</li> <li>• 段落 / 写作小练笔</li> </ul>			
	语文运用	补充作业 语文应用 阅读理解			
计分式评价	<u>计分式评价</u> 小测验 <ul style="list-style-type: none"> <li>• 语文应用</li> <li>• 阅读理解</li> </ul>	<u>年中考试</u> 一、听力测验 二、口试 <b>(a)</b> 朗读篇章 <b>(b)</b> 会话 (以图为触媒) 三、看图作文 四、语文应用与阅读理解	<u>计分式评价</u> 看图作文	<u>年终考试</u> 一、听力测验 二、口试 <b>(a)</b> 朗读篇章 <b>(b)</b> 会话 (以图为触媒) 三、看图作文 四、语文应用与阅读理解	
总 (100%)	10%	30%	10%	50%	
On-going formative assessment strategies used in class, e.g., Clarifying, sharing and understanding learning intentions and criteria for success; Engineering effective classroom discussions, activities and tasks that elicit evidence of learning; Providing feedback that moves learning forward; Activating learners as instructional resources for one another; and Activating learners as the owners of their own learning					
<b>Personal Qualities Focus: Teamwork, Communication Skills &amp; Motivation</b>					

学生将于稍后获得有关考试范围和形式的相关通知。

**HONG WEN SCHOOL**  
**Science**  
**2021 ASSESSMENT PLAN for Primary 4**

		Term 1	Term 2	Term 3	Term 4
<b>Non-weighted Assessments</b>	Knowledge	Science journal Workbook Worksheets HWS Learning Activities Booklet (LAB)			
	Skills/ Attitudes	Practical work Process skills worksheets Scientists@Work Concept mapping			
	ICT skills	Data Loggers Science Simulations			
<b>Weighted Assessments</b>		<b>Scientists@Work</b>	<b>Mid-Year Examination (MYE)</b>	<b>Topical Test</b>	<b>End of Year Examination (EYE)</b>
<b>Total weightage</b>		10%	30%	10%	50%
<p><i>On-going formative assessment practices and strategies used in class, e.g. making explicit learning targets and success criteria, descriptive feedback, strategic questioning, self- and peer-assessments, engaging pupils in goal setting and questioning.</i></p> <p><b>Personal Quality Focus: Motivation, Teamwork &amp; Communication Skills</b></p>					

\* Pupils will be informed of the Scope of Assessment (Topics/Units and Format) at a later date.

## Schedule of Holistic Assessment for Primary Four (Semester 1)

Teachers will be assessing what pupils have learnt in Semester 1 through the following tasks. Feedback where relevant will also be given to parents.

<b>Subject</b>	<b>Date</b>	<b>Scope of Assessment</b>	<b>Duration</b>
English	<u>Term 1</u> Week 9 3 March (Wednesday)	<p><b><u>Topical Test 1 (Written)</u></b></p> <ul style="list-style-type: none"> <li>● Grammar MCQ</li> <li>● Vocabulary MCQ</li> <li>● Editing for Punctuation</li> <li>● Editing for Spelling &amp; Grammar</li> <li>● Synthesis and Transformation</li> <li>● Comprehension</li> </ul> <p>Units tested:</p> <ul style="list-style-type: none"> <li>● 1. Prince Zak and the Wise Frog</li> <li>● 2. Ruby's Sunflower</li> </ul>	55 min
Mathematics	<u>Term 1</u> Week 9 5 March (Friday)	<p><b><u>Topical Test 1</u></b></p> <p>Section A: 9 Short Answer Questions Section B: 4 Long Answer Questions</p> <p><u>Scope</u> Chapter 1 : Numbers to 100 000 Chapter 2 : Factors and Multiples Chapter 3 : Multiplication and Division of Whole Numbers Chapter 4 : Whole Numbers: Word Problems (till Workbook Practice 1)</p>	55 min
Science	<u>Term 1</u> Week 9 1st - 5th March	<p><b><u>Performance Task</u></b></p> <p>Scientist@Work Topic: Material</p>	1 hour

Chinese	<u>Term 1</u> Week 9 4 March (Thursday)	<u>小测验 (第一课至第四课)</u>  1) 语文应用 : 10 题 ( 多项选择 ) 2) 填写汉字 : 3 题 ( 开放式 ) 3) 短文填空 : 5 题 ( 提供选项 ) 4) 改写句子 : 2 题 ( 开放式 ) 5) 词语搭配 : 4 题 ( 多项选择 ) 6) 组段成篇 : 4 题 ( 提供选项 ) 7) 阅读理解 ( 一 ) : 2 题 ( 多项选择 ) 8) 阅读理解 ( 二 ) : 4 题 ( 开放式 )	50 min
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