



# ST. LOUIS SCHOOL

Circular No. 003 (21-22)

25<sup>th</sup> August, 2021

Dear Teachers and Staff,

## **Panel-based and Whole School Assessment Policy in Dealing with the ONLINE Teaching Arrangement**

### **1. Targets of the year**

- (a) Developing a good learning atmosphere;
- (b) Helping students excel **both** academically & **with due respect in manner**.

### **2. Assessment policy**

- (a) It is predictable that online learning and face-to-face learning may take place intermittently in the same school year, students' learning efficiency and schedule should be adjusted and adapted accordingly;
- (b) When face-to-face lessons are suspended, students are inevitably exposed to electronic equipment for a sustained period of time. Subject teachers need to adjust the time required for students to complete their homework/assignment to prevent students from staying in front of the screen for too long;
- (c) Suspended face-to-face lessons does not imply that students should devote more time to studying, doing homework, or reading prescribed texts. The subject panel head should discuss with the subject teachers concerned about the suitable amount of homework to be given to students in order to cover the teaching content of the subject at all levels;
- (d) Teachers should design the assessment syllabus *tactfully* to reflect the realistic learning outcomes of our students;
- (e) Subject teachers must clearly hammer out the calculation method of HW marks and handle students' academic scores carefully. The assignments for students should be diversified, in which questions should not be confined to multiple choice questions, or solely be marked by computers;
- (f) Teachers should mark the students' work, give constructive feedback, and return them to the students promptly;
- (g) *It is undesirable to fail so many students in the exams (or even daily assignments)* but the assessment content should be tailor-made when measuring the learning outcomes of our students under the difficult time;
- (h) We target at securing those **submitting homework on time and hardworking S1 - S3 students to get at least pass in the subject.**

### **3. Remarks**

- (a) Every subject should devise an assessment rubrics which could tolerate missing Mid-year Examination, Term Test and/or Final Examination scores.
- (b) In case the subject examination cannot be held, the HW mark will be expanded and converted into the Examination mark of the term. Therefore, teachers should offer more standardized/uniform quizzes and tests during face-to-face teaching at school to enhance the reliability of the HW mark as a means to measure students' academic

abilities. The weighting of the assignment scores and one-off project should not be too heavy in the formulation of the HW mark.

- (c) In the coming days, there may be chances of teachers or students to be diagnosed as the infected, classified as close contacts, or for any other reasons which may lead to immediate suspension of classes at school. Teachers and students need to be well-prepared for the sudden switch from face-to-face lessons to real-time online lessons. The schedule of online lessons is shown below:

Class Teacher Period	08:10 - 08:25
1 <sup>st</sup> lesson	08:25 - 09:05
2 <sup>nd</sup> lesson	09:05 - 09:45
3 <sup>rd</sup> lesson	09:45 - 10:25
Recess	10:25 - 10:45
4 <sup>th</sup> lesson	10:45 - 11:25
5 <sup>th</sup> lesson	11:25 - 12:05
6 <sup>th</sup> lesson	12:05 - 12:45

The first 5 minutes of each online lesson is for class housekeeping business, each student should be in the waiting room until he is admitted. Teachers should end their lessons 3 to 5 minutes earlier before the scheduled time.

On days when at least one level of online classes are held, **class teacher period will be hosted by the class teachers** again (also applicable to face-to-face classes).

*As for online lessons*, subject teachers shall take the roll call in every lesson. Class teachers need **not** take the roll call in the 15-minute class teacher period. *For face-to-face classes at school*, class teachers need to take the roll call in the 15-minute class teacher period.

- (d) Teachers should update all subject affairs in Google Classroom after each lesson. Updating the arrangements in eClass platform will no longer be required.

Thank you for your attention.

Administrative Affairs Team  
for Principal