

# ST. LOUIS SCHOOL

Circular No. 070 (21-22)

15<sup>th</sup> October 2021

Dear Teachers,

## **Re: Instructions to All Setters & Markers for the Mid-Year Examination 2021-2022**

[7<sup>th</sup> (Tue) – 21<sup>st</sup> (Tue) December 2021]

### **Official List of Setters & Markers for the Mid-Year Examination**

Refer to the file in the M drive.

M:\Board of L&T (Domain 2)\2021-2022 current year  
\01 (A) Examination (internal)\02 Setters & Markers

### **The standardised heading format for the Mid-Year Examination**

Refer to the file in the M drive.

M:\Board of L&T (Domain 2)\2021-2022 current year  
\01 (A) Examination (internal)\03 Heading for Exam & Test Paper  
\02 Heading for Mid-Year Examination Question Paper

1. For technical convenience, leave a blank margin of at least 2 cm at the top of *each* page of your question paper.
2. Set the maximum score for each subject/ paper to be 100. Note that the pass mark for S1-S5 is **50**.
3. The first page of your *question paper / question answer book* should consist of instructions only. All test questions **must** show on or after the second page. Students are allowed to write their answers on the first page of an *answer sheet* (if any).
4. All setters are requested to seek advice from their partners (if any) teaching the same subject before setting the papers, and submit the papers (with marking schemes) to Mr. Philip WONG (*General School Office*) on or before  
**Wednesday, 10<sup>th</sup> November 2021** (for subjects/ papers examined on or before 13<sup>th</sup> December 2021);  
**Wednesday, 17<sup>th</sup> November 2021** (for subjects/ papers examined on or after 14<sup>th</sup> December 2021).
5. All subject panel heads are requested to pick up the respective subject papers (with marking schemes) from Mr. Philip WONG (*General School Office*) and then return the **question papers** to Mr. Philip WONG (*General School Office*) after checking on or before  
**Thursday, 18<sup>th</sup> November 2021** (for subjects/ papers examined on or before 13<sup>th</sup> December 2021);  
**Thursday, 25<sup>th</sup> November 2021** (for subjects/ papers examined on or after 14<sup>th</sup> December 2021).
6. All subject panel heads are requested to submit the marking schemes of all papers to Ms. Candy WONG (*General School Office*) on or before **Tuesday, 21<sup>st</sup> December 2021**.
7. All subject panel heads are requested to submit the tally sheets (with suggested pass marks) to Mr. Philip WONG (*General School Office*). The tally sheets will then be returned to subject panel heads after being signed by the Principal.
8. All teachers are requested to enter the scores into the WebSAMS and to submit the score sheets to Mr. Philip Wong (*General School Office*) on or before **Friday, 7<sup>th</sup> January 2022 (2:00 p.m.)**.  
(Note: All teachers are advised to enter the H.W./Tests/Project scores into the WebSAMS system earlier so as to avoid congested use of the computer terminals near that day.)  
This deadline has to be strictly observed just to ensure that all the reports will be ready for distribution to the students on the Parents' Day to be held on **Saturday, 22<sup>nd</sup> January 2022**.
9. Any teachers who find it difficult to follow the above schedule are requested to contact Mr. Steven SO personally.

Administrative Affairs Team  
for Principal