



**ST. LOUIS SCHOOL**  
Circular No. 007 (24-25)

2<sup>nd</sup> September, 2024

Dear Teachers, Parents/ Guardians and Students,

**Re: Absence from School Examination/  
Term Test due to Illness or Special Circumstances**

Starting from September, 2024, the school will adopt a more stringent approach regarding students taking examination/ test. This is to ensure fairness and impartiality of the whole examination system in school. The adjustment is made with reference to our students, who might then be future candidates, taking HKDSE (See the excerpt attached). In line with the arrangements for students taking leave in the school examination/ test, we will **ONLY** offer supplementary examination/ test to those students with strong reasons [e.g. medical certificates **FULLY cover the day(s) of absence**] and cases will be granted and approved by the Principal. Parents/ Guardians should submit a letter with strong reasons or proof promptly, no later than two working days after students' absence for Principal's consideration. Students absent from the school examination/ test without a valid reason will be given zero mark for the paper/ component of the paper concerned.

Thank you for your attention.

Administrative Affairs Team  
*for* Principal

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Excerpt for HKDSE from HKEAA

If candidates are absent from the examination of the whole subject, school candidates can apply to the HKEAA for an assessed subject result. In view of special circumstances resulting from the COVID-19 pandemic, the Public Examinations Board has approved that school candidates who are absent from the examinations due to medical reasons or special circumstances may be considered for an assessed subject result up to Level 5 (for Citizenship and Social Development, the assessed result is limited to 'Attained') in the 2024 HKDSE. The candidates concerned must **notify the HKEAA by phone** (Tel: 3628 8860) or via email ([dse@hkeaa.edu.hk](mailto:dse@hkeaa.edu.hk)) before the examination takes place. School should submit the completed application form for the candidate **within 21 calendar days after the date of the relevant examination(s)** together with the original of the medical certificate(s) or supporting documents to the HKEAA Southorn Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong). The above application form is available for download at the HKEAA website ([https://www.hkeaa.edu.hk/en/Schools\\_and\\_Teachers/school\\_teachers/info\\_teachers/index.html](https://www.hkeaa.edu.hk/en/Schools_and_Teachers/school_teachers/info_teachers/index.html)). Details of the application procedures are given in Section D (Part 4) of the 2024 Handbook for Candidates:

[https://www.hkeaa.edu.hk/DocLibrary/HKDSE/Candidate\\_Handbook/4\\_24What\\_to\\_do\\_Under\\_Special\\_Circumstances\\_E.pdf](https://www.hkeaa.edu.hk/DocLibrary/HKDSE/Candidate_Handbook/4_24What_to_do_Under_Special_Circumstances_E.pdf).