



19<sup>th</sup> November 2020

To: All Parents and Students of Non-examination Classes,

**Cancellation of Year-end Exam, Adjustment of E-learning and Marks Calculation and Year-end Matters**

The Ministry of Education on November 8 announced that all primary and secondary schools will be closed until the end of the 2020 school year. After much consideration, the school has made the following decisions:

**(1) Cancellation of Year-end Examination**

The 2020 Year-end Examination will be cancelled, subjects that have been tested will be the included in the year-end marks. For other subjects, the calculation of marks will be adjusted as follows:

**(a) Subjects Calculation (Chinese, BM, English, CIE Biology)**

**Class: Junior One, Junior Two, J33, J34, J35, Senior One, Senior Two UEC**

No	Item	Distribution of Marks
1	Homework (School/E-teaching)	15%
2	Class Test (School/E-teaching)	15%
3	July Mid-Term Test	25%
4	Final Exam	35%
5	E-teaching Attendance Mark	10%

**(b) Subjects Calculation (Other subjects, except for Computer, STEAM Education and Art)**

**Class: Junior One, Junior Two, J33, J34, J35, Senior One, Senior Two UEC**

No	Item	Distribution of Marks
1	Homework (School/E-teaching)	30%
2	Class Test (School/E-teaching)	30%
3	July Mid-Term Test	30%
4	E-teaching Attendance Mark	10%

**(c) E-teaching Attendance Mark Scoring System**

E-teaching Attendance Mark (10%): Each student will receive an entitlement of 10 points. The student who did not attend the E-teaching lesson, or attend 5 minutes after commencement of lesson time, subject teachers will deduct 1 (one) mark at a time, maximum deduction is 10 marks. If students are unable to enter due to Internet connection, students will have to inform the subject teacher concerned. In case of medical reasons or any other personal matters, students would need to apply for leave via their respective Form Teacher based on the procedure set by the Discipline office.

## **(2) Adjustment of E-teaching Timetable**

As the year-end holiday is approaching, the teaching progress of all subjects has been nearly completed, so starting from November 23 (Monday), the E-teaching timetable for non-examination classes will be adjusted, from 8:00am – 1:00pm (except for elective subjects), and the duration for each period is 30 minutes. In line with present practice, the subject teachers will dismiss the class 5 minutes early. **The updated timetable will be published on the school website ([www.hchs.edu.my](http://www.hchs.edu.my)) on November 21 (Saturday).**

## **(3) Release of Yearly Academic Report**

Since the school is closed until the year-end holiday and students cannot return to school, students can check the year-end results online. When lesson resumes next year, the school will issue the yearly academic report. The date of online results checking will be announced at a later date.

## **(4) Purchase of Academic Books for 2021**

The school will observe the country's pandemic situation, and if circumstances permit in the near future, school will arrange for students to return to school to purchase the academic books.

## **(5) Promotion and Repetition system**

Due to the current pandemic during which lessons cannot be carried out as before, the school will adjust the promotion and retention scores after reviewing the overall results of the students.

**Again, we would like to remind students to follow the teachers' arrangements, attend the class on time, pay full attention and concentrate during the E-teaching lessons, and complete the homework. In addition, parents and students are expected to appreciate teachers' hard work during the E-teaching period, and try to complete the online interaction before 5pm, so that teachers have time to rest and prepare lessons. At the same time, we would like to encourage you to spend more time bonding with your family members.**

The school will monitor closely the development of the national regulations and the pandemic, and will make necessary adjustments and updates from time to time. Thus, students are urged to check school's official website and Facebook page for updates.

Finally, all of us have a responsibility in fighting and preventing the spread of the pandemic. Let us develop a good habit of washing our hands, sanitising frequently and wearing masks. We hope that the pandemic will be resolved soon, and the school looks forward to welcoming everyone back to school in a healthy and safe condition.

Thank you.

Han Chiang High School