

Tuen Mun Catholic Secondary School
 Mathematics Department
 Assessment policy (09/2019)

1. **Format of Question Papers**

1.1 (a) Mathematics Formal Test and Examination Papers

F.1 – F.3	Paper I	Paper II
Formal Test	Section A(1) (34%) Short questions A(2) (33%) Short questions Section B (33%) Long questions	/
1st term Exam.	Ditto	33 Questions (4 options)
Final Exam.	Ditto	Section A (67%) Foundation only Section B (33%) 40 Questions (4 options)

F.4 – F.5	Paper I	Paper II
Formal Test	Section A(1) (34%) Short questions A(2) (33%) Short questions Section B (33%) Long questions	/
1st term Exam.	Ditto	Section A (67%) Section B (33%) 40 Questions (4 options)
Final Exam.	Ditto	Section A (67%) Section B (33%) 45 Questions (4 options)

F.6	Paper I	Paper II
Formal Test	Section A(1) (34%) Short questions A(2) (33%) Short questions Section B (33%) Long questions	/
Mock Examination	Ditto	Section A (67%) Section B (33%) 45 Questions (4 options)

Notes:

Section	F.1	F.2	F.3	F.4 – F.6
A(1) (34%)	TSA type questions (Fill in the blanks / one step questions)			DSE format
	10% to 25% of the paper	10% to 20% of the paper	10% to 15% of the paper	
A(2) (33%)	Standard short questions in both foundation and non-foundation curriculum			
B (33%)	Difficult questions			
	At least 15% of the paper	At least 20% of the paper	At least 25% of the paper	

Module 2		Conventional questions Paper	
		Section A Short questions	Section B Long questions
F.4	Formal Test	50% to 70%	30% to 50%
	Examination	50% to 60%	40% to 50%
F.5	Formal Test	50% to 60%	40% to 50%
	Examination	50%	50%
F.6	Formal Test	50%	50%
	Examination	50%	50%

(b) The format of Mock Examination Papers follows that of the Public Examination.

1.2 Duration and number of papers are listed below :

Form	F.1 – 3		F.4			F.5		
Paper	Math I	Math II	Math I	Math II	M2	Math I	Math II	M2
1 st Formal Test	1 hr		1 hr		1 hr	1.5 hrs		1.5 hrs
2 nd Formal Test		1.5 hrs		1 hr 15 min		1.5 hrs		1.5 hrs
1st term Exam.	1 hr	45 min	1.5 hrs	1 hr	1.5 hrs	1.5 hrs	1 hr	2 hrs
Final Exam.	F.1 & 2: 1 hr 15 min F.3: 1.5 hrs	1 hr	2 hrs	1 hr 15 min	2 hrs	2 hrs 15 min	1 hr 15 min	2.5 hrs

Form	F.6		
Paper	Math I	Math II	M2
Formal Test	2 hrs 15 min		2 hrs
Mock Exam.	2 hrs 15 min	1 hr 15 min	2.5 hrs

2. The proportion of daily assessment and Formal Test score in the report card

Form & Subject	Daily quizzes	Test paper	* Overall score in the report card
F.1 to 6 Mathematics	20%	80%	100%
F.4 Module 2	30%	70%	100%
F.5 to 6 Module 2	25%	75%	100%

3. The proportion of daily assessment and Examination score in the report card

3.1 Form 1 to 3 (Mathematics):

Paper I	Daily quizzes (After FT)	Homework and Class performance	Examination paper	# Overall score in the report card
1st / 2nd term	15%	5%	80%	100%

Form 1 to 3 (Mathematics):

Paper II	Daily quizzes	Project	Graded worksheets	Reading activity	Examination paper	# Overall score in the report card
1st term	30%		10%		60%	100%
2nd term	20%	6%	10%	4%	60%	100%

3.2 Form 4 (Mathematics):

Paper I	Daily quizzes (After FT)	Homework and Class performance	Examination paper	# Overall score in the report card
1st / 2nd term	15%	5%	80%	100%

Paper II	Daily quizzes	Project	Graded worksheets	Examination paper	# Overall score in the report card
1st term	30%		10%	60%	100%
2nd term	25%	5%	10%	60%	100%

3.3 Form 5 and Form 6 (Mathematics):

Paper I	Daily quizzes (After FT)	Homework and Class performance	Examination paper	# Overall score in the report card
1st / 2nd term / Mock	15%	5%	80%	100%

Paper II	Daily quizzes	Graded worksheets	Examination paper	# Overall score in the report card
1st / 2nd term / Mock	30%	10%	60%	100%

3.4 Form 4 to 6 (Mathematics Module 2) :

	Daily quizzes	Homework	Class performance	Examination paper	# Overall score in the report card
1st term	15% – 20%	5%	5%	70% – 75%	100%
2nd term	15% – 20%	5%	5%	70% – 75%	100%

Remarks:

1. Only the overall mark in each paper will be entered in the mark sheet. A proper record showing the distribution of the marks scored in each section is required and kept by the department after each formal test and examination.
2. The proportion of the formal test score and the examination score are as follows:

Mathematics	* Formal test (Include daily assessment)	# Examination (Include daily assessment)	Overall score in each term
Paper I	20%	80%	100%
Paper II		100%	100%

4. Matters related to the setting of test / examination papers

- 4.1 More than one reference book should be used in setting the draft of each question paper. The past examination papers may be used as references.
- 4.2 Subject teachers are requested to read the draft and the marking scheme carefully and give any comment on the circulation form / on the draft. Form coordinators are responsible to check whether the final version of the draft has been completely circulated among each subject teacher of that form before submitting to the subject I/C. The finalized question papers must be typed before printing.
- 4.3 The papers should consist of a variety of questions and emphasize on testing students' analytical power. The questions in section B should be structured from simple to complex.
- 4.4 The level of difficulty and mark allocation for Senior Form (F.4 – 6) of each question paper will follow that in the Public Examination.

5. Matters related to daily quizzes:

The whole form will use same question papers for daily quizzes. The questions may be set at different level of difficulty and the subject teacher can select some of them for his / her class(es) in the quiz according to the standard of the students.

The level of difficulty of the daily quizzes is as follows:

Level 1 (20%); Level 2 (60%); Level 3 (20%).

6. Use of calculators

- 6.1 F.1 students are not allowed to use calculators in the tests or examinations.
- 6.2 Students may use calculators starting from F.2. F.2 subject teachers can decide when to permit students to use calculators in the form meeting.
- 6.3 Only HKEA approved calculators can be used in the tests and examinations. Students will get penalty if they use calculators without the HKEA approved label.

7. Method of handling examination answer scripts

- 7.1 Answer scripts of Conventional Questions papers and MC papers will be distributed to students for checking. Answers should be checked within 1 cycle after the Formal Test or Examination.
- 7.2 All examination answer scripts will be returned and kept by students.