



佛 教 黃 鳳 翎 中 學
BUDDHIST WONG FUNG LING COLLEGE

香港佛教聯合會主辦 SPONSORED BY THE HONG KONG BUDDHIST ASSOCIATION

11, EASTERN HOSPITAL ROAD, CAUSEWAY BAY, HONG KONG TEL: 2577 9485 FAX: 2881 0148 Website: <http://www.bwflc.edu.hk>
香港銅鑼灣東院道十一號 電話：2577 9485 傳真：2881 0148 網址：<http://www.bwflc.edu.hk>

2nd March, 2022

2021/2022 Notice to Parents No. A50_e
Information about S6 Online Assessment Arrangements

Dear Parents,

In response to Government announcement on 22nd February of more stringent pandemic measures owing to the severity of COVID-19, the School is making the following arrangements:

1. Online Assessment

- The scheduled Mock Examination to take place face-to-face has to resort to the format of online assessment from 7th March, Monday to 19th March, Saturday. Please refer to Appendix 1 for the timetable.
- Online assessment resembles real-time face to face examination in the objective of helping your child prepare well for the upcoming DSE, but students' result will not be recorded in their official report card. It is of paramount importance that students should assume earnestness and self-discipline when attempting the papers with integrity. For details of reminder for students, and manual for downloading the assessment scripts, please refer to Appendix 2 & Appendix 3.
- Real-time online feedback lessons to review students' performance in the assessment will run from 22nd March, Tuesday to 25th March, Friday, 2022. Please refer to Appendix 4 for aforesaid timetable.
- Commencing 28th March, Monday, 2022, subject teachers might arrange for remedial tutorials with students. Students concerned would receive notification from teachers at due time.

2. Healthy Emotion Support

- Students who experience difficulty in emotion or academics during suspension of face-to-face lessons may call the school at 25779485 for assistance.
- To boost the knowledge and skills of parents towards mental health literacy, the Education Bureau has compiled some information titled 'Caring for Children's Mental Health'. Parents can visit 'mentalhealth.edb.gov.hk' for 'School Campus, good health' for more information.

3. Pandemic Measures and Personal Hygiene

- In order for students to do their learning in a hygienic and safe environment, co-operation from parents and students plays pivotal role to this end. May we appeal to all parents to step up on household hygiene as well as to be attentive to your child's health status and watch out for symptoms like fever. Immediate consultation with doctor is necessary.
- Parents should contact Ms Siu Man-ye, the Teacher-in-charge of School Affairs at 25779485 immediately in the following situations:
 - Your child is preliminarily confirmed of COVID-19.
 - Your child is defined as close contact of confirmed COVID-19 cases or sharing the same residence with the close contact of confirmed COVID-19 cases.
 - Your child is categorized as Persons to undergo Compulsory Testing directive of COVID-19.

In view of the volatility of COVID-19, the School will pay close attention to announcement of EDB. May we remind you to stay alert for updates released on the School website and myID Channel Plus app. For any queries, feel free to contact the class teacher on 25779485.

May we also call for your cooperation to remind your child to avoid crowds to minimize the risk of getting infected with COVID-19. We look forward to resumption of regular healthy lives as the virus impact subsides.



A handwritten signature in blue ink, appearing to read "Lee Wai-shing".

Mr. LEE, Wai- shing
(Principal)



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Appendix 1

2021 – 2022 Time table of S6 Online Assessment

| Date | Time | Subject | Exam material to get ready prior to the assessment(may resort to long single-lined paper if fall short of the prescribed stuff) |
|----------------|----------|---------------------------------|---|
| 7/3 (Mon) | 8:30 am | Biology (1) (150 min) | Green graph paper, single-lined paper booklet (1) |
| | 11:30 am | Biology (2) (60 min) | Single-lined paper booklet (2) |
| 8/3 (Tue) | 8:30 am | NCS Chinese Lang (1) (60 min) | Single-lined paper booklet |
| | 10:45 am | NCS Chinese Lang (2) (45 min) | Chinese composition paper |
| 9/3 (Wed) | 8:30 am | Liberal Studies(1) (120min) | Single-lined paper booklet |
| | 11:00 am | Liberal Studies (2) (75min) | Single-lined paper booklet |
| 10/3 (Thur) | 8:30 am | English Lang (3) (120min) | Single-lined paper booklet |
| 11/3 (Fri) | 8:30 am | Mathematics (1) (135 min) | Single-lined paper booklet Rough paper |
| | 11:30 am | Mathematics (2) (75 min) | MC paper Rough paper |
| 14/3 (Mon) | 8:30 am | English Lang (1) (90min) | Single-lined paper booklet |
| | 10:45 am | English Lang (2) (120min) | Single-lined paper booklet |
| 15/3 (Tue) | | | |
| 16/3 (Wed) | 8:30 am | NCS Chinese Lang (3) (35min) | Single-lined paper booklet |
| 17/3 (Thur) | 8:30 am | History (1) (105min) | Single-lined paper booklet |
| | 11:00 am | History (2) (90min) | Single-lined paper booklet |
| 18/3 | | | |
| 19/3 | | | |

--- End ---



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Appendix 2

2021-2022

S6 Online Assessment Reminder for Students

1. Before the Assessment Week: Preparation

- Students should get ready with all necessary electronic equipment such as mobile devices, computer, i-Pad and camera to take pictures of answer scripts to be submitted to subject teacher via the usual e-platform of homework submission with respective teachers.
- To assure stability of internet, you are advised to use wired connection for document transmission and downloading.
- Get ready with all necessary stationary items and examination stuff like answer scripts and graph paper prior to the assessment.

2. During the Assessment Period (refer to Appendix 3 for document titled ‘Manual for downloading the assessment scripts’)

- PDF format of the online assessment papers will be released 10 minutes prior to the scheduled time of the scheduled date on Microsoft Teams. Students should make the best of the given time to download or print out (if you so need) the paper as well as check for irregularities.
- Students who cannot open the file successfully should call the School as soon as possible.
- Students should put down your name, class, class number, subject (paper) attempted on each piece of the single-lined answer paper. Put the total number of pages of the answer book on the top right hand corner of page 1, number each of the following pages and write the word ‘End’ on the last page.
- Students should be serious when working on their paper (computer entry of answers will not be accepted), write legibly and number the question you attempt. Abide by all examination regulations and never try cheating.
- For any questions regarding the paper, call the School at 25779485 or contact respective subject teachers for assistance.
- When assessment ends, students should upload their answer scripts to respective subject teachers via the usual homework submission e-platform within 15 minutes. The file should include information like the students’ class, class number, subject and paper (e.g. 6A01ENG1). Late submission may risk disqualification.
- Check carefully that there is no missing pages as teachers will not accept resubmission. Also make sure that all photographed images are well displayed with clarity and necessary brightness. Any unrecognizable answers will not score any marks.

3. Other Reminders

- The captioned assessment will not allow for delay or compensation for loss of time owing to technical issue experienced by individual students. Students should therefore familiarize themselves with the operation of all equipment and software for a promising performance in the assessment.
- Students who cannot attend the online assessment should call the School at or before 8:00am for sick leave and submit a parent's letter or other supporting document to complete his/her application for leave.
- Students who cannot complete the on-line assessment owing to personal reason or internet connection failure will not be given make-up assessment. The affected subject or paper might score zero in the worst scenario.



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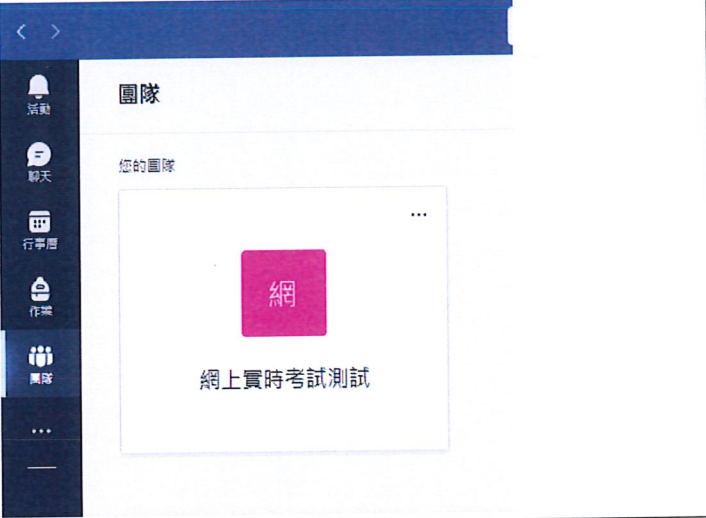
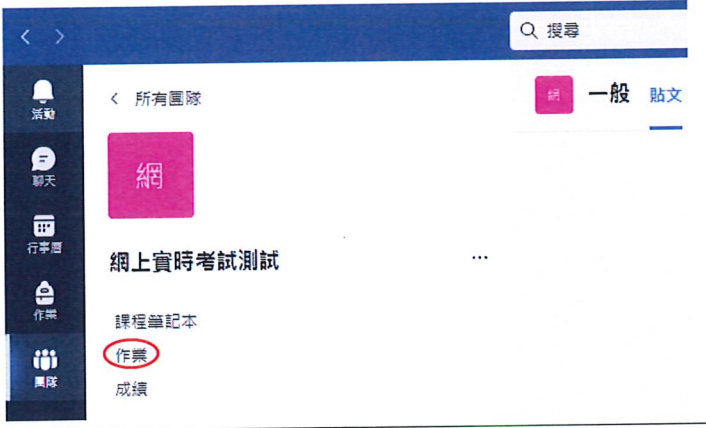
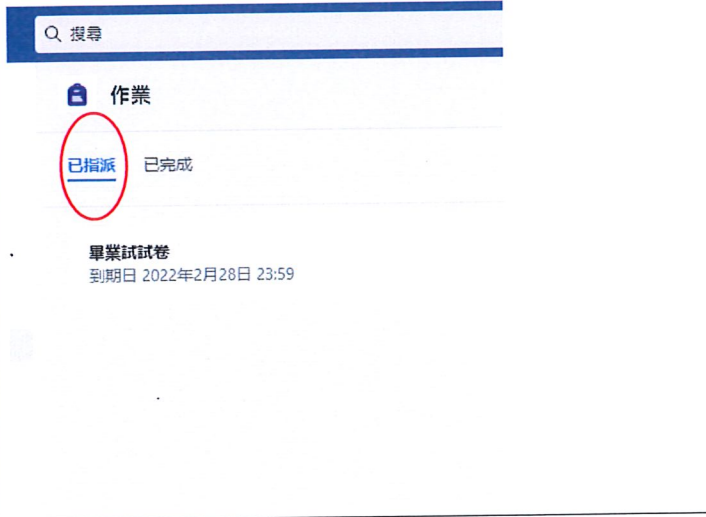
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Appendix 3

Manual for downloading the assessment scripts

How to download PDF assessment scripts from Microsoft Teams (desktop)

| | |
|--|--|
| <p>1. Choose the subject/paper of online assessment of the date from the tab titled 「網上實時考試測試」 (i.e. 「團隊」 of the usual online lessons)</p> |  |
| <p>2. Click 「作業」 underneath 「團隊」</p> |  |
| <p>3. click 「已指派」 to choose 「畢業試試題」</p> |  |

4. relevant scripts, data file and listening sound file are all accessible at 「參考資料」

The screenshot shows a Teams assignment page titled "畢業試試卷" (Final Exam Paper). The page includes a search bar, a "作業" (Assignment) header, and a "返回" (Return) link. The main content area displays the assignment title, due date (2022年2月28日 23:59), and end date (2022年2月28日 23:59). Below this, there is a "指示" (Instructions) section with the text "無" (None). The "參考資料" (Reference Materials) section is circled in red and contains a file named "2017 ICT (Q).pdf". At the bottom, there is a "我的作業" (My Assignments) section with "附加" (Attach) and "新增" (Add) options.





5. click 「...」 at the right handside , open file direct from 「在 Teams 中開啟」 or download to open in other device

This screenshot is similar to the one above but shows the file options menu for the "2017 ICT (Q).pdf" file. The menu is open, and the "..." icon at the end of the file name is circled in red. The menu options are: "在 Teams 中開啟" (Open in Teams), "線上開啟" (Open online), and "下載" (Download). The "參考資料" (Reference Materials) section is also visible above the file list.

How to download scripts from Microsoft Teams (Mobile device)

| | |
|--|---|
| <p>1. Choose the subject/paper of online assessment of the date from the tab titled 「網上實時考試測試」 (i.e. 「團隊」 of the usual online lessons)</p> |  <p>16:26 Authenticator Teams 搜尋 網上實時考試測試 一般</p> |
| <p>2. When entering 「團隊」, check for 「作業」 underneath 「貼文」</p> |  <p>16:25 Authenticator 一般 網上實時考試測試 貼文 檔案 其他 上次讀取 會議已結束 25 分鐘 21 秒 學學方 回覆 作業 2月25日 08:30 試題 到期日 2月25日 檢視作業</p> |
| <p>3. Click 「檢視作業」 underneath 「作業」 to access file</p> |  <p>16:25 Authenticator 文章 網上實時考試測試 > 一般 作業 2月26日 15:39 畢業試試卷 到期日 2月28日 檢視作業</p> |

4. choose 「參考資料」 to open PDF file script, Data File and listening sound file

16:26    


◀ Authenticator

< 網上實時考試測試 繳交

畢業試試卷
到期日 2022年2月28日 23:59
2022年2月28日 23:59 結束

指示
無

參考資料

 2017 ICT (Q).pdf



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Appendix 4

2021-2022
Online Feedback Sessions Time table

To help students learn about their assessment performance, resolve learning difficulties and share improvement tips, teachers will run online feedback lessons in accordance with the following timetable:

| | 22/3 | 23/3 | 24/3 |
|---------------------|---------|-----------------|---------|
| 8:30 am -10:30 am | Chinese | Liberal Studies | History |
| 10:30 am -10:45 am | Recess | | |
| 10:45 am - 12:45 pm | English | Math | Biology |