

**The Y.W.C.A. Hioe Tjo Yoeng College**  
**School Homework and Assessment Policy**

Homework and assessment are important and essential elements in the journey of learning; they to a large extent help to scaffold the learning process. In HTYC, homework and assessment will be carefully arranged to best facilitate students' learning. This policy describes these arrangements.

**A. Homework**

Homework plays an important role in the learning and teaching process. It can consolidate and boost learning, help students and parents to understand the learning process and progress, and provide feedback to both teachers and students about the learning effectiveness in order to enhance learning and teaching in the next stage.

The homework at HTYC is designed purposely with clear learning objectives to encourage our students to think, express creatively and learn actively. The following are key concerns of our homework policy:

**(1) *Various types of homework are given***

A great variety of different types of homework are given to our students for practice, preparation, and extension of learning. Assignments are diversified and carefully designed to be interesting, closely connected to real life, challenging to our students and involving high-order learning, such as reading to learn schemes, scientific investigation, project-based learning group project, news commentary, model-making, creative design of cartoon, poster and instruments, design and invention of a product, field study and survey, complete portfolios or learning journals with reflections, film a video, use of interactive information technology (e.g. pre-lesson learning, searching information, making use of e-learning sources, online tests and exercises, platforms for commenting and communicating other classmates' views and opinions on academic issues).

**(2) *Quality first not quantity***

Assignments should be well designed, meaningful and appropriately set to meet the abilities and interests of students, as well as to promote self-directed learning and inquisitiveness. Subject teachers will avoid all kinds of homework focus mainly on drilling, rote learning and repeated copying. Suitable and appropriate amount of homework is given to students at each level with good coordination and regulation of different subject teachers so that students are not unduly overburdened with homework throughout the academic year. In addition, regular reviews will be conducted on the frequency, quantity, type and quality of homework.

**(3) *Providing Quality Feedback***

- Teachers mark homework appropriately and timely with grades/ marks /comments or constructive suggestions for improvement and record students' performance. Students with

outstanding performance and strengths will be recognized and encouraged.

- Homework is used as one mode of internal assessment for learning, providing effective feedback to motivate students and facilitate improvement.
- Our teachers welcome and are ready to support students who have difficulty in completing their homework. Students are always encouraged to seek help from their teachers when they encounter any problems, including those on academic affairs.
- Self-assessment and peer assessment are often involved as part of regular learning activities and in internal assessments, including homework. They also promote good collaboration in learning.
- Students who have failed to hand in their homework on time without good reasons will be normally required to finish the work timely on the same school day. This is a policy to encourage students to have good time management and good sense of responsibility.
- Where there is a persistent failure to submit homework, class teachers and subject teachers will follow up to support such students. Parents or guardians will be notified to seek their assistance as early as possible.
- A supportive group is set-up for some S1 -3 students to facilitate these junior students to build up better learning habits and have better preparations for the higher forms, e.g. be more serious in doing homework, build up better learning attitudes and promote good learning skills.
- A notice will be sent to parents for no homework three times of the same subject so that parents can provide suitable guidance for their children. One weakness will be recorded for students with no homework four times in one subject.

#### **(4) Others**

- Homework is collected in the morning of each school day at 8:00 am in the classroom.
- Students are reminded to make a good use of the Student Handbook to record their assignments on the homework lists.

## **B. Assessment**

Assessment has the prime purpose of facilitating and improving student learning. It is designed to find out what students are expected to learn throughout their learning journey. In HTYC, both formative assessment which informs learning and teaching, and summative assessment which measures students' attainments are used to understand strengths, weaknesses and needs of students.

### **(1) *Formative assessment***

- Students are being assessed regularly by different means such as observations, questioning, homework, quizzes, project, presentation, reading report, class work, performance in class, experiment and project, ...etc. Students' learning progress is then reflected from their performance. Assessment for learning also provides teachers with evidence of students' learning, enabling them to evaluate and improve their curriculum planning and teaching

practices.

- The formative assessment contributes part of the term mark in each term.
- Not more than five short quizzes will be arranged for each subject for each class in one term. The quiz duration should not be more than 20 minutes normally.

**(2) Summative assessment**

- Number of tests and examinations:

Level	No of tests in the first term	No. of examination in the first term	No of tests in the first term	No. of examination in the second term
S1 – 4	1	1	1	1
S5	1	1	2	1
S6	3	1		

- No make-up tests / examinations will be arranged for absentees in tests / examinations. Also, there will not be any mark estimation or projection for these absentees.
- Sick leave of any duration must be accompanied by a registered doctor's certificate and a letter from the parent for student's absence from the term test / examination. Moreover, no causal leave is allowed in tests and examinations.
- Uniform tests are arranged for S1-S4 in first-term test cycle and second term test cycle respectively. In addition, all S5 test 1 of the first term will also be conducted in the first term test cycle.
- All S6 tests and S5 tests 2 and 3 in the second term will be arranged after school. No more than two tests in the same week will be arranged for each form.
- The syllabus will be announced to students at least two cycles before the commencement of the term tests and examinations so as to give them ample time for preparation.
- Weighting of the assessment (for subjects with tests and examinations) :

Level	1st Term		2nd Term	
S.1-5	<b>40% of the year total</b>		<b>60% of the year total</b>	
	<b>*Term mark: 50% = 20% (overall)</b>	<b>1<sup>st</sup> Term Exam. mark: 50% = 20% (overall)</b>	<b>*Term mark: 50% = 30% (overall)</b>	<b>Final Exam. mark: 50% = 30% (overall)</b>
S6	<b>Term mark: 50%</b>	<b>Graduation Exam. mark: 50%</b>		
* Note:	Components of term mark are subject based. Normally, it includes 50% test marks (if applicable) and 50% with the items of continuous assessments, such as homework, quizzes, pre- and post-lesson activities, e-learning tasks, project, performance in lessons etc. It will be designed and planned by subject panels and announced to students by subject teachers.			

- For subjects without uniform tests and examinations, various assessment modes will be used and the marks allocation of each assessment will be announced to students by subject teachers in the beginning of the term.
- Test and examination scripts will be returned to students after marking. Parents can understand more about their children's progress and they can seek help from teachers for further discussion. S1-3 parents are requested to sign on the marked scripts before students returning the test or examination corrections.
- Uniform term test reports and examination reports will be issued to students and parents after the assessments. Grades will be printed for each subject (A = distinction; B & C = credit; D & E = pass; F & G = fail) together with individual subject form position in the report card.
- Only 1st - 50th in the form position of the overall result will be printed in the report cards.