

明愛屯門馬登基金中學  
2022-2023 年度 家長通告

敬啟者：

**網上應考上學期考試安排(中三級不在港學生適用)**

上學期考試將在 2022 年 11 月 29 日至 12 月 7 日。為檢視學生的學習成效，本校現為因疫情影響而未能到校應考上學期考試的中三級不在港學生安排網上考試。相關分數會作為全年成績評估、中四選科及決定升留級之用。

網上考試會透過 Microsoft Teams 進行。考試當天，中三級不在港學生會於 Microsoft Teams 收到電子版試卷。考試完結時，學生必須在 Microsoft Teams 上傳答卷。為協助各家長及學生清楚明白網上考試的準備工作及網上考試的安排，所有中三級不在港學生均須出席網上測考工作坊。工作坊詳情如下：

日期：	18/11/2022 (五)
時間：	12:45 p.m. -1:15 p.m.
Microsoft Teams 團隊名稱：	22/23 網上測考工作坊

現隨函附上「中三級上學期考試時間表」、「網上考試規則」及「各科考試範圍」，敬希督促貴子弟勤加溫習及按時出席考試。如有任何查詢，請致電 2461 0304 與郭嘉瑜助理校長聯絡。

此致  
貴家長

學務委員會郭嘉瑜助理校長負責主理

校長  
袁國明 謹啟

二零二二年十一月十一日



家長通告第 2223\_082 號

〔 回 條 〕

敬覆者：

本人已知悉有關「中三級網上上學期考試安排」之安排。本人子女會依時出席 2022 年 11 月 18 日(五)的 22/23 網上測考工作坊。

此覆  
明愛屯門馬登基金中學

中\_\_\_\_\_班\_\_\_\_\_號 學生：\_\_\_\_\_

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

日期：\_\_\_\_\_

11 November 2022

Dear Parents/Guardians,

**S.3 Online First Term Examination**

Final Examination will commence on 29 November and end on 7 December. To evaluate students' learning performance and progress, the school will arrange **online examination** for S.3 students who are not in Hong Kong. Marks will be used for annual school assessment, S.4 elective subject selection, and promotion to the next level.

Students who are not in Hong Kong will sit for the examinations via Microsoft Teams. On the day of each examination, they will receive a digital version of the exam paper through Microsoft Teams. Students need to upload their answer scripts through Microsoft Teams when the examination finishes. Detailed arrangements will be explained in an online meeting for students concerned. Details of the online meeting are as follows:

Date :	18/11/2022 (Fri)
Time :	12:45 p.m. -1:15 p.m.
Microsoft Teams Name :	22/23 Online Exam Workshop

“Timetable for the S.3 Online First Term Examination”, “Conduct of Online Examinations (First Term Examination)” and the “Scope of Examination for each subject” are enclosed for your perusal. Please observe the regulations for the First Term Examination and remind your child to be punctual for all the examination sessions.

For enquiries, please contact the teacher-in-charge Ms. Kwok Ka Yu, the Assistant Principal, at 24610304.

Yours faithfully,

\_\_\_\_\_  
Mr. Yuen Kwok Ming  
Principal



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Parents Notice No.:2223\_082

**Reply slip**

Dear Sir,

I acknowledge the notice on “S.3 Online First Term Examination”, the contents of which have been noted. I will make sure that the regulations for the examination are heeded and my child will attend the 22/23 Online Exam Workshop on 18/11/2022 (Fri).

Name of Student	:	_____
Class and Class no.	:	_____ (     )
Signature of Parent / Guardian	:	_____
Name of Parent / Guardian	:	_____
Date	:	_____

Caritas Tuen Mun Marden Foundation Secondary School  
2022-2023 S.3 First Term Examination Timetable

**S.3** students who are **not in Hong Kong** should attend the online examination.

The examination timetable is shown below. Hong Kong time (UTC + 8:00) is adopted.

	29/11/22 Tuesday	30/11/22 Wednesday	1/12/22 Thursday	2/12/22 Friday	5/12/22 Monday	6/12/22 Tuesday	7/12/22 Wednesday
08:10 – 08:25	Distribution of exam papers						
08:25 – 09:40	Mathematics	Chinese (08:25 – 09:25)	General English	Humanities	Business Fundamentals	Visual Arts	Innovative Computing
09:40 – 10:15	Recess						
10:15 – 10:30	Distribution of exam papers						
10:30 – 11:45	Science	Chinese Composition (10:30 – 11:30)	English Composition	Chinese History (10:30 – 11:30)			

Remarks:

1. Early leave is not allowed for all the examination sessions.
2. In the event of public announcements by the Education Bureau that all schools are to be closed on any day during the examination period, the examination(s) scheduled on that day will be postponed to the first school day after the end of the original examination period.

中三級不在港學生須在網上應考，以下為中三級的考試時間表。

	29/11/22 星期二	30/11/22 星期三	1/12/22 星期四	2/12/22 星期五	5/12/22 星期一	6/12/22 星期二	7/12/22 星期三
08:10 – 08:25	派發試卷						
08:25 – 09:40	數學	中文	英文		基本商業	視覺藝術	創新電腦
09:40 – 10:15	小息						
10:15 – 10:30	派發試卷						
10:30 – 11:45	科學	中文作文	英文作文				

注:

1. 所有試卷不容許學生提早交卷。
2. 如教育局宣佈於考試期間某日所有中學停課，當日的考試會延後至原本考試週完結後第一日進行。

明愛屯門馬登基金中學  
2022/2023 網上考試規則  
中三級網上上學期考試（不在港學生適用）

**A. 一般規則**

1. 遲到及缺席（中三級適用）
  - 1.1. 遲到學生可如常進入考場，但不獲補償答題時間。
  - 1.2. 中三級上學期考試不設補考安排。
2. 早退
  - 2.1. 學生不得提早離開試場。
3. 飲食
  - 3.1. 考試進行期間，學生不可進食(包括咀嚼口香糖)，但可飲用自行帶來的瓶裝水。唯所有水壺須放置在桌子/椅子下。
4. 筆袋/盒
  - 4.1. 如學生有攜帶筆袋/盒(包括透明筆盒)，須將所需文具放在桌子上面，並將筆袋/盒放在椅子下面。
5. 計算機
  - 5.1. 除語文科目考試(即中國語文科及英國語文科)外，學生於任何科目的考試均可使用計算機，包括可輸入計算程式的計算機。但計算機必須以乾電池為能源，操作時不可發出聲響及沒有印刷或顯示圖表／語文字句設備。考生不得使用備有點陣圖顯示模式的計算機。
  - 5.2. 計算機必須已印上「**H.K.E.A.A. APPROVED**」或「**H.K.E.A. APPROVED**」的標籤。學生攜帶未有印上指定標籤的計算機應試，會被扣分。
  - 5.3. 學生不得在計算機背後或機身任何地方書寫，否則會被扣分。
  - 5.4. 考試期間，學生必須將計算機放在桌上，並將計算機的蓋/皮套放置於手提包內或座位下。
6. 作弊的嚴重後果
  - 6.1. 所有學生須努力溫習以應付考試，不得作弊。作弊乃嚴重違反誠信的行為。
  - 6.2. 如發現學生作弊，學校將採取以下措施：
    - 6.2.1. 該科/卷得零分
    - 6.2.2. 學生接受訓導組的處分
    - 6.2.3. 知會家長
    - 6.2.4. 學期結束的時候，將於成績表中列明曾作弊

## B. 測考設備及流程

### 1. 學生必須在測考前準備以下器材：

- 1.1. **1 部電子儀器連**攝像鏡頭，必須能拍攝到學生的面部、雙手、書桌前、書桌和桌上的電子儀器屏幕。
- 1.2. **另 1 部電子儀器連**攝像鏡頭、揚聲器、咪高峰的手提電話、平板電腦或桌上電腦：用作下載試卷及上載答案。
- 1.3. 充電器（或把所有流動裝置接駁電源）
- 1.4. 所需文具（包括答題紙和草稿紙）

請家長提早準備相關的設備。如欠缺以上任何一項，學生的答卷可能不予評分。若監考老師未能清楚看見同學作答情況，答卷將可能會被扣分或不予評分。



### 2. 學生及家長在測考前須**確保**以下情況：

- 2.1. 環境安靜和適合測考的地方
- 2.2. 網絡穩定
- 2.3. 知悉 **Microsoft Teams** 帳戶及密碼(如忘記密碼，請馬上聯絡學校。)
- 2.4. 電子儀器內已安裝 **Microsoft Teams** 應用程式，並已更新至最新版本。
- 2.5. 先關掉電子儀器上的訊息接收功能，並將設備轉為靜音模式，以盡量減少干擾。
- 2.6. 手提電話或平板電腦已安裝製作 **PDF** 檔案的應用程式或 **OneDrive** 掃描試卷。

### 3. 網上測考守則

- 3.1. 考試期間，不可使用虛擬背景。學生必須全程開啟攝像鏡頭及揚聲器，以收聽監考老師的宣佈和聽從老師的指示。**學生不可以使用耳機。**
- 3.2. 測考期間，學生不可與任何人交談，不可東張西望，視線應專注在試卷上。
- 3.3. 測考期間離座須經監考老師批准。
- 3.4. 如學生在測考期間遇上任何技術問題或干擾，學生不會獲給予額外的作答時間。
- 3.5. 進入 **Microsoft Teams** 網上考試會議後，學生應安坐靜候老師的指示，否則將列作違規行為處理。
- 3.6. 為確保公平公正，整個考試過程會被錄影。錄影片段只用於是次考試，並將於考試完結後兩個月銷毀。
- 3.7. 學生在測考前需確保網絡穩定，若中途斷線，試卷可能不予評分。學生斷線後返回 **Microsoft Teams** 網上考試會議，必須在聊天室以「私訊」告知監考老師，交代斷線原因。若無交代，將被警告，並列作違規處理。
- 3.8. 校方只會接受由手寫答題紙轉成的 **PDF** 檔案。
- 3.9. 學生應只上載 **PDF** 檔案，並小心檢查上載的答卷沒有問題。監考老師會即場確認收妥答卷，當宣佈所有答卷已收妥後，學生才可離開 **Microsoft Teams** 網上考試會議。

### 4. 網上測考工作坊

學校將在考試前舉行網上測考工作坊，讓學生在考試進行前體驗和熟悉整個考試程序。

### 5. 測考流程

- 5.1. 考試前 20 分鐘

5.1.1. 學生必須在每節考試開始前 20 分鐘加入 Microsoft Teams 考試團隊，否則作遲到論。

5.1.2. 學生需在考試期間，保持電子設備（包括手機和平板電腦）為靜音模式。

5.1.3. 學生應調整電子器材的拍攝角度，必須能拍攝到學生的面部、雙手、書桌前、書桌和桌上的電子儀器屏幕。

5.1.4. 學生需要從 Microsoft Teams 下載問題卷，並將答案寫在自備的答題紙上。

5.1.5. 學生需準備足夠數量的答題紙、草稿紙或白紙用作書寫考試答案。

5.1.6. 視覺藝術科考試時，學生需先準備繪畫用的美術工具(如：顏色筆)和空白的 A4 紙/畫紙。

## 5.2. 考試期間

5.2.1. 學生必須於每一頁答題紙的左上角寫上姓名和班別。

5.2.2. 學生必須清楚註明題號及頁碼。

5.2.3. 在未通知監考人員的情況下，學生不得離開座位。如果學生有任何問題，學生必須按下“舉手”按鈕並向監考員傳送一個私訊（例如“我想去洗手間”、“我在試卷上有一個問題”等）。

5.2.4. 學生不得於考試結束前，提早上載答卷或離開考試會議。

5.2.5. 如學生有作弊行為，除該卷可能得零分外，亦會受到嚴厲處分。

5.2.6. 學生不得與任何人士交談，包括：家人。否則，將被視為作弊。

## 6. 完成考試

6.1. 考試完結後，學生必須在 20 分鐘內使用 OneDrive 或 PDF 掃描應用程式把答題紙掃描成一個 PDF 檔案並上傳到 Microsoft Teams。如照片或檔案內的文字並不清晰，監考老師有權請學生再次掃描及上傳答卷。

6.2. 學生必須仔細檢查轉換後的 PDF 文件，以確保 PDF 文件內包含所有頁面及所有內容都是清晰。

6.3. PDF 檔案需用以下方式命名。

班別 姓名 科目 -》例：3C 陳大明 數學。

6.4. 如學生未能成功上載 PDF 檔案到 Microsoft Teams，他們應馬上在微信/WhatsApp 傳送檔案給監考員。二維碼為：



微信二維碼



WhatsApp 二維碼

6.5. 未能在 20 分鐘內提交 PDF 答卷，考卷將不予評分。

6.6. 所有答題紙和掃描的 PDF 檔案應妥善保存至考試結束。

6.7. 學生需要於整個考試過程中留在 Microsoft Teams 會議內，直至監考老師宣佈，方可離開團隊。

Caritas Tuen Mun Marden Foundation Secondary School  
2022/2023 Conduct of Examinations (First Term Examination)  
(for S.3 Students who are not in Hong Kong)

**A. General Rules & Regulations**

- 1 Late Arrivals & Absence from the examination (S.3 Students Only)
  - 1.1 Students who are late can sit the examination as usual. No extra time, however, will be given.
  - 1.2 No supplementary examinations will be arranged.
- 2 Early leavers
  - 2.1 Students are not allowed to leave early from any examination session.
- 3 Eating and drinking
  - 3.1 Eating (including chewing gum) is not permitted in any examination centres, but students may bring a clear water bottle. The water bottles must be placed under their desks/chairs.
- 4 Pencil cases/boxes
  - 4.1 If students bring pencil cases/boxes (including transparent pencil boxes), they must place the contents on their desks and put the pencil cases/boxes under their chairs.
- 5 Calculators
  - 5.1 Electronic calculators may be used in any examination sessions (other than language subject examinations i.e. Chinese Language and English Language examinations) provided that the calculators are battery-powered, silent in operation, with no print-out or graphic/word-display facilities and do not use dot-matrix technology in the main display.
  - 5.2 The calculators must have been pad-printed with the 'H.K.E.A.A. APPROVED' or 'H.K.E.A. APPROVED' label. Students bringing a calculator without the required label to the examination will risk a mark penalty.**
  - 5.3 Students must not write anything on the back or anywhere of the calculators. Otherwise, they will be subject to a mark penalty.
  - 5.4 Students are required to remove the calculator covers/jackets and place them inside their bags or under their chairs during the examination.

## B. Equipment & Rundown

1 Students must prepare the following equipment before the test/ examination:

- 1.1 One electronic device with a built-in camera that captures the face, hands, front area as well as the surface of the desk he/she is working on and the screen of electronic device on the desk.
- 1.2 Another electronic device (e.g. mobile phone, tablet, desktop / laptop computer) which is equipped with a built-in camera, speaker and microphone. This is used for downloading question paper and uploading answer scripts.
- 1.3 A charger (or keep the devices charged during the examination)
- 1.4 Stationery (including answer sheets and rough-work sheets)

Parents are advised to prepare the above items in advance. If any of the above is missing, student's answer scripts may not be graded. If the invigilator cannot see students clearly, answer scripts may be not graded or marks will be deducted.



2 Before the test/ examination, students and parents **must** ensure that:

- 2.1 the venue is quiet and conducive to assessment;
- 2.2 internet connection is stable;
- 2.3 Microsoft Teams account and password are valid. (If you have lost the password, please inform the school promptly);
- 2.4 the latest version of Microsoft Teams App has been installed in the electronic devices;
- 2.5 notifications of electronic devices are temporarily disabled to minimize the interruptions before taking the exam;
- 2.6 the App of creating PDF files / OneDrive has been installed in the mobile phone or tablet to scan the test/ examination papers.

3 Online Test/ Examination Regulations

- 3.1 During the test/ examination, students are not allowed to use the virtual background. They must turn on the camera and speaker throughout the whole process to listen to and respond to the invigilator's instructions. **Earphones are not allowed.**
- 3.2 During the test/ examination, students are not allowed to talk to anyone. Students must not look around and should focus on the test/ examination paper.
- 3.3 Leaving the seat during the test/ examination must be approved by the invigilator.
- 3.4 If students encounter any technical problem/distraction, no make-up time will be given.
- 3.5 After entering the Microsoft Teams meeting, students must sit properly and wait for the invigilator's instructions. Otherwise, they will be subject to disciplinary action.
- 3.6 To ensure fairness, the whole test/ examination process will be recorded. All video clips are used for the test/ examination only and will be destroyed two months after the test/ examination.
- 3.7 Students need to ensure that the network is stable before taking the test/ examination. If the connection fails during the test/ examination, the answer scripts may not be graded. When the student returns to the Microsoft Teams meeting after disconnection, a private message must be sent to the invigilator to explain the reason for the disconnection. If no explanation is received, the student will be warned and the case will be treated as a serious violation of test / examination regulations.
- 3.8 The school will ONLY accept PDF files with hand-written answers.



3.9 Students should upload the files in PDF format ONLY and check all answers have been included. The invigilator will confirm all answer scripts have been received. Students can then leave the Microsoft Teams meeting after the invigilator's announcement.

#### 4 Online Exam Workshop

The school will be running an online exam workshop before the examination. The purpose of this session will be for students to experience and gain an understanding of how the online exam system works so that students are familiar and comfortable with the process before undertaking the real exams.

#### 5 Rundown of Test/ Examination

##### 5.1 20 Minutes Before the Examination

- 5.1.1 Students are required to join the Microsoft Teams meeting 20 minutes before the exam starts. Otherwise, students will be considered late.
- 5.1.2 Electronic devices including mobile phone should be in silent mode throughout the exam period.
- 5.1.3 Students must adjust the capturing angle of the electronic devices to ensure that the face, hands, front area as well as the surface of the desk he/she is working on and the screen of electronic device on the desk are clearly visible to the invigilators.
- 5.1.4 Students should download the question papers via Microsoft Teams and write down the answers on answer sheets.
- 5.1.5 Students are required to prepare sufficient answer sheets and rough-work sheets before each examination session.
- 5.1.6 Painting materials (e.g. colour pencils) and blank A4 paper/drawing paper should be prepared before Visual Arts examination.

##### 5.2 During the Examination

- 5.2.1 Name and class should be clearly written on the top left hand corner of each sheet of paper.
- 5.2.2 Question numbers and page numbers should be indicated clearly in the answer scripts.
- 5.2.3 Students should not leave the seat without notifying the invigilator. In case he/she has any question, he/she has to press the "raise hand" button and type a private message to the invigilator (e.g. "I want to go to washroom", "I have a question on the exam paper", etc).
- 5.2.4 Early submission of paper / early leave is not allowed.
- 5.2.5 Students suspected of cheating may lead to the penalty of a zero mark for the paper and disciplinary action.
- 5.2.6 Students are not allowed to talk to anyone, including family members, during the examinations. Otherwise, it will be considered cheating.

## 6 Completion of the Examination

- 6.1 When time is up, students are given 20 minutes to take clear photos of the exam scripts by using the OneDrive or PDF scanning apps to scan the answer scripts into one PDF document and upload to Microsoft Teams.
- 6.2 Students should double check the converted pdf file to ensure that no page is missing and that everything is clearly legible.
- 6.3 PDF files should be renamed as follows:  
Class Name Subject → e.g. 6C Chan Tai Ming Mathematics
- 6.4 If students fail to upload the PDF files to Microsoft Teams, they should send the files to the invigilator via WeChat/WhatsApp immediately. QR codes are as follows:



WeChat



WhatsApp

- 6.5 Those who fail to submit their answer files within 20 minutes without strong justification will be disqualified and no marks will be given.
- 6.6 All original answer scripts and scanned PDF files should be kept properly until the end of the examination.
- 6.7 After the invigilator's announcement, students can then leave the Microsoft Teams meeting.

明愛屯門馬登基金中學  
2022-2023 年度 上學期考試 - 考試範圍  
中三級

科目	考試範圍	
中國語文	2-3C1	1. 《高中中文》單元 2.5 兩篇課文 2. GCE 和 GCSE 課程
	2-3C2	1. 校本課程單元六 (1-3) 2. GCSE 課程
	2-3C3	1. 校本課程單元七 (1-5 課) 2. 延伸課文
	2-3C5 2-3C6	1. 《啟思生活中國語文》中三上：單元一至單元三 2. 閱讀能力： 閱讀理解 (50%) (根據「閱讀能力考材」設問)； 語文知識 (25%)：層遞、多義詞、褒義詞、貶義詞、映襯 讀本題目 (25%)：《習慣說》、《大哉問》、《愛蓮說》、《醜石》 3. 寫作能力： 甲部：實用文：演講詞 乙部：借事說理、借物抒情 4. 聆聽： 單元一、單元二 5. 說話： 單元一、單元二
英國語文	New Treasure Plus 3A (Textbook): Units 2 , 3 and 4 Success in Grammar 3: Units 2 , 3 and 4 Supplementary worksheets	
數學	第 1 至 3 章及 4.1 與 4.2 兩節	
人文學科	生社: 單元 9 歷史: 書 3A 地理: 書 C5	
科學	物理：課文 3C P.1 -24	
	化學：課文 3B P.1-14,26,27	
	生物：課文 3A P.1-42	
創新電腦	ITE1 單元 1 至 2 Microsoft PowerPoint	
基本商業	第一章_會計學基本原理 第二章-會計等式 第三章-複式記帳法	
視覺藝術	1. 第三冊紙上寶石-版畫：引言至第二節 2. 肖像寫生 3. 速寫 4. 設計	
中國歷史	辛亥革命至兩次國共合作	

**Caritas Tuen Mun Marden Foundation Secondary School**  
**2022-2023 First Term Examination - Scope of Examination**  
**Secondary Three**

<b>Subject</b>	<b>Scope of Examination</b>	
Chinese Language (GCE/GCSE)	2-3C1	1. Advanced Chinese Chapter 2.5 (two passages) 2. GCSE + GCE
	2-3C2	1. Chapter 6 (1-3) 2. GCSE
	2-3C3	1. Chapter 7 (1-5) 2. Extended Passage
English Language	New Treasure Plus 3A (Textbook): Units 2 , 3 and 4 Success in Grammar 3: Units 2 , 3 and 4 Supplementary worksheets	
Mathematics	Chapters 1 to 3, Sections 4.1 and 4.2	
Humanities	L&S: Module 9 History: Book 3A Geography: Book C5	
Science	Physics: Textbook 3C P.1-24	
	Chemistry: Textbook 3B P.1-14,26,27	
	Biology: Textbook 3A P.1-42	
Innovative Computing	ITE1 Unit 1 to 2 Microsoft PowerPoint	
Business Fundamentals	Chapter 1 Introduction to accounting Chapter 2 The accounting Equation Chapter 3 Double Entry System_Capital, Assets, Liabilities	
Visual Arts	1. Book 3 Gem on paper-Printmaking: From Introduction to Chapter 2. 2. Portrait Drawing 3. Fast sketching 4. Design	
Chinese History	1911 Revolution & KMT–CCP Alliance	