

# 基立学院 JUBILEE CHRISTIAN ACADEMY

Saved to serve with love and excellence for the Great Commission.

September 4, 2019

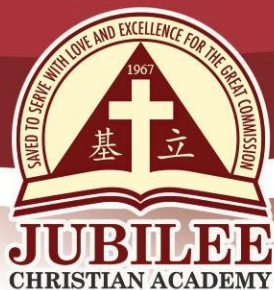
TO : PARENTS / GUARDIANS OF TODDLER TO KINDER  
FROM : MRS. CAROL B. SEMING  
Principal, Preschool Department  
SUBJECT : MAKE-UP TEST GUIDELINES

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A pleasant day to you!

In line with the School's desire to fine-tune the student evaluation system and to promote student well-being by lessening make-up activities, School will institute the following make-up guidelines, effective School Year 2019-2020.

1. Make-up assessment will be given only when there is an insufficient basis to average a grade in a particular grading component. As such, make-up assessment will be given if a student missed:
  - 1.1 Quarter Exam
  - 1.2 1 assessment out of 2 in a certain grading component (e.g., seat work, listening test)
  - 1.3 2 assessments out of 3 in a certain grading component
2. The subject teacher gives a recommendation for makeup based on item 1. Then, a permit for make-up assessment is issued by the Level Coordinator after verification of the Principal's approval of the excuse letter from the parents / guardians .
3. To help students minimize review time, makeup will be scheduled during the unit test and quarter exam weeks of G1-12.
  - 3.1 Notice for makeup will be issued five (5) days at the latest, before the unit or quarter exam week.
  - 3.2 Paper and pen makeup assessments will be conducted in the Toddler classroom through the assigned teacher; practical makeup assessments will be done at the designated function rooms through the students's own teacher.
  - 3.3 One (1) to three (3) makeup assessments per day will be given. The following schedule will be followed.



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DAY \ Type of Makeup / In-charge	Paper and Pen Test - Assigned teacher	Practical Test - Own Teacher
1st	Reading / Language	Reading / Language
2nd	Christian Education	Music
3rd	Writing	Physical Education (PE)
4th	Math	Arts
5th	Chinese	Chinese

- Students taking makeup assessments can still vie for the honor roll.
- In case of absences during all days of the quarter exam week, the student will take the make-up exam up to five (5) school days from the last day of the quarter exam schedule or as approved by the principal; otherwise, only the class standing is used in the computation of the quarter grade and the student cannot vie for the honor roll.

Please be guided accordingly. Thank you for your continued support.