



## The Church of Christ in China Heep Woh College

### Application Guidelines for Secondary One Discretionary Places Admission 2020-2021

I. Number of Secondary One Discretionary Places: 50

II. Application Procedure

1. Ways to obtain Application Forms

- ◆ From 3/12/2019 to 17/1/2020: Forms can be downloaded from the school website:  
<http://www.ccchwc.edu.hk>
- ◆ From 3/1/2020 to 17/1/2020: Forms can be obtained at the school Main Entrance during office hours  
Monday to Friday: From 9 a.m. to 5 p.m.  
Saturday: From 9 a.m. to 12 noon  
Closed on Sundays and Public Holidays

***We do not accept any applications by mail / facsimile.***

2. Submission of Application Forms

The following documents should be submitted to the school by hand during the period 3/1/2020 to 17/1/2020.

- 1) Application form of EDB for S1 Discretionary Place (with School Copy, EDB Copy and Parent Copy of the Application Form intact, bearing the same Application Number).
- 2) Completed application form of CCCHWC with a photocopy of the following documents (A4 paper and double-sided, clipped with a binder clip)
  - i) Birth Certificate or Hong Kong Identity Card
  - ii) Primary Five and Six academic reports
  - iii) Extra-curricular activity records
  - iv) Certificates of awards and achievements, etc.

***Please note that recommendations from teachers/principal of primary school are not required.***

- 3) Self-addressed (name and address of the applicant supplied) and stamped envelope

III. Admission Criteria and Weighting:

	Admission criteria	Weighting (%)
1.	Academic achievements (Student applicant' rank order list from EDB as well as internal assessments of P5 & P6)	70%
2.	Performance in extra-curricular activities, awards and achievements	15%
3.	Performance in self-introduction video and submission of relevant documents	15%
4.	Conduct (Grade B or above)	

IV. Submission of Documents and Self Introduction Video:

(1) Owing to the widespread novel coronavirus infection, interviews have to be cancelled. Our school will shortlist those applicants eligible for the second-round selection process based on the admission criteria of items 1 and 2 in the above table. Selected applicants will be invited to submit a self-introduction video and the following documents through WhatsApp. Details are as follows:

- 1.1. Using the Photo-taking functions of the mobile phone to take Photos of the following P6 school assignments:
  - 1.1.1 English Language: the best composition
  - 1.1.2 Chinese Language: the best composition
- 1.2. Using the Photo-taking functions of the mobile phone to take Photos of the following parts in the student handbook:
  - 1.2.1. Parent and School Correspondence
  - 1.2.2. Assignment Record in October and November, 2019
- 1.3. Using the Video-recording functions of the mobile phone to take a self-introduction video showing the applicant's upper part of the body and his or her facial expression in three to five minutes with the themes below:

- 1.3.1. Speaking in English, applicants should share their hobbies, the reasons for applying to Heep Woh College; the ideals of life studying in secondary school;
  - 1.3.2. Speaking in English, applicants should share the features of their best English Language composition;
  - 1.3.3. Speaking in Cantonese, applicants should share the features of their best Chinese Language composition
- (2) Whether the applicants are shortlisted for submission of documents or video or not, they will receive a notification by mail from 2<sup>nd</sup> to 7<sup>th</sup> March, 2020. You are kindly requested not to make phone call to the school to inquire about the application status in order to avoid extra workload for the office staff.
- (3) Deadline of Submission of Documents and Self Introduction Video: 14<sup>th</sup> March, 2020 (Saturday)

V. Release of Results:

Successful applicants will be informed of the results of the S.1 Discretionary Places by phone and mail on 7<sup>th</sup> April 2020.

**Remark:**

***Concerning Secondary 1 Discretionary Places Application, according to the EDB regulation, a Primary Six student may apply for not more than two secondary schools, whether it is a government school, subsidized school, or per caput or DSS school; irrespective of school nets; otherwise, his/her chance of acquiring a DP will be forfeited.***