



THE CHURCH OF CHRIST IN CHINA  
HEEP WOH COLLEGE  
中華基督教會協和書院  
2020-2021  
Circular No.29 (第二十九號通告)

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Dear Parents/Guardians,


5<sup>th</sup> February, 2021

**Mark Adjustment for Absentees from School Assessments**

This is to inform you that any student who is absent for a scheduled assessment, including an examination, a uniform test or an in-course assessment (e.g. quizzes, dictations, etc.) due to illness or other legitimate reasons will forfeit the marks for assessment unless a doctor's certificate or other relevant document is submitted together with a parent's letter to the class teacher on the first day of return. If a doctor's certificate or relevant document is submitted, the student will be given a mark that is adjusted.

Yours faithfully,



  
Dr. Chu Kai Wing  
Principal

*This circular is posted on the school website (<http://www.ccchwc.edu.hk>) Archives / Letter to Parents.*

敬啟者：

**學生因病或其他原因缺席校內評核之處理**

學生因病或其他原因缺席校內評核，包括考試、統一測驗或日常評核(例如小測、默書等)，該次評核分數為零分。惟若該生能於復課首天向班主任遞交家長信及醫生證明或其他有關證明文件，則該次評核分數可獲調整。

此致  
貴家長

校長 朱啟榮 博士 謹啟

二零二一年二月五日

本通告已上載本校網頁 (<http://www.ccchwc.edu.hk>) Archives / Letter to Parents