

# ST. LOUIS SCHOOL

Circular No. 159 (25-26)

22<sup>nd</sup> December, 2025

Dear Parents/Guardians and Students of S6,

## Time-Table for Secondary 6 Mock Examination 2025-2026 [19<sup>th</sup> January 2026 – 6<sup>th</sup> February 2026]

DATE	DAY	TIME	SUBJECT / PAPER	CLASSES INVOLVED	VENUE	
19/01/2026	MON	08: <del>45</del> – 10:15	Chinese I (閱讀能力)	ALL	School Hall	
		11:00 – 13:15	Chinese II (寫作能力)			
20/01/2026	TUE	08:30 – 10:00	English I (Reading)			
		10:45 – 12:45	English II (Writing)			
21/01/2026	WED	08:30 – 11:00	English III (Listening)			
22/01/2026	THU	08: <del>45</del> – 11:00	Mathematics I			
		11:45 – 13:00	Mathematics II			
23/01/2026	FRI	08:30 – 10:30	Citizenship and Social Development (CSD)			
26/01/2026	MON	08: <del>45</del> – 11:15	Chemistry I	[ABCD] (elective)		
		12:00 – 13:00	Chemistry II			
27/01/2026	TUE	08:30 – 09:30	Economics I			
		10:15 – 12:45	Economics II			
28/01/2026	WED	08:30 – 11:00	Biology I			
		11:45 – 12:45	Biology II			
29/01/2026	THU	08: <del>45</del> – 11:15	Physics I			
		12:00 – 13:00	Physics II			
02/02/2026	MON	08: <del>45</del> – 11:30	Geography I			
		08: <del>45</del> – 10:45	ICT I			
		12:15 – 13:30	Geography II			
		11:15 – 12:45	ICT II			
03/02/2026	TUE	08:30 – 11:00	Mathematics (Module 1/ Module 2)			
04/02/2026	WED	08:30 – 09:30	BAFS I			
		08:30 – 10:45	Chinese History I			
		08:30 – 12:30	Visual Arts I, II			
		10:20 – 12:50	BAFS II			
		11:30 – 12:50	Chinese History II			
05/02/2026	THU	Self-study at Home				
06/02/2026	FRI	08:30 – 12:30	English IV (Speaking)	ALL		Home Room

### Note:

- (1) All other subjects not included in the above time-table will be examined during normal class-times.
- (2) 30/01/2026 (FRI): Founder's Day (Feast of St. John Bosco)
- (3) 09/02/2026 (MON): Resumption of S6 normal lessons
- (4) 13/02/2026 (FRI): Last day of S6 normal lessons
- (5) Should school lessons be suspended during the examination period, the subject(s) affected will be postponed. Details will be announced in due course. The examination of the following days will be kept unchanged.
- (6) Supplementary lessons, if necessary, may be arranged by individual teachers with their students.

Administrative Affairs Team  
for Principal



**ST. LOUIS SCHOOL**  
Circular No. 006 (25-26)

1<sup>st</sup> September, 2025

Dear Parents/Guardians, Teachers, Staff and Students,

**RE: GUIDELINES FOR ACTION TO BE TAKEN IN CASE OF  
SUSPECTED CHEATING DURING TESTS/EXAMS**

**A. DEFINITION OF CHEATING**

A candidate commits cheating during a test or an exam if he is found:

- (1) **Copying** from the answer scripts of other candidates;
- (2) **Obtaining** improper information from books, dictionaries, notes, paper, notebooks, diaries, electronic dictionaries, databank watches, mobile phones, websites, SMS and any other digital communication devices;
- (3) **Communicating** personally, or via any communication media, with other candidates or with persons, inside and outside the examination room.

**B. IMMEDIATE ACTION**

- (1) The books, notes, digital communicating devices, etc. should be removed immediately and kept as **evidence**.
- (2) The candidate who is suspected of cheating (or together with other candidates who are in collusion with him) should be **allowed to finish** the test or the examination of that session in his or their original seats and should be warned that he or they may be disqualified from sitting that paper. For the remaining session(s) of the test or examination of the day, the candidate should be **brought to the General School Office** and be allowed to sit for papers. The case would be handled at the end of that test or examination day.
- (3) The invigilator, or other staff on duty, should make a **report** giving the details of the suspected cheating (such as the time when the offence was discovered, where the candidate put the cribbed materials, or how the electronic devices were used.)
- (4) The candidate should **sign on the report** to show whether he accepts it or not. If he does not accept the report, he should be allowed to provide a written explanation before he leaves the classroom or the school hall.
- (5) The invigilator, or other staff on duty, should escort the candidate, together with the report and evidence to the General School Office and inform the school management (principal or the vice principals) and the discipline master. **Parents/Guardians should be contacted** in the presence of the candidate and asked to come to school to take care of his/her child. An **ad hoc meeting** comprising the school management, the discipline master, the invigilator or staff on duty, his class teacher, the setter of the examination and panel chairperson should be called promptly for judgment of the case and penalty decision. The candidate should be kept in company until the parent's/guardian's arrival.
- (6) Whether a conclusion has been made or not, the candidate should be **handed over to the parent/guardian** upon the latter's arrival.

**C. PENALTY**

Once the candidate is admitted guilty of cheating, he or they should suffer a penalty. Depending on the seriousness of the offence, the penalty can be the following:

- (1) **Verbal/ Written warning:** Apart from verbal or written warning, this offence or misbehaviour may be written in the school record.
- (2) **Mark penalty:** In normal case, zero mark should be given to the whole script.
- (3) **Downgrade:** In normal case, the conduct of the candidate should be downgraded.

**D. ATTEMPTED CHEATING**

Students who attempt to cheat, though not leading to the actual cheating behaviour, have already violated the examination regulations and would risk mark penalty and downgrade in conduct.

Administrative Affairs Team  
*for Principal*



**ST. LOUIS SCHOOL**  
Circular No. 007 (25-26)

1<sup>st</sup> September, 2025

Dear Parents/Guardians, Teachers, Staff and Students,

**Re: Absence from School Examination/  
Term Test due to Illness or Special Circumstances**

Starting from September, 2025, the school will adopt a *more* stringent approach regarding students taking examination/ test. This is to ensure fairness and impartiality of the whole examination system in school. The adjustment is made with reference to our students, who might then be future candidates, taking HKDSE (See the excerpt attached). In line with the arrangements for students taking leave in the school examination/ test, we will ONLY offer supplementary examination/ test to those students with strong reasons [e.g. medical certificates **FULLY cover the day(s) of absence**, or being representatives in school, HKSAR or CHINA competitions] and cases will be considered, and if thought proper, granted and approved by the Principal. Except those who represent school, HKSAR or CHINA in competitions, students being approved for taking supplementary examination/ test would be given a 15% discount. Parents/ Guardians should submit a letter with strong reasons or proof promptly, no later than two working days after students' absence to the General School Office in person, or by email ( [mailbox@stlouis.edu.hk](mailto:mailbox@stlouis.edu.hk) ) for Principal's consideration. If parents/ guardians FAIL to submit a valid medical proof (or equivalent), and a letter to ask for supplementary examination/ test on time, the students concerned will be given **ZERO** marks for the paper(s)/ component of the related paper(s).

Only on very special occasion will we consider waiving a student's results. The Principal has the final rights to make the decision on a case-to-case basis. Parents/ Guardians should NOT consider waiving a student's results as a norm.

Thank you for your attention.

Administrative Affairs Team  
for Principal

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**Excerpt for HKDSE from HKEAA**

If candidates are absent from the examination of the whole subject, school candidates can apply to the HKEAA for an assessed subject result. In view of special circumstances resulting from the COVID-19 pandemic, the Public Examinations Board has approved that school candidates who are absent from the examinations due to medical reasons or special circumstances may be considered for an assessed subject result up to Level 5 (for Citizenship and Social Development, the assessed result is limited to 'Attained') in the 2024 HKDSE. The candidates concerned must **notify the HKEAA by phone** (Tel: 3628 8860) or via email ([dse@hkeaa.edu.hk](mailto:dse@hkeaa.edu.hk)) before the examination takes place. School should submit the completed application form for the candidate **within 21 calendar days after the date of the relevant examination(s)** together with the original of the medical certificate(s) or supporting documents to the HKEAA Southorn Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong). The above application form is available for download at the HKEAA website ([https://www.hkeaa.edu.hk/en/Schools\\_and\\_Teachers/school\\_teachers/info\\_teachers/index.html](https://www.hkeaa.edu.hk/en/Schools_and_Teachers/school_teachers/info_teachers/index.html)). Details of the application procedures are given in Section D (Part 4) of the 2024 Handbook for Candidates:  
[https://www.hkeaa.edu.hk/DocLibrary/HKDSE/Candidate\\_Handbook/4\\_24What\\_to\\_do\\_Under\\_Special\\_Circumstances\\_E.pdf](https://www.hkeaa.edu.hk/DocLibrary/HKDSE/Candidate_Handbook/4_24What_to_do_Under_Special_Circumstances_E.pdf).