



The Church of Christ in China Heep Woh College

Application Guidelines for Secondary One Discretionary Places Admission 2022-2023

I. Number of Secondary One Discretionary Places : 50

II. Application Procedure

1. Ways to obtain Application Forms

- ◆ From 6/12/2021 to 17/1/2022: Forms can be downloaded from the school website:
<http://www.ccchwc.edu.hk>
- ◆ From 3/1/2022 to 17/1/2022: 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

2. Submission of Application Forms

The following documents should be submitted to the school by hand during the period 3/1/2022 to 17/1/2022. In view of the COVID-19 epidemic, the EDB has specially allowed submission of DP applications by post for this SSPA cycle. Should parents have genuine difficulties in submitting the application forms by themselves or by their authorized representatives, parents could thoroughly consider the needs and associated risks, and to arrange to submit the application forms and other documents required by post between 3/1/2022 and 17/1/2022, both dates inclusive (the postmark date should not be later than the prescribed deadline). After receiving parents' applications by post, the parent's copy of the application form will be returned to parents by post for retention.

- 1) Application form of EDB for S1 Discretionary Place (with school copy, EDB copy and parent's 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, total number of pages not exceeding 10 pages, stapled together)
 - 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) **Two (Three for application by post)** self-addressed (name and address of the applicant supplied) and stamped envelopes

III. Admission Criteria and Weighting

	Admission criteria	Weighting (%)
1.	Interview and video recording performance	35 %
2.	Academic Performance (Rank Order provided by EDB, internal assessment of P5 & P6)	50 %
3.	Extra-curricular activities, awards and achievements	15 %
4.	Conduct (Grade B or above)	

IV. (a) Interview

1. Interviews will only be arranged for applicants with conduct grade B or above. Our school will give a score to the applicant according to the admission criteria and weighting (items 2 and 3 in the above table). At most 360 applicants will be shortlisted for the interviews and submitting the self-recording video. Whether the applicants are shortlisted for interviews or not, they will receive a written notification on 7th March or 8th March, 2022. Please do not call us to inquire about the application status in order to avoid extra workload for our school staff.
2. Interview Date : 19th March, 2022 (Saturday)
3. Interviews will be conducted in Chinese and English.

(b) Self-recording video

Using the video-recording functions of a 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 four minutes with the themes below:

1. Speaking in English, applicants should share his or her hobbies, the reasons for applying to Heep Woh College; the ideals of life studying in secondary school;
2. Speaking in English, applicants should share the features of his or her best English Language composition;
3. Speaking in Cantonese, applicants should share the features of his or her best Chinese Language composition.

V. Release of the result of DP application:

Parents will be notified to know if their children are included in the Successful Lists for Discretionary Places by letter and phone on 31st March 2022. Please do not call us to inquire about the application status in order to avoid extra workload for our school staff.

VI. Release of SSPA allocation results:

The results of Discretionary Places will be released by EDB on 12th July 2022.

Remark:

Concerning the 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.



中華基督教會協和書院
2022-2023 年度自行分配中一學位申請注意事項

I. 本校自行分配中一學位名額：50

II. 申請程序

1. 索取申請表格途徑

- ◆ 於 6/12/2021 至 17/1/2022 期間，在本校網頁 <http://www.ccchwc.edu.hk> 下載
- ◆ 於 3/1/2022 至 17/1/2022 期間，在下列辦公時間親身到本校正門詢問處索取
星期一至五：上午九時正至下午五時正
星期六：上午九時正至中午十二時正
星期日及公眾假期休息

2. 交回表格

於 3/1/2022 至 17/1/2022 期間，親身將有關文件交回本校，如因 2019 冠狀病毒病疫情而未能親身或授權代表遞交申請表，家長如有需要及衡量相關風險後，可於上述期間透過郵寄方式遞交申請表及所需文件(截止日期以郵戳日期為準)。學校在收到郵遞申請後，會把《中一自行分配學位申請表》的「家長存根」寄回給家長以作保存。遞交申請表須連同以下所需文件：

- 1) 教育局發出的「中一自行分配學位申請表」(須連同載有相同申請編號的「教育局存根」、「學校存根」及「家長存根」的三個相聯部份)。
- 2) 本校申請表格及下列所需文件之副本(請盡量雙面影印，總頁數不得超過十頁紙，並用釘書機將有關文件釘好)，文件包括：
 - i) 出生證明書或身份證
 - ii) 小五及小六成績表
 - iii) 參與課外活動紀錄
 - iv) 獎項及成就等證明根據教育局指引，申請人請勿提交小學推薦信。
- 3) 貼有郵票之回郵信封兩個(郵遞申請者則需三個)，信封面須清楚寫上學生姓名及地址。

III. 自行分配學位的收生準則及比重

收生準則		比重(百分比)
1.	面試及影片表現	35 %
2.	學業表現(參考教育局提供的「申請學生成績次第名單」、小五及小六校內成績)	50 %
3.	課外活動、校內及校外獎項/成就	15 %
4.	操行乙級或以上	

IV. (i) 面試

- 1) 操行達乙級或以上的申請者方符合面試資格。本校將根據上表所列收生準則之 2. 至 3. 項進行評分，比重依上表計算，最多 360 人會獲甄選進行面試及要求傳送自拍短片。無論是否獲得面試安排，申請者均於 2022 年 3 月 7 日或 3 月 8 日接獲書面通知。煩請不要來電查詢，以免加重校務處職員工作量。
- 2) 面試日期：2022 年 3 月 19 日(星期六)
- 3) 面試以粵語及英語進行

(ii) 自拍短片(只需要清楚看見學生上半身和面部表情；片長3至4分鐘。)

1) 自我介紹、興趣、選讀協和的原因、理想的中學生活(語言：英文)，

2) 以英文介紹一篇自己創作的優秀作品(英文作文)及

3) 以粵語介紹一篇自己創作的優秀作品(中文作文)。

V. 公佈自行分配學位結果：已獲學校納入其自行分配學位正取學生名單申請者均於2022年3月31日接獲書面及電話通知。煩請不要來電查詢，以免加重校務處職員工作量。

VI. 公佈中學學位分配結果：教育局將於2022年7月12日公佈。

附註：

有關自行分配中一學位，據教育局規定，每名小六學生只可向不多於兩所參加中學學位分配辦法的中學申請，無論其為官立、資助、按額津貼或參加派位的直資計劃學校，否則，其獲得自行分配學位的權利將被取消。



CCC Heep Woh College
中華基督教會協和書院
S1 Discretionary Places 中一自行分配學位 (2022-2023)
Application Form 申請表

School Use Only 校方專用
No. 編號: _____

A) Student information 學生資料：

Name: (in Chinese) _____ (in English) _____
 姓名：(中文) _____ (英文) _____

Date of birth _____ Place of birth _____ Sex _____
 出生日期：____/____/____ 出生地點：_____ 性別：_____

Day 日 Month 月 Year 年

Age _____ ID card No. _____ Mobile phone No. _____
 年齡：_____ 身份証號碼：_____ 手提電話：_____



Photo
近照

Address
住址： _____

Primary school enrolled _____ Student Reference No. (STRN) _____
 就讀小學： _____ 學生編號： _____

For internal use only
只供內部使用

Academic results 學業成績：	P5 五年級			P6 六年級
	1 st Term 第一學期	2 nd Term 第二學期	3 rd Term 第三學期	1 st Term 第一學期
Chinese 中國語文				
English 英國語文				
Mathematics 數學				
General Studies 常識				
Conduct 操行				

Extra-curricular Activities and Awards (P.5, P.6), with photocopy of relevant certificate 課外活動及獎項 (小五、小六) ，請附獎狀/證書副本	
Awards 獎項	1. _____
	2. _____
	3. _____
	4. _____
	5. _____
	6. _____
	7. _____
	8. _____

Activities 活動	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.

B) Parent / Guardian information 家長 / 監護人資料：

Name of Guardian (in English) (in Chinese)
 監護人姓名：(英文) _____ (中文) _____

Sex Relationship with applicant
 性別：_____ 與申請人之關係：_____

Address
 住址： _____

Occupation Home tel. No. Mobile phone No.
 職業：_____ 住宅電話：_____ 手提電話：_____

If your father/mother is our former student, please write down his/her name Graduation Year
 若父/母是本校畢業生，請填寫其姓名：_____ 畢業年份：_____

C) Relatives studying in this school 就讀本校的親屬(e.g., brother or sister 如兄弟姊妹等)：

Name: (in Chinese) (in English)
 姓名：(中文) _____ (英文) _____ 就讀班別： _____

Name: (in Chinese) (in English)
 姓名：(中文) _____ (英文) _____ 就讀班別： _____

Note: The information contained in this form is for the purpose of applying for admission to Secondary One in this school only. None of this information will be disclosed without your consent. Upon completion of the admission procedure, the information will be destroyed. The information provided must be accurate and complete. Otherwise, applications will be delayed or refused.
 注意：此表格提供之資料，只用作申請本校中一自行分配學位之用途，除非獲得申請人同意，此等資料不會向第三者披露。在完成中一收生程序後，此等資料將予銷毀。申請人必須確保提供真實及充份之資料，否則審核申請會延誤或申請不獲辦理。

I confirm that the information provided in this form is accurate and correct. 本人確認填報資料正確無誤

Parent / Guardian's Signature 家長或監護人簽署： _____

Date 日期： _____