

# 沙巴崇正中学

SABAH TSHUNG TSIN SECONDARY SCHOOL



## 2020年第二学期学务指南

2020 2nd TERM STUDENT AFFAIRS GUIDE



## 1

**致全体家长：****有关：第二学期网课事宜**

3月18日行动管制令开始执行起，校方于3月23日开始推行“停课不停学”，校方衷心感谢各位家长给予的配合与支持。本校将在第二学期开始，就网课进行方式修正与改进，预计前面两个星期会需要小幅度学习和适应时期，第三个星期会全力使用新模式，敬请家长垂注。

2. 校方将开始推行同步线上教学（所有人在同一时间上线）并且在6月10日（三）正式开始上课。上课时间为星期一至星期五早上七时至下午二时（星期六不同步上课），期间将进行点名（早上七时、中午十二时十分、下午二时）。

3. 同步线上网课需要足够的数据容量，希望家长为孩子准备，以免影响学习。

4. 请家长详细参阅《沙巴崇正中学2020年第二学期学务指南》和《校园防疫安全指南》并在6月20日前填写相关声明。

5. 教育部尚未公布学生返校上课日期，在此之前学生仍需在家中进行网课，直到教育部另行通知。

感谢大家的谅解！

校长办公室



## Words for all parents

### RE: Second Semester Online Classes

During the Movement Control Order (MCO) that started on 18 March, the school began implementing the 'Study-From-Home' online classes. The school would like to thank all parents for giving us their continued support and cooperation. We have made some improvements and revisions to the online learning and teaching for the 2nd semester.

2. The school will begin implementing the synchronous online teaching, and online classes will officially start on 10 June (Wednesday). Daily lessons will start from 7.10 a.m. until 2.00 p.m. from Monday to Friday. Saturday classes will be conducted should need arise. Attendance is taken at 7.00 a.m., 12 noon and 2.00 p.m.

3. Real-time online classes require large data usage. Parents should make the necessary arrangement so that their child's learning is not interrupted.

4. Parents are requested to refer to the "2020 STTSS 2nd Term Student Affairs Guide" and the "School Precautionary Measures & Safety Guidelines Post-MCO" published earlier. Please fill out the acknowledgment before 20 June.

5. The Ministry of Education has not announced the precise date for the resumption of classes. In the meantime, students will continue taking online classes.

Your understanding is much appreciated.

Principal Office



## 2

**实体复课安排**

- 1) 各级实体复课日期，将遵循教育部指示，另行通知。
- 2) 实体复课班级将准时回到学校上课。
- 3) 遵循教育部复课安全指南和课室座位社交安全距离。
- 4) 星期一至星期五上课时间为7.10am-2pm。
- 5) 星期六正课暂停。个别老师可按需要安排星期六加强课。
- 6) 线下实体课程为主，线上课程为辅。
- 7) 学生按新编“上课时间表”点名和作息”（见第5页附表）
- 8) 按学校行事历进行学校考试和规定活动。
- 9) 上课期间家长和同学需严格遵守学校校园防疫安全指南。

注：高二高三实体复课日期将另行通知。



## Normal Class Resumption Arrangement

1. Class resumption will follow the Ministry of Education (MOE) instructions and each form will be notified accordingly.
2. Normal classes will resume in good time.
3. The school will abide by the MOE Standard Operating Procedure (SOP) pertaining to the required physical distancing in the classroom.
4. Monday to Friday lesson time is from 7.10 a.m. to 2 p.m.
5. No lesson will be conducted on Saturday. Respective teachers may arrange intensive classes should need arise.
6. Online lessons will only be an extension to physical classes
7. Refer to page 5 for the new timetable.
8. School examinations and activities will follow the school calendar.
9. Parents and students should adhere to the Precautionary Measures & Safety Guidelines Post-MCO.



## 3

## 网课安排

- 1) 没有实体复课的班级将继续实行“停课不停学”网课安排。
- 2) 网课模式将分为“同步”和“非同步”两种。
- 3) 第二学期开始将全面按班级上课时间表和科目上“同步网课”。
- 4) 星期一至星期五“同步网课”时间为7.10am-2pm。  
2pm-3.30pm个别老师可按需要安排“非同步网课”。
- 5) 星期一至星期三上10节课，每节时间缩短为30分钟。  
( 请参阅第5页上课时间表 )
- 6) 星期四和星期五上8节课，按原有时间每节40分钟。
- 7) 星期六网课暂停，唯个别老师可按需要安排星期六咨询时间。
- 8) 同学们在网课和生活作息必须学会严格自我管理。
- 9) 点名、考试及计分法请参阅附录。

注：考试班将和其他班级一样，继续上网课直到正式公布复课日期。



## Online Classes

1. “Study from Home” classes or online classes will continue for the forms not included in the class resumption arrangement.
2. Online classes are categorized into ‘Real-time’ and ‘Non-Real-time’.
3. Beginning in the 2nd Semester, ‘Synchronised Online Classes’ (SOC) will be fully implemented in accordance with the respective classes timetable.
4. The SOC is from 7.10 a.m. to 2 p.m. daily from Monday to Friday. Respective teachers may arrange extra classes from 2 p.m. to 3.30 p.m. should need arise.
5. There are 10 lesson periods from Monday to Wednesday and each period is 30 minutes. (Refer to page 5 for the schedule).
6. There are 8 lesson periods for Thursday and Friday, and each period is 40 minutes.
7. No lesson will be conducted on Saturday. Respective teachers may arrange consultation time should need arise.
8. Students must take the initiative to be proactive in their learning and self-management.
9. Please refer to the appendix for the attendance marking, examination arrangement and marks allocation.



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## 网课模式

### “同步网课”



- 老师和同学通过Google Meet、Zoom等平台，在线上同一时间进行视频直播教课和给予指导。

### “非同步网课”



- 老师通过Google classroom、email、WhatsApp等电子媒体或网络平台，发放教材、预录教学视频、power point、功课等。
- 同学可于任何时间读取、学习、下载资料并按老师规定时间完成作业缴交。



## Online Teaching Model

1. Real-time classes:  
Teachers and students will synchronously meet using Zoom, Google Meet and other video conferencing platforms for classes.
2. Non-Real-time classes:  
Teachers assign homework, and dispatch learning guides, pre-recorded videos and PPT through Google Classroom, email, WhatsApp and other communication platforms.  
Students will download, retrieve, watch and read in flexible hours, and turn in their completed work or assignments accordingly.



## 5

Revised Timetable ( Mon-Wed )		
07.10-07.20	10'	Morning Study
07.20-07.50	30'	1
07.50-08.20	30'	2
08.20-08.50	30'	Recess
08.50-09.20	30'	3
09.20-09.50	30'	4
09.50-10.00	10'	Break
10.00-10.30	30'	5
10.30-11.00	30'	6
11.00-11.10	10'	Break
11.10-11.40	30'	7
11.40-12.10	30'	8
12.10-13.00	50'	Lunch
13.00-13.30	30'	9
13.30-14.00	30'	10

## 作息时间表

- 1) 复课班级及网课班级都将按新编“作息时间表”上课。
- 2) 星期一至星期三10节课，每节缩短为30分钟。
- 3) 星期四和星期五8节课，作息时间表维持不变。



## Revised Timetable

1. Normal and online classes will both adopt this revised timetable.
2. There are 10 lesson periods from Monday to Wednesday and each period is 30 minutes.
3. There are 8 lesson periods for Thursday and Friday, and each period is 40 minutes.



6

## 上网课 Online Classes

Day Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.10am To 2.00pm	Online classes according to timetable 按课表上“同步网课”					Edpuzzle Test Consultation Time 线上测验 / 网课咨询
2.00pm To 3.30pm	Edpuzzle Test/Google Class homeworks 线上测验/网上功课					

作息时间表

## 实体课 Physical Classes

注：高二高三实体复课日期将另行通知。

Day Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.10am To 2.00pm	Physical classes according to timetable 按课表上实体课					Consultation Time 网课咨询
2.00pm To 3.30pm	Google Class homeworks 网上功课（辅助加强）					



## Revised Timetable



## 7

**点名方法****上网课 Online Classes**

- a) 上网课同学每天需按规定时间自行通过Google classroom点名，  
三段点名时间为：07.00am-07.30am  
12.10pm-12.40pm  
02.00pm-02.30pm
- b) 没准时点名或无故缺点名将按次数积分扣操行总分。  
网上点名如果有任何困难或突发状况，应立刻通知班导师做特殊处理。

**实体课 Normal Physical Classes**

- a) 上实体课同学将按往常方法，每一节课由科任老师点名。  
所有旷缺课、请假、迟到早退等按实体作业向训导处办理请假。



## Attendance Marking

### 1. Online Classes

- a. Marking of attendance through Google Classroom according to the schedule below:
- 07:00 a.m. - 07:30 a.m.
  - 12:10 p.m. - 12:40 p.m.
  - 02:00 p.m. - 02:30 p.m.
- b. Failure to mark attendance will lead to conduct mark deduction.

### 2. Normal Physical Classes

- a. Students in normal classes will follow the usual attendance marking. Teachers will take attendance every period. The Discipline Office will deal with all the leave applications.



## 8

## 第二学期考试方法 2nd Term Examination Scheme

### 上网课 Online Classes

学校将安排第二学期的期中和期末开卷考试（Open Book Exam）

期中考试：（J1, J2, S1）网上考试，每科以一小时为准。

（J3, S2, S3）网上模拟考试，每科一小时三十分。

期末考试：（J1, J2, S1）网上考试，每科以一小时为准。

（J3, S2, S3）网上模拟考试，每科以一小时三十分为准。

### 实体课 Normal Physical Classes

实体上课在校期中、期末考试，每科皆以二小时为准。



## 2nd Term Examination Scheme

### 1. Online Classes

- a. Both mid-term and final examinations will be Open Book Examinations
- b. Mid-term Examination
  - i. J1, J2 & S1 -1 hour each
  - ii. J3, S2 & S3 Mock Examination - 1 hour 30 min
- c. Final Examination
  - i. J1, J2 & S1 -1 hour each
  - ii. J3, S2 & S3 Mock Examination - 1 hour 30 min

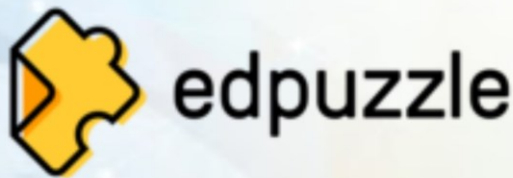
### 2. Normal Physical Classes

- a. All subjects for both Mid-term and Final Examinations will be 2 hours.



## 第二学期网课测验方法 2nd Term Online Test Scheme

- 1) 为了确保网课学习效果和随时督促同学的网课学习进度，学校的网课将引用热门的线上翻转教学影片制作平台（Edpuzzle），搭配先进网上教学制作工具，在教学影片中插入问答题，语音解说等，启发同学进行思考并针对影片教程内容进行答题。
- 2) 老师同时可以掌握和追踪每个学生对课程的理解、作答和进度。
- 3) Edpuzzle网上测验将按各级安排, 可于每天网课后2.00pm-3.30pm或星期六时间进行。



## 2<sup>nd</sup> Term Online Test Scheme

1. The school will adopt Edpuzzle to enhance the online learning outcome. Student will be asked to watch pre-recorded short video summary of the live-teaching. Test questions will appear throughout the video to be answered by students.
2. Test results will be used by respective teachers to gauge students' mastery of the subjects.
3. Edpuzzle will be done across the forms and conducted between 2.00 p.m. to 3.30 p.m. or on Saturday.



## 特别提醒及注意事项

- 1) Edpuzzle网上测验占学期总分25%。
- 2) Edpuzzle网上测验将隔周进行，验收同学前一周各科的“同步网课”学习进度。
- 3) 每个影片会在不同时段插入问答题。
- 4) 测验影片将在规定时段播出，同学必须在限定时间内完整看完影片，同时完成影片中的所有问题作答并准时提交。
- 5) 测验影片不会重播，错过测验时间，该次测验将没有分数记录。



## 2<sup>nd</sup> Term Online Test

### NOTES OF CAUTION

1. Weekly Edpuzzle test results of each subject will constitute 25% of the term average marks.
2. Edpuzzle test the students' understanding of the subject taught during the previous Real-time classes.
3. Test questions are inserted throughout the video.
4. Videos of the Real-time classes will be made available for viewing during the pre-determined time frame. Answers must be turn in within the time frame.
5. Video will be closed after the time frame. Students who miss the time frame will not be allowed to re-sit for the test.



## 第二学期计分法 学术 Academic Mark Scheme

### 上网课 Online Classes

期中考25%+期末考30%+Edpuzzle 线上测验25%+作业20%=100%

Mid term exam 25%+ Term exam 30%+Edpuzzle online test 25%+  
Exercise 20%=100%

### 实体课 Normal Physical Classes

期中考30%+期末考40%+平时测验15%+作业15%=100%

Mid term exam 30%+Term exam 40%+Test 15%+  
exercise 15%=100%



## 2<sup>nd</sup> Term Academic Mark Scheme

### 1. Online Classes

- |                         |       |        |
|-------------------------|-------|--------|
| a. Mid term exam        | : 25% |        |
| b. Term exam            | : 30% |        |
| c. Edpuzzle online test | : 25% |        |
| d. Exercise             | : 20% | = 100% |

### 2. Normal Physical Classes

- |                  |       |        |
|------------------|-------|--------|
| a. Mid term exam | : 30% |        |
| b. Term exam     | : 40% |        |
| c. Test          | : 15% |        |
| d. Exercise      | : 15% | = 100% |



## 第二学期计分法 操行 Conduct Mark Scheme

- 1) 班导师及科老师对学生平时言行、品德、服装仪容等所表现之事实来考核学生的操行成绩，并以 80 分为基准，最高加 10 分，最低减 10 分。学生操行成绩应在 70 分与 90 分之间。

### 2) 上网课 ( Online Classes ):

操行平均 + ( 全勤+记功 ) - ( 旷课+记过 ) = 实得操行分数

### 实体课 ( Normal Physical Classes ):

操行平均 + ( 全勤+记功 ) - ( 旷课+事假+迟到+仪容+记过 )  
= 实得操行分数



## 2<sup>nd</sup> Term Conduct Mark Scheme

1. Form teachers and subject teachers should assess a student's conduct in accordance with the student's words, deeds, character, attire, ways of life and disposition. The basic conduct mark for the student is 80 and the maximum marks added to or deducted from it should not exceed 10. Student's conduct mark should be within the range of 70 marks to 90 marks.
2.
  - a. Online Classes:  
Conduct average + (Full attendance + Merit) – (Absence + Demerit) = Final Conduct Mark
  - b. Normal Physical Classes:  
Conduct average + (Full attendance + Merit) – (Absence + Personal Leave + Late + Attire + Demerit) = Final Conduct Mark



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## 第二学期计分法 联课活动 CCA Mark Scheme

- 1) 实体会社活动及校内外群体活动、比赛将暂停。
- 2) 所有会社活动将按个别会社性质，改成线上活动。
- 3) 会员们必须参与指定的会社线上活动和完成会社的指定作业。
- 4) 出席分及表现分将纳入第二学期联课活动分数。

### 联课计分法：

Attendance	Performance	Attitude	Extra Performance (EP)	
			Club	Individual
40 %	30 %	10 %	10 %	10 %

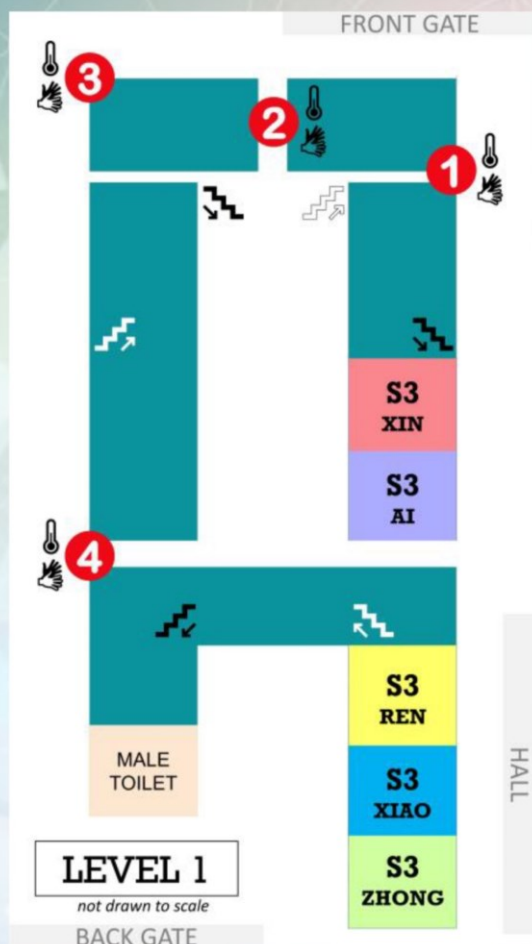


## 2<sup>nd</sup> Term CCA Mark Scheme

1. All physical club activities, internal or external gathering and competitions will be suspended until further notice.
2. Club activities will switch to online mode should the need arise.
3. Students are to participate in the online activities, complete and turn in the necessary work.
4. Attendance and performance will be included in the 2nd Semester CCA Mark Scheme



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## 高二高三实体复课 高三课室安排

- 1) 实体复课后，课室将按一米安全距离，每间课室以25位学生为准，每个班级分成两间课室，按原有课表同步上课。
- 2) 高三5个班级留在原本课室上课，见左图。
- 3) 高二9个班级，课室安排请参阅下一页。

注：高二高三实体复课日期将另行通知。



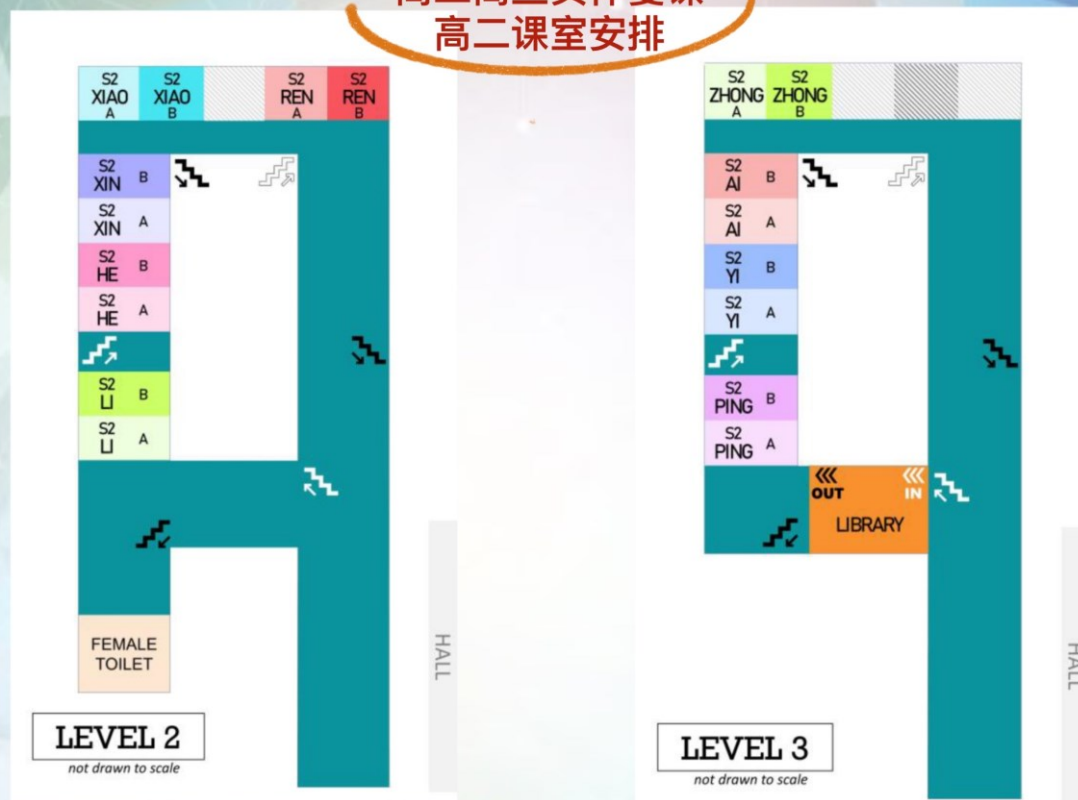
## Senior 2 and Senior 3 Resumption of Normal Classes

1. All classroom seating will follow the Precautionary Measures & Safety Guidelines Post-CMCO (one meter apart).
2. The 5 Senior 3 classes will remain in the same classrooms.



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高二高三实体复课  
高二课室安排



注：高二高三实体复课日期将另行通知。



## Senior 2 and Senior 3 Classroom Arrangement

1. The 9 Senior 2 classes will be split into 18 classrooms of 25 students per classroom.



## 16

## 实体复课班级下课安排

- 1) 鼓励同学自备早餐和午餐，并每天携带自己的餐具。
- 2) 期间禁止家长送便当，严禁叫外卖食物。
- 3) 食堂暂不提供堂食。
- 4) 早餐时段 (8.20-8.50am)同学可自行到“玉荣球场”购买早餐。
- 5) 午餐只提供预购打包食物，每份一律为RM5。
- 6) 每星期五食堂将提供每周菜单供同学预购。
- 7) 班级委派负责同学，用班级名单登记班上同学隔周的餐单预购，并负责收齐餐费亲自交到食堂相关档口。
- 8) 每天由各班负责同学到食堂领取各班预购的午餐。
- 9) 用餐地点为各自课室座位。
- 10) 用餐前后要洗手。用餐过程避免交谈，不分享食物。
- 11) 用餐后妥当处理厨余，保持课室的卫生整洁。



## Recess Arrangement for the Resumption of Normal Classes

1. Students are encouraged to take their breakfast at home, bring own packed lunch and eating utensils.
2. Parents are prohibited from delivering food to their children.
3. No dine-in at the canteen according to MOE directive.
4. Packed breakfast will be made available at the covered basketball court (Yu Rong Court) between 8.20 a.m. and 8.50 a.m.
5. Packed lunch is at RM5. Menu will be made available every Friday for pre-order following week lunch.
6. Class committee members will record the pre-order lunch using the class name list and give the record and payment to the canteen operators.
7. Each class will elect class representatives to collect the packed lunch for the class every day.
8. Students should remain in their own seats while taking their lunch.
9. Students must wash their hands before and after eating. Chatting and sharing of food are strictly prohibited.
10. Maintain surrounding cleanliness after eating.



## 家长回条

请家长和同学们详细阅读以上学务指南，  
清楚第二学期网课和实体复课各项运作，  
继续督促孩子的学习和维持个人良好生活习惯。

复课前，也请家长和同学再次阅读并遵守本校防疫校园安全指南。

谢谢大家！

5/6/2020修订

P.O.BOX.11135,88812,KotaKinabalu,Sabah,Malaysia

Tel : 60-(0)88-254154

Email : principal@stss.edu.my

Fax : 60-(0)88-235978

URL : <http://www.stss.edu.my>



## Parents or Guardian Acknowledgement

1. Parents and students are advised to read the above guidelines carefully and thoroughly to fully understand the online and normal classes requirements.
2. Parents should continue to provide guidance to their children to encourage good learning and living habits.
3. Upon receiving the Resumption of Classes notification, kindly read through the Precautionary Measures and Safety Guidelines Post-MCO again.

Thank you.