



# 菲律賓馬尼拉天主教崇德學校 Saint Jude Catholic School

## **Policies on Make-up Examinations and Incentives** **High School Department** SY 2010-2011

### **I. Introduction**

The attached policies will govern the implementation of make-up examinations and incentives to the students of the high school department.

Absences incurred due to competitions /contest are given due credit in the related subjects and basic consideration in the unrelated subjects.

Absences incurred because of personal reasons such as sickness, family matters and other personal concerns are likewise given corresponding procedural guidelines.

### **II. Implementing Guidelines**

- A. All provisions are with the understanding that the teachers concerned will be informed and given proper communication about the reason/ nature of the student's absence.
- B. All contests both international and local, academic or sports related must be subjected to the evaluation and accreditation of the high school department first before participation takes place.
- C. Aesthetic contests pertain to competitions related to the arts e.g. painting, drawing, photography and other visual arts
- D. Submitted entries refer to contests that do not require participants to be physically present. The submitted entries instead suffice as representation of the contestant.
- E. Absentees who missed lessons or quiz because of sickness must confer with the concerned teachers on schedule of make-up sessions and quiz.
- F. Other cases arising outside these policies are to be subjected to departmental decision and administrative approval.

### **III. Effectivity**

The policies on make-up examinations and incentives shall take effect in the second semester of the school year 2010-2011.

#### **Endorsed by:**

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Mrs. Genalyn Alfonso(Signed)  
*HS English Department Head*

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Ms. Or Hau Lai (Signed)  
*HS Chinese Department Head*

#### **Recommending Approval:**

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Rev. Fr. Lino Nicasio, SVD, Ph.D.  
*School Principal (Signed)*

#### **Approved by:**

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Rev. fr. Jerome Marquez, SVD  
*School Director (Signed)*



菲律濱馬尼拉天主教崇德學校  
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**Policies on Make-up Examinations and Incentives**  
**High School Department**  
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Case	Related Subjects	Non-related Subjects
<b>I. International Official Contest</b> – <i>refers to contest that are officially sanctioned by the school and are sponsored by recognized government agencies</i>		
A. Academics B. Sports	<ul style="list-style-type: none"> <li>▪ Total exemptions in all written exams given on the duration of contest. Grade will be 100.</li> <li>▪ Highest possible grade in recitation</li> <li>▪ Exemption in Projects</li> <li>▪ Win or lose 100 in PT</li> </ul>	<ul style="list-style-type: none"> <li>▪ Option 1 grades missed will be based on the items the student has taken prior to the absence</li> <li>▪ Option 2 grades missed will be taken after make-up sessions with the concerned teachers</li>   <li>▪ projects will be submitted at the students most convenient time within the quarter</li> </ul>
<b>II. International Accredited Contest</b> – <i>refers to contest recognized by the school but which participation is under discretion of the student</i>		
A. Academics	<ul style="list-style-type: none"> <li>• Total exemptions in all written exams given on the duration of contest.</li>   <li>• Win or lose PT – 100</li> </ul>	<ul style="list-style-type: none"> <li>▪ Option 1 grades missed will be based on the items the student has taken prior to the absence</li> <li>▪ Option 2 grades missed will be taken after make-up sessions with the concerned teachers</li>   <li>▪ projects will be submitted at the students most convenient time within the quarter</li> </ul>
<b>III. Local/National Contest</b> – <i>refers to contest that are official sanctioned by the school and are sponsored by recognized government agencies</i>		
A. Academics B. Sports/ Aesthetics C. Submitted Entries	<ul style="list-style-type: none"> <li>▪ Exemption on grade component/s missed in related subjects/all MAPEH subjects during the time of absence or will be exempted on the next quiz after the competition joined. Win or lose grade will be 100.</li> <li>▪ Winners will be given exemption in the PT in all related subjects/MAPEH subjects. Grade is as follows: 1<sup>st</sup> place – 100, 2<sup>nd</sup> place – 98, 3<sup>rd</sup> place – 95</li> <li>▪ <i>If the contest involves more than 1 subject area the incentives will be deliberated by the department</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ grades missed will be taken after make-up sessions with the concerned teachers</li>   <li>▪ projects will be submitted at the students most convenient time within the quarter</li> </ul>
<b>IV. Personal</b> – <b>absences due to illness/personal concerns/family affairs</b>		
The student will have to take/make-up on all missed grade components a week after returning from absence.		