



## ST. MARK'S SCHOOL

18 Oi Yin Street, Aldrich Bay, Shaukeiwan, Hong Kong  
Tel.: 2560 1262

### Application for S1 Discretionary Place 2022 – 2023

#### Notes to Applicants

- Applicants are required to submit the following to the School Office in person during office hours between **3 January 2022** and **17 January 2022**:
  - An application form for S1 Discretionary Place from the Education Bureau
  - An application form for S1 Discretionary Place from St. Mark's School
  - Three** stamped and self-addressed envelopes
  - One photocopy of each of the following documents:
    - Birth certificate or identity card or passport
    - Primary 5 and 6 School Reports
    - Relevant certificates
  - (Optional) Applicants who have attained grade 5 or above in musical instrument examinations can upload their music performance to YouTube and send the link to the school by email (music.admissions@stmarks.edu.hk) on or before 25 February 2022. Please refer to the *Notes for Submitting Music Performance* (Appendix A) for details.

[ Note: Recommendation letters of primary schools are not necessary. ]

Please bring along the originals of the applicant's identity documents (e.g. birth certificate, identity card or passport) **for verification** when submitting the application.

*In view of the COVID-19 epidemic, parents could thoroughly consider the needs and associated risks of unsuccessful delivery, and arrange to submit the above documents by post (the postmark date should not be later than the prescribed deadline).*

Office hours:      Monday – Friday                      9:00 a.m. – 12:30 p.m. & 1:30 p.m. – 4:30 p.m.  
                                 Saturday                                      9:30 a.m. – 12:30 p.m.

- All applicants will attend an online interview on either 12 March 2022 or 19 March 2022. We will inform applicants of the time and date of the interview in due course. Please refer to the *Notes for Online Interview* (Appendix B) for details.
- Each Primary 6 pupil is allowed to apply to no more than two secondary schools for a discretionary place; otherwise, his/her chance of acquiring a discretionary place will be forfeited. Once an application is submitted, the application form cannot be cancelled or retrieved.
- Admission Criteria:

<b>Academic Performance:</b> The applicant's primary school internal academic results and his/her position in the 'Rank Order List' supplied by the Education Bureau.	50%
<b>Interview:</b> Consideration will be given to the applicant's ability to communicate in English. Credit will be given to awards, good conduct, extra-curricular activities and services.	50%

- Successful applicants will be notified by mail and phone on 31 March 2022 (Thursday). Should there be any changes in residential / correspondence address and phone number, please let us know at your earliest convenience.



**ST. MARK'S SCHOOL**  
**Application for Secondary 1 Admissions**  
**2022 – 2023**

*For Office Use Only*

Index No. : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Email : \_\_\_\_\_

*This application form should be filled in by the applicant.*

Part I – Personal Information				
Applicant's name (English) :			Applicant's Photo	
(Chinese) :				
Student reference no. (STRN) :				
Date of birth (DD/MM/YY) :				
Place of birth :				
Sex :		Religion :		
Age (as on 1 <sup>st</sup> Sep. 2022) :		Church :		
Primary school attending :				
Awards :				
Special duties / responsibilities in school :				
Interest classes taken outside school :				
Part II – Family Background				
Father	Name :	(English)	(Chinese)	
	Education level* :	Primary / Secondary / Tertiary		
	Occupation :			
Mother	Name :	(English)	(Chinese)	
	Education level* :	Primary / Secondary / Tertiary		
	Occupation :			
Legal guardian (if any) :	Name :	(English)	(Chinese)	
	Education level* :	Primary / Secondary / Tertiary		
	Occupation :			
Siblings who are students or alumni of St. Mark's School :				
Family members working at St. Mark's School :				

\* Delete as appropriate.

Part III – Contacts #			
Address (English) :			
(Chinese) :			
Home telephone no. :			
Father's mobile phone no. :		Email address :	
Mother's mobile phone no. :		Email address :	
Legal guardian's mobile phone no. (if any) :		Email address (if any) :	
Preferred contact person : *	Father / Mother / Legal guardian		
Part IV – Musical Instrument(s) (Optional)			
Type(s) of instrument(s):		The highest level attained:	
Part V – Referees (Optional)			
Referee 1	Name :		Contact no. :
	Occupation :		Relationship with applicant :
Referee 2	Name :		Contact no. :
	Occupation :		Relationship with applicant :
Part VI – Signatures			
Applicant's signature:		Parent's / legal guardian's signature:	

# Please verify that the contact details are correct.

\* Delete as appropriate.

## Appendix A

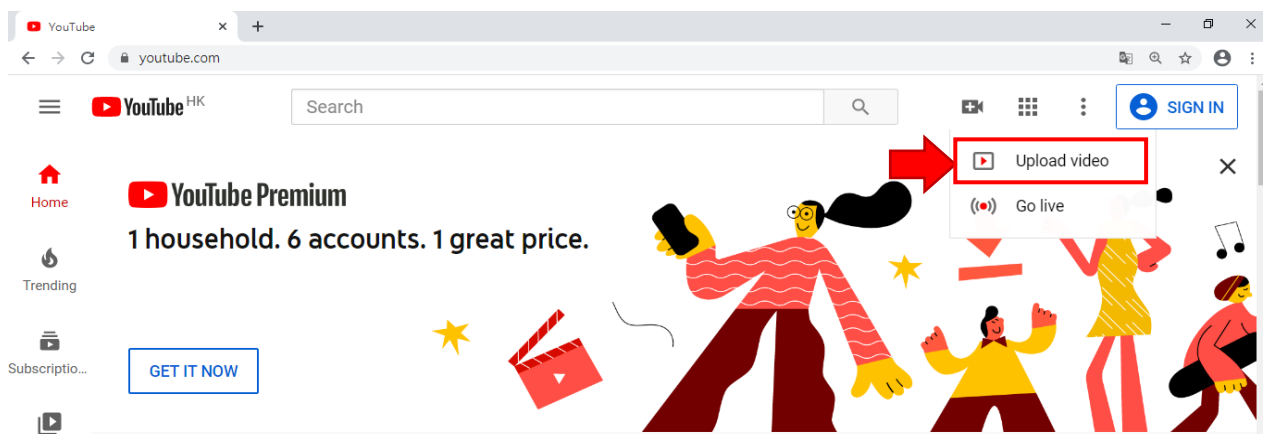
# St. Mark's School Notes for Submitting Musical Performance

### A. Guidelines of the Musical Performance

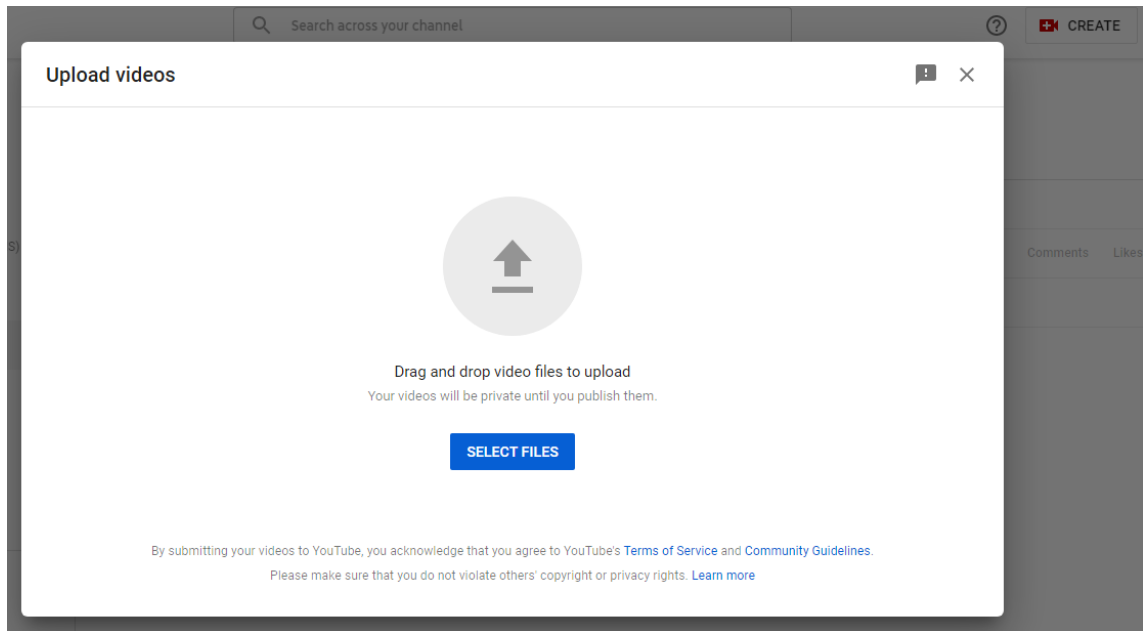
1. Before the start of musical performance, the applicant should state his/her full name and the title of the piece.
2. Both the applicant's face and the instrument should be clearly seen in the recording. Applicants are encouraged to record at home or a safe environment without a mask on. Applicants should take the responsibility of assessing the health risk and follow the health advice from the Government.
3. The recommended duration for the performance is approximately 3 – 5 minutes.
4. The applicant should wear proper school uniform in the performance.
5. After the recording, the performance should be uploaded to YouTube with the title containing the applicant's STRN and his/her name (e.g. STRN\_CHANChiMan\_陳志文).
6. The sound quality of the video is of utmost importance. Applicants should ensure that the performance can be viewed clearly and smoothly on YouTube before sending the link to the school by email ([music.admissions@stmarks.edu.hk](mailto:music.admissions@stmarks.edu.hk)). If the same applicant has sent more than one link/email, only the first one will be assessed.
7. The email with the link should be sent **on or before 25 February 2022**. Late submission will not be entertained.

### B. Instructions for Uploading Video (Musical Performance)

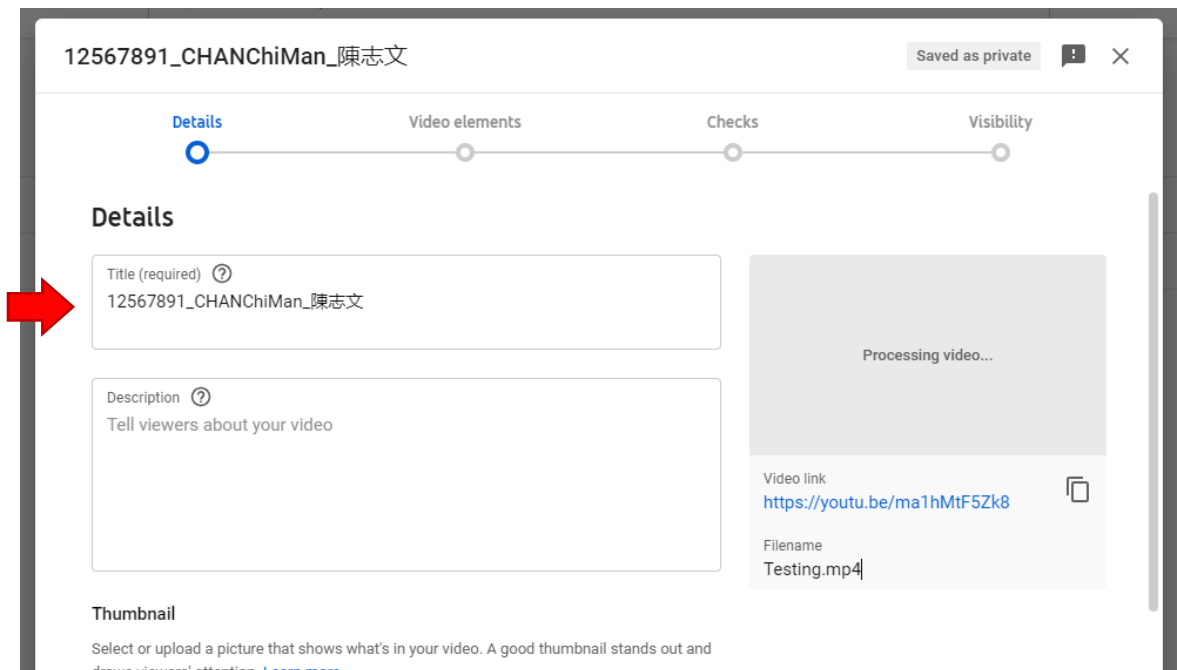
1. Go to [www.youtube.com](http://www.youtube.com) and sign in. If you do not have an account, create one for the application.
2. Click on the video icon at the top right hand side of the window, which can be found next to your user icon, messages, apps, and notifications
3. Click 'Upload Video'.



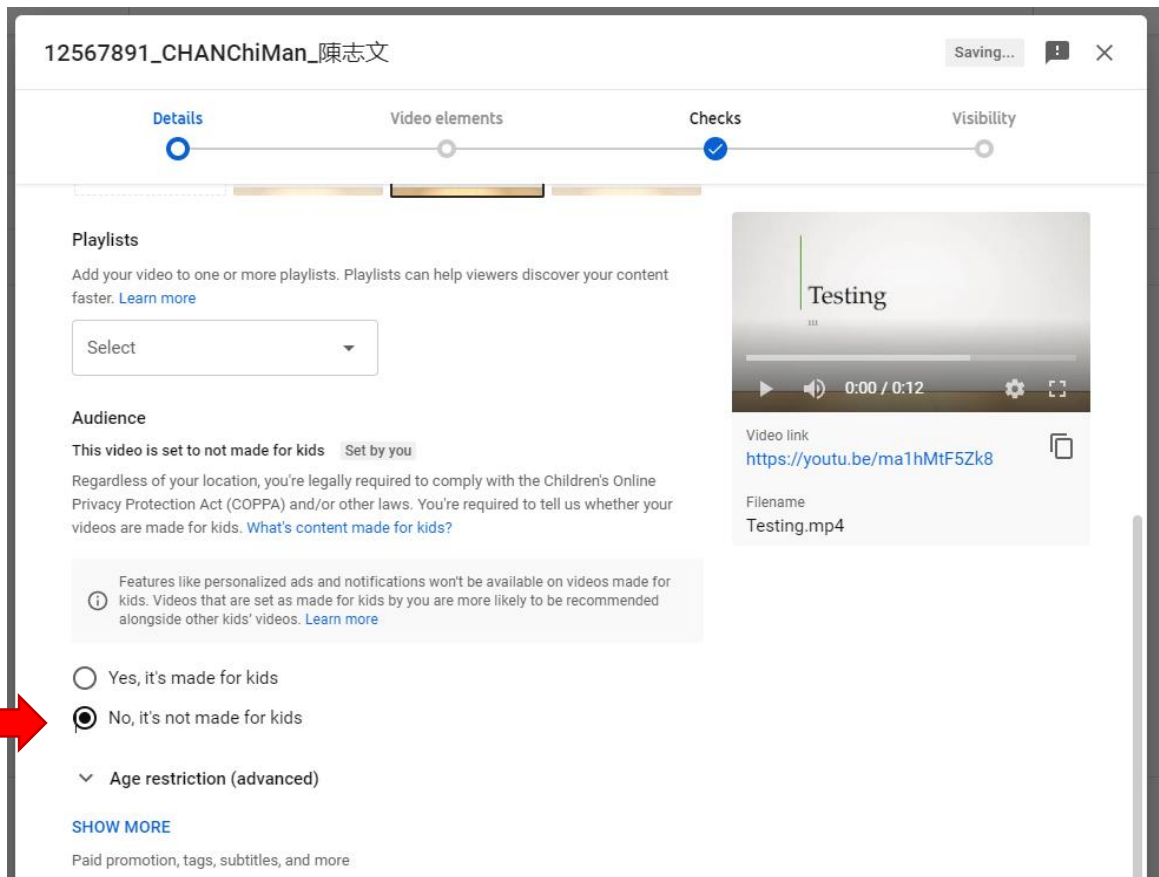
- Click on the 'Select files to upload' box and select your video file from the directory or drag your video file into the box.



- In the 'Details' screen, enter the appropriate title 'STRN\_English Name\_Chinese Name' in the box where the filename appears (e.g. '12567891\_CHANChiMan\_陳志文').

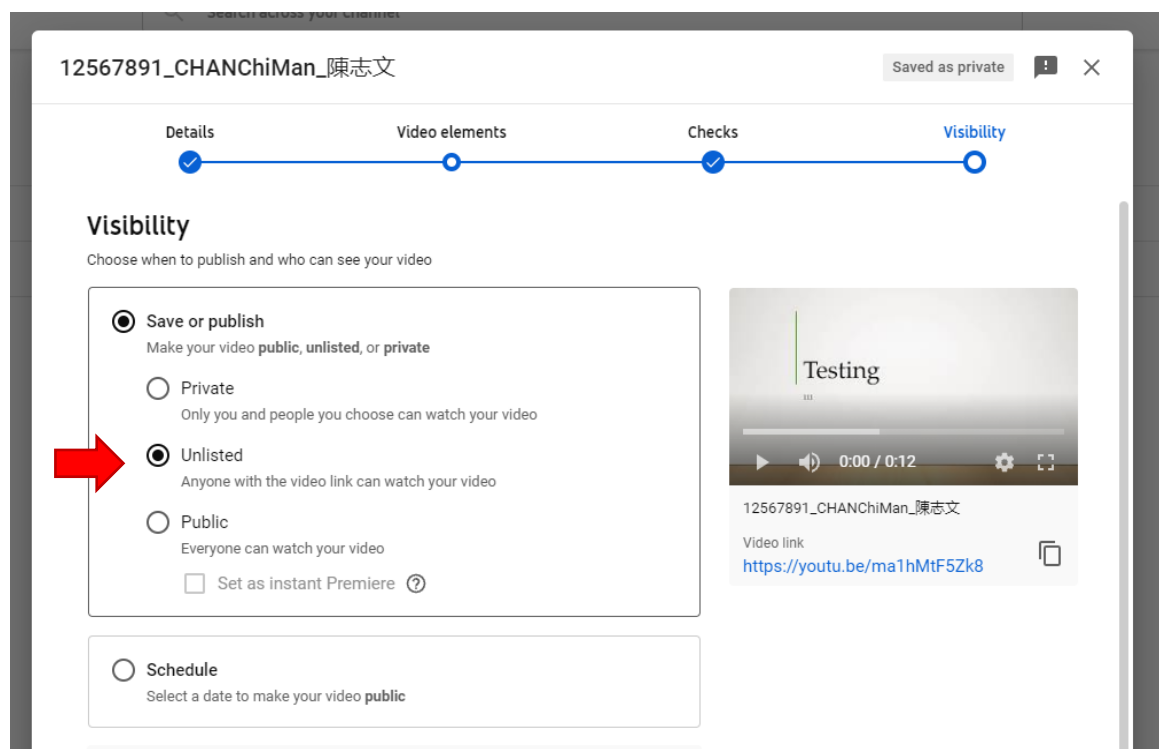


6. Scroll down to the 'Audience' section and click 'No, it's not Made for Kids.'

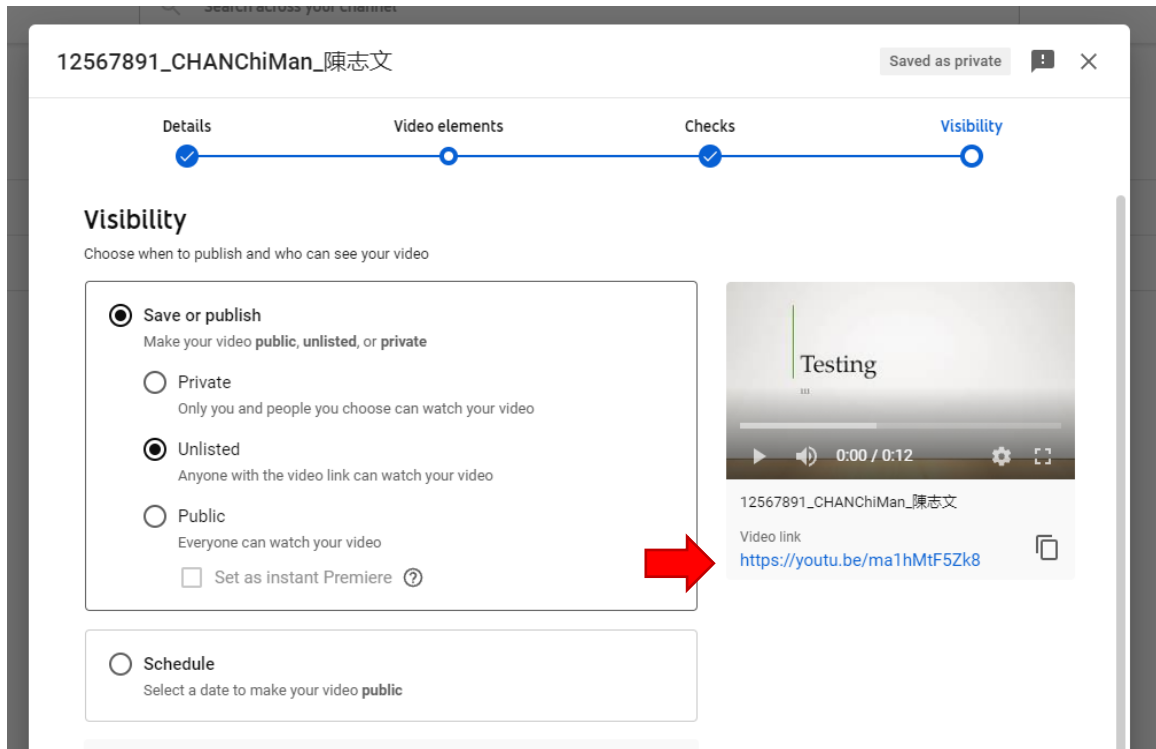


7. No changes in the video elements are required.

8. In the 'Visibility' screen, change the privacy setting to 'Unlisted'.



9. After your video has been uploaded, copy the URL and send it to the school by email ([music.admissions@stmarks.edu.hk](mailto:music.admissions@stmarks.edu.hk)). The subject of the email should adhere to the prescribed format: 'STRN\_English Name\_Chinese Name' (e.g. '12567891\_CHANChiMan\_陳志文').



## Appendix B

### St. Mark's School Notes for Online Interview

#### A. Preparation for the Interview on Zoom

Prior to the interview, applicants should take the following preparatory steps:

- Create an account on Zoom. The username to join the meeting should clearly state the applicant's number provided, applicant's full name in both English and Chinese (e.g. 321\_CHAN Chi Man\_陳志文).
- The Meeting ID and password for attending the Interview together with the time slot will be sent to the applicant's registered address one week prior to the Interview.
- Once the applicant joins the meeting according to the specific time, he/she will have to wait in the 'Waiting Room' of Zoom, and he/she will be admitted to the meeting when previous candidates finish their interviews. Please be expected to wait for a certain period of time.
- If any problems are encountered when joining the Zoom interview, please call 2560 1262 to seek advice.

#### B. Format of Interview

	Content	Expected duration
1 <sup>st</sup> Session	Student will attend an English Speaking Test.	3 minutes
2 <sup>nd</sup> Session	Student and parents will attend an interview together.	5-8 minutes

Parents or legal guardians are encouraged to join the interview to help the interviewers to better understand the learning attitude and learning habit of the candidate.

#### C. Guidelines of the Interview

During the interview, candidates should:

- keep the audio and visual on at all times
- disable any screenshot function of the operating device
- wear proper school uniform
- maintain a conversational flow
- work independently without others' assistance
- be courteous
- be confident