





**ST. MARK'S SCHOOL**  
**Application for Secondary One Discretionary Places**  
**2024 – 2025**

<i>For Office Use Only</i>	
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. 2024) :		Church :		
Address (English) :				
(Chinese) :				
Primary school attending :				
Awards :				
Special duties / responsibilities in school :				
<b>Part II – Family Background</b>				
<b>Father</b>	Name :	(English)	(Chinese)	
	Mobile phone no. :		Email address :	
	Occupation :		Education level* :	Primary / Secondary / Tertiary
<b>Mother</b>	Name :	(English)	(Chinese)	
	Mobile phone no. :		Email address :	
	Occupation :		Education level* :	Primary / Secondary / Tertiary
<b>Legal guardian (if any)</b>	Name :	(English)	(Chinese)	
	Mobile phone no. :		Email address :	
	Occupation :		Education level* :	Primary / Secondary / Tertiary
Preferred contact person : <small>[ in priority, write 1 for the most / more preferred contact person and 2 (or 3 if applicable) for the least / less preferred contact person ]</small>	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Legal guardian			
Siblings who are students or alumni of St. Mark's School :				
Family members working at St. Mark's School :				


\* Delete as appropriate.

Part III – Musical Instrument(s) (Optional)			
Type(s) of instrument(s):		The highest level attained:	
Part IV – Referees (Optional)			
Referee 1	Name :		Contact no. :
	Occupation :		Relationship with applicant :
Referee 2	Name :		Contact no. :
	Occupation :		Relationship with applicant :
Part V – Signatures			
Applicant's signature:		Parent's / legal guardian's signature:	

# Please verify that the contact details are correct.

**Notes:**

The personal data provided by means of this form will be used for processing the application for a S1 discretionary place. They may be disclosed to the Education Bureau, if necessary. The provision of personal data by means of this form is obligatory. If an applicant does not provide sufficient information, the school may not be able to process the application. The applicant has the right to request access or correction of his/her personal data in light of the Personal Data (Privacy) Ordinance.

I have completed the following in support of my application (tick the boxes below as appropriate):	
<input type="checkbox"/> 1. completing this application form for S1 Discretionary Places from St. Mark's School <input type="checkbox"/> 2. completing an application form for S1 Discretionary Places from the Education Bureau <input type="checkbox"/> 3. preparing two stamped and self-addressed envelopes <input type="checkbox"/> 4. preparing one photocopy of each of these documents: <ul style="list-style-type: none"> <li>- birthday certificate / identity card / passport</li> <li>- primary 5 and 6 school reports</li> <li>- relevant certificates</li> </ul> <input type="checkbox"/> 5. preparing the originals of the applicant's identity documents (i.e. birthday certificate / identity card / passport) <input type="checkbox"/> 6. (optional) uploading a video to YouTube and copying the video link (Refer to Appendix A for more information.) <input type="checkbox"/> 7. (optional) submitting the YouTube link to the video via Google Forms at <a href="https://forms.gle/mMV8vx6rLhyZkzSr7">https://forms.gle/mMV8vx6rLhyZkzSr7</a> . You may also scan the QR code included in this table to access the Google Form.	

## Appendix A

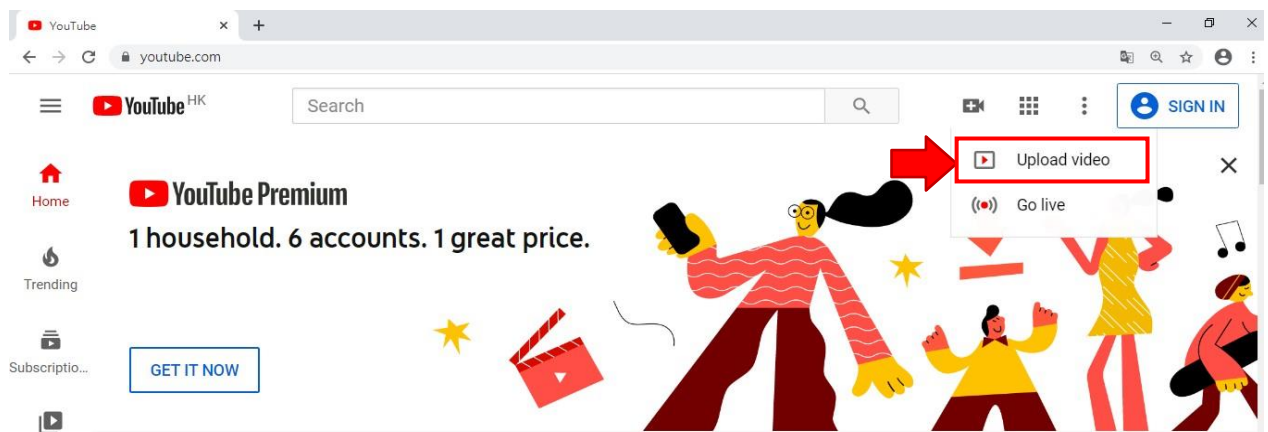
# St. Mark's School Application for Secondary One Discretionary Places 2024-2025 Notes for Submitting a Video

### A. General Guidelines

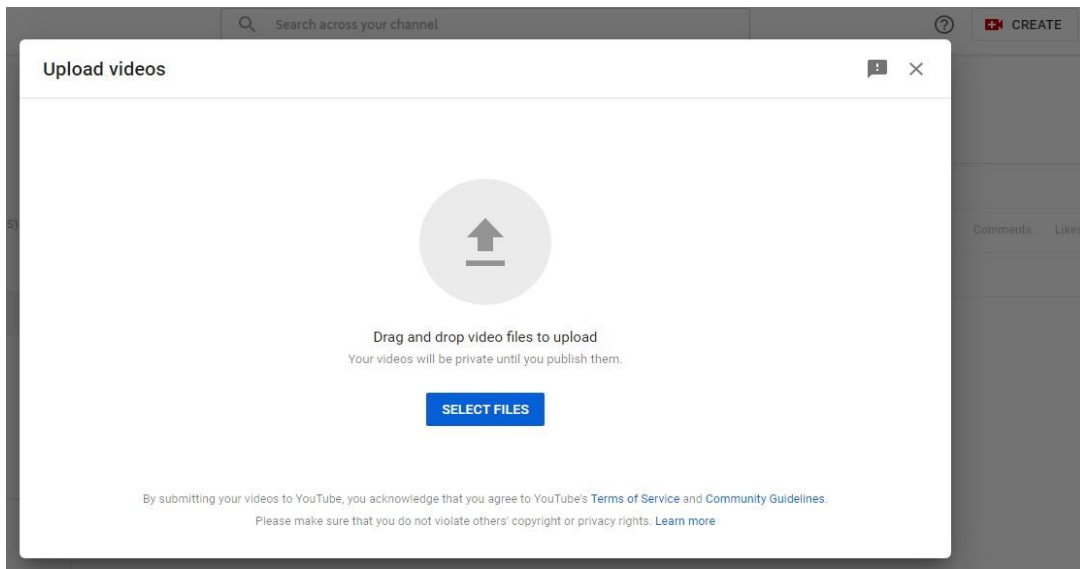
1. The video should showcase the applicant's talent in Chinese Language, English Language, music, visual arts, sports, and/or STEM. It can be a performance in one area or a compilation of performances in multiple areas. If it consists of more than one performance, please indicate the starting time stamp for each segment on the Google Form.
2. The applicant should begin the video by stating his/her full name.
3. The applicant's face should remain clearly visible throughout the recording.
4. The applicant should wear proper school uniform for the video.
5. The video allows for editing and the duration should not exceed 3 minutes.
6. To submit the video, please upload it to YouTube with the title containing the applicant's student reference number and his/her name (e.g. STRN\_CHANChiMan\_陳志文).
7. Applicants must ensure that the video on YouTube has good audio and video quality before submitting the link to the school. Submit the video link through the designated Google Forms link at <https://forms.gle/mMV8vx6rLhyZkzSr7>. Please note that if an applicant submits multiple responses, only the last submission before the deadline will be assessed.
8. The video must be submitted via Google Forms **on or before 24 February 2024**. Late submission will not be entertained.

### B. Instructions for Uploading and Submitting a Video

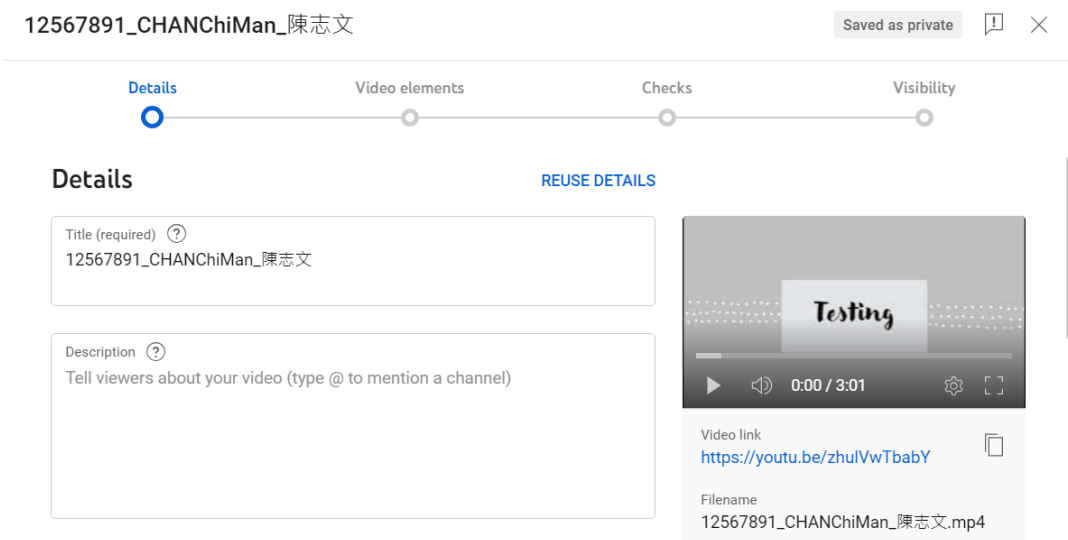
1. Go to [www.youtube.com](http://www.youtube.com) and sign in. If you do not have an account, create one for the application.
2. Click on the video icon at the top right-hand side of the window, which can be found next to your user icon, messages, and notifications
3. Click 'Upload Video'.



- 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 'Student Reference Number\_English Name\_Chinese Name' in the box where the filename appears (e.g. '12567891\_CHANChiMan\_陳志文').



- For videos which cover performances in more than one area, please indicate the starting time stamp for each segment in the 'Description' box.



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

12567891\_CHANChiMan\_陳志文 Saving...

Details Video elements **Checks** Visibility

### Audience

This video is set to not 'Made for Kids' [Set by you](#)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are 'Made for Kids'. [What is 'Made for Kids' content?](#)

Features like personalised ads and notifications won't be available on videos 'Made for Kids'. Videos that are set as 'Made for Kids' by you are more likely to be recommended alongside other children's videos. [Learn more](#)

Yes, it's 'Made for Kids'

No, it's not 'Made for Kids'

Age restriction (advanced)

Video link: <https://youtu.be/zhuVwTbabY>

Filename: 12567891\_CHANChiMan\_陳志文.mp4

8. No changes in the video elements are required.
9. In the 'Visibility' screen, change the privacy setting to 'Unlisted'.

12567891\_CHANChiMan\_陳志文 Saved as private

Details Video elements Checks **Visibility**

### Visibility

Choose when to publish and who can see your video

**Save or publish**  
Make your video **public, unlisted** or **private**

Private  
Only you and people who you choose can watch your video

Unlisted  
Anyone with the video link can watch your video

Public  
Everyone can watch your video

Set as instant Premiere [?](#)

Video link: <https://youtu.be/zhuVwTbabY>

10. Check whether your video is with good audio and video quality and if the time stamps are working.

YouTube Search 0:00 / 3:00 Music

### Chapters

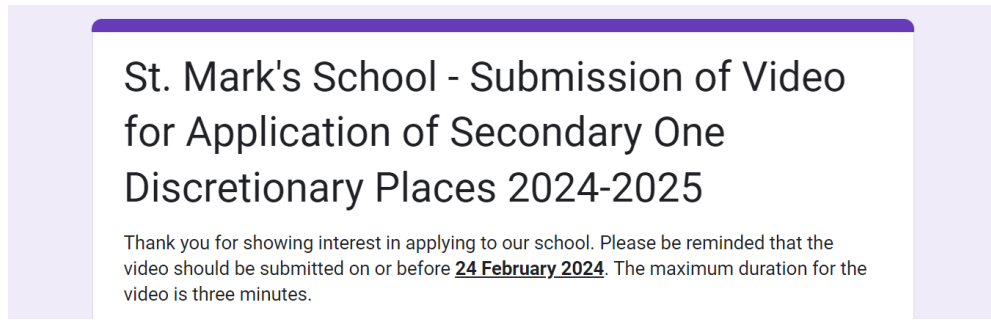
- Testing Music 0:00
- Testing Chinese language 1:25
- Testing Sports 2:13

12567891\_CHANChiMan\_陳志文 Unlisted

[Analytics](#) [Edit video](#) 0 [Share](#) [Download](#)

No views 12 Nov 2023  
Music: 0:00  
Chinese language: 01:25

11. After uploading your video, copy the video link.
12. Go to the Google Form at <https://forms.gle/mMV8vx6rLhyZkzSr7>. Complete Questions 1-3 with personal information. Then, go to Question 4 and paste the YouTube link to your video.



4. Link to your video on YouTube: \*

<https://youtu.be/zhu1VwTbabY>

13. Check the appropriate box(es) which indicate(s) the area(s) your video belongs to.

5. Which area/areas does your video belong to? \*

- Chinese Language
- English Language
- Music
- Visual Arts
- Sports
- STEM
- Other: \_\_\_\_\_

14. For videos covering performances in more than one area, please indicate the starting time stamp for each segment in Question 6.

6. If your video covers performances in more than one area, please indicate the starting time stamp for each segment. (e.g. Music: 0:00; Chinese language: 01:25; Sports: 02:13)

Music: 0:00; Chinese language: 01:25; Sports: 02:13

15. After reviewing the information provided in the form, click 'submit' to send out the response.

