

保良局羅傑承(一九八三)中學  
訓育處  
優點制度獎勵準則

獎勵：

學生若在操行、服務、校外獎項及學業成績等方面有優異或良好表現者，或對社區、學校有特殊貢獻，可先經老師推薦，再經校方批核後，予以記優點、小功及大功之獎賞。

- a. 學校可按學生的表現而直接給予學生的獎賞點(Credit)或優點(Mini Merit)，按獎賞點的數量轉換成優點(Mini Merit)、小功(Minor Merit)及大功(Major Merit)不同的獎賞。
- b. 累積三個獎賞點會轉換成一個優點。
- c. 累積三個優點將會轉換成一個小功。
- d. 累積三個小功將會轉換成一個大功。
- e. 優點及小功以跨範疇 (cross domain)累積。
- f. 凡記優點或記功者，有關獎勵將紀錄在成績表上。
- g. 表現特別卓越的同学，經評審委員審訂後，可直接給予相關的獎勵。

獎勵準則

操行	代碼	獎勵類別及項目	優點 (mini merit)	獎賞點 (Credit)
	1	半學年考勤守時 (不缺席、不遲到和不早退)		1
	2	全學年內未被扣減任何操行分	1	
	3	操行分全級第一名	3	
	4	操行分全級第二名	2	
	5	操行分全級第三名	1	
	6	在某事件中有特別忠誠、正直、勇敢之表現 (如舉報不良行為、拾遺不昧、見義勇為等) (於此項目只限最高累積 3 個獎賞點)		1

服務	代碼	服務團隊及學會 / 團隊幹事	優點 (mini merit)	獎賞點 (Credit)
甲	7	總領袖生(Head Prefect)	1-6	
	8	總輔導領袖生(Head Guidance Prefect)		
	9	學生會會長 (Chairman of the Student Union)		
	10	圖書館服務團長 (Head Librarian)		
	11	總資訊科技領袖生 (Head I.T. Prefect)		
	12	總課外活動領袖生 (Head CCA Prefect)		
乙	13	領袖生 (Senior Prefect & Prefect)	1-3	
	14	輔導領袖生 ((Senior & Guidance Prefect)		
	15	學生會幹事 (Committee member of Student Union)		
	16	圖書館服務團員 (Librarian)		
	17	資訊科技領袖生 (I.T. Prefect)		
	18	課外活動領袖生 (CCA Prefect)		
	19	社長 (House Captain)		
丙	20	社幹事 (Committee member of House)	1	

	21	各團隊主席 (School Team Leader)	1-2	
丁	22	行政部門大使 (Executive department helper)		1-3
	23	各團隊幹事 (Committee member of School Team)		1

服務	代碼	服務團隊及學會 / 團隊幹事	優點 (mini merit)	獎賞點 (Credit)
戊	24	班長 (Monitor / Monitress)		1-2
	25	各學會主席 (Leader of Clubs / Societies)		1-2
	26	各學會幹事 (Committee member of Clubs / Societies)		1
	27	科長 (Subject Helper)		1
	28	班級助手 (Class Helper)		1
	29	其他 (Others) (Member of different committees with outstanding performance)		1-2
其他	30	其他社區服務：社區服務(例如賣旗、義工活動及獎券售賣) (於此項累積的獎賞點最高為 6) (執行性活動如賣旗可獲 0.5 個獎賞點，策劃性活動如探訪可獲 1 個獎賞點)		0.5-1

校外獎項	代碼	獎勵類別及項目	優點 (mini merit)	獎賞點 (Credit)
	31	地區性 / 區際 / 屬校 / 聯校比賽或活動計劃中，表現良好之同學		1-2
	32	地區性 / 區際 / 屬校 / 聯校比賽或活動計劃中，表現卓越（取冠、亞或季軍），為校爭光之同學		4-6
	33	全港性比賽或活動計劃中，表現良好之同學	1-2	
	34	全港性比賽或活動計劃中，表現卓越（取冠、亞或季軍），為校爭光之同學	3-5	
	35	全國性 / 國際性比賽或活動計劃中，表現良好之同學	1-3	
	36	全國性 / 國際性比賽或活動計劃中，表現卓越（取冠、亞或季軍），為校爭光之同學	4-6	

學業	代碼	獎勵類別及項目	優點 (mini merit)	獎賞點 (Credit)
校內成績優異	43	考獲全級第一名	3	
	44	考獲全級第二名	2	
	45	考獲全級第三名	1	
	46	考獲全級第四名至十名		2
	47	各科中考獲全級第一名		2
	48	各科中考獲全級第二及第三名		1

## 優點給予指引

### 服務 --- 甲

表現指標	獎勵（最高給予優點）
<ul style="list-style-type: none"> <li>✧ 有傑出組織能力，經常地領導同學籌辦統籌全校活動、管理及推行全校的工作</li> <li>✧ 有卓越領導才能及工作表現，作為全校同學的典範及模樣</li> <li>✧ 主動及有效地充當校方與學生溝通的橋樑</li> <li>✧ 明確為自己所屬團隊定下適切的目的，並採取相應的計劃和行動來達成目標</li> <li>✧ 能定期檢視隊伍表現，以爭取高效率、高質素成果，並能適切地推行對後進的指導及接班人的培養。</li> </ul>	6
<ul style="list-style-type: none"> <li>✧ 有優異組織能力，間有領導同學籌辦統籌全校活動、管理及推行全校的工作</li> <li>✧ 以身作則，為同學樹立榜樣</li> <li>✧ 有傑出領導表現，能帶領團隊隊伍的發展，推動各組員有優異表現</li> </ul>	5
<ul style="list-style-type: none"> <li>✧ 有良好組織能力，經常領導同學協辦及推行全校的工作</li> <li>✧ 有傑出領導表現，能有效地推動及策劃、監察團隊的工作</li> </ul>	4
<ul style="list-style-type: none"> <li>✧ 有良好組織能力，間有領導同學協辦及推行全校的工作</li> <li>✧ 有良好領導表現，能有效地推動及策劃、監察小隊的工作</li> <li>✧ 表現負責任、主動願意、有承擔感及投入工作</li> </ul>	3
<ul style="list-style-type: none"> <li>✧ 積極投入崗位服務，完成整年任務</li> <li>✧ 能與團隊充份合作</li> <li>✧ 擔任小組隊長角色，帶領小組同學完成委派的工作</li> </ul>	2
<ul style="list-style-type: none"> <li>✧ 盡忠職守，能聽從指示，並完成工作</li> </ul>	1

### 服務 --- 乙

表現指標	獎勵（最高給予優點）
<ul style="list-style-type: none"> <li>✧ 有良好組織能力，間有領導同學協辦及推行全校的工作</li> <li>✧ 有良好領導表現，能有效地推動及策劃、監察小隊的工作</li> <li>✧ 表現負責任、主動願意、有承擔感及投入工作</li> </ul>	3
<ul style="list-style-type: none"> <li>✧ 積極投入崗位服務，完成整年任務</li> <li>✧ 能與團隊充份合作</li> <li>✧ 擔任小組隊長角色，帶領小組同學完成委派的工作</li> </ul>	2
<ul style="list-style-type: none"> <li>✧ 盡忠職守，能聽從指示，並完成工作</li> </ul>	1

## 服務 --- 丙

優點給予範圍為 1-2

1: 完成整年任務 (complete duty)

2: 有領導才能

### 校外獎項

全國性 / 國際性比賽或活動計劃中，表現卓越，為校爭光之同學(代碼：36)

優點	取得條件
6	獲得冠軍
5	獲得亞軍
4	獲得季軍

全國性 / 國際性比賽或活動計劃中，表現良好之同學(代碼：35)

優點	取得條件
3	同學表現良好，並進入比賽或活動計劃中的最終回
2	同學在全國性 / 國際性比賽或活動計劃中表現良好
1	合乎資格，參與全國性 / 國際性比賽或活動計劃

全港性比賽或活動計劃中，表現卓越，為校爭光之同學(代碼：34)

優點	取得條件
5	獲得冠軍
4	獲得亞軍
3	獲得季軍

全港性比賽或活動計劃中，表現良好之同學(代碼：33)

優點	取得條件
2	同學表現良好，並進入比賽或活動計劃中的最終回
1	同學表現良好

地區性 / 區際 / 屬校 / 聯校比賽或活動計劃中，表現卓越，為校爭光之同學(代碼：32)

獎賞點	取得條件
6	獲得冠軍
5	獲得亞軍
4	獲得季軍

地區性 / 區際 / 屬校 / 聯校比賽或活動計劃中，表現良好之同學(代碼：31)

獎賞點	取得條件
2	同學表現良好，並進入比賽或活動計劃中的最終回
1	同學表現良好

註：考鋼琴試等不能作為取得優點或獎賞點的條件，惟於鋼琴比賽獲獎則計算在內。

**Po Leung Kuk Lo Kit Sing (1983) College**  
**Discipline Department**  
**Merit System**

Merits are awarded to students who have good or outstanding performance in conduct, service and academic areas, or make a contribution to the community or the school; they can be recommended by teachers and then approved by the school.

- a. Credits and merits will be given according to students' performance in a variety of areas. Credits can be converted into merits when accumulated credits reach the required standards.
- b. Three credits can be converted into one mini merit.
- c. Three mini merits can be converted into one minor merit.
- d. Three minor merits can be converted into one major merit.
- e. The merits and minor merits can be obtained and accumulated across different domains.
- f. Merits will be recorded in the report card.
- g. Merits may be given to those students who have had outstanding performance after consulting with the teachers.

**Guidelines for Awarding Merits and Credits:**

Conduct	Code	Award Category and Item	Mini Merit(s)	Credit (s)
	1	Good attendance in each semester (without lateness, absence or early leave)		1
	2	No conduct mark deduction in the whole academic year	1	
	3	The highest conduct mark in form	3	
	4	The second highest conduct mark in form	2	
	5	The third highest conduct mark in form	1	
	6	Acts of honesty, integrity and courage in a particular incident (e.g. reporting the wrong-doing of other students to teacher / school, returning lost items found, never hesitating to do what is right) (Max 3 Credits can be awarded from this item)		1

Service	Code	Services Team / Committee Member of CCA	Mini Merit(s)	Credit (s)
A	7	Head Prefect	1-6	
	8	Head Guidance Prefect		
	9	Chairman of the Student Union		
	10	Head Librarian		
	11	Head I.T. Prefect		
	12	Head CCA Prefect		
B	13	Senior Prefect & Prefect	1-3	
	14	Senior & Guidance Prefect		
	15	Committee member of Student Union		
	16	Librarian		

	17	I.T. Prefect		
	18	CCA Prefect		
	19	House Captain		
C	20	Committee Member of House	1	
	21	School Team Leader	1-2	
D	22	Executive Department Helper		1-3
	23	Committee Member of School Team		1

Service	Code	Services Team / Committee Member of CCA	Mini Merit(s)	Credit (s)
E	24	Monitor / Monitress		1-2
	25	Leader of Clubs / Societies		1-2
	26	Committee Member of Clubs / Societies		1
	27	Subject Helper		1
	28	Class Helper		1
	29	Others (Member of different committees with outstanding performance)		1-2
Others	30	Other Social Services: Social Service (e.g. flag selling, volunteer service and lottery selling) (Max 6 credit can be awarded from this item) (The implementation of activities, such as flag selling will be awarded 0.5 credit points, the planning of activities such as visits will be awarded 1 credit)		0.5-1

External Award	Code	Award Category and Item	Mini Merit(s)	Credit (s)
	31	Good performance in external (regional), inter-school competition or program / activities		1-2
	32	Excellent performance (champion, 1 <sup>st</sup> runner up or 2 <sup>nd</sup> runner up) in external (regional) competition or program / activities, bringing honor to school		4-6
	33	Good performance in Territory-wide competition or program	1-2	
	34	Excellent performance (champion, 1 <sup>st</sup> runner up or 2 <sup>nd</sup> runner up) in territory-wide competition or program	3-5	
	35	Good performance in national competition or program	1-3	
	36	Excellent performance (champion, 1 <sup>st</sup> runner up or 2 <sup>nd</sup> runner up) in national competition or program	4-6	

Academic	Code	Award Category and Item	Mini Merit(s)	Credit (s)
Outstanding Academic Achievement	43	First in Form	3	
	44	Second in Form	2	
	45	Third in Form	1	
	46	Forth to Tenth in Form		2
	47	First in Subject in Form		2
	48	Second and Third in Subject in Form		1

## Guidelines for Awarding Merit(s):

### Service A

Awarding Criteria	Award (Max no. of Mini Merit(s))
<ul style="list-style-type: none"> <li>✧ Excellent planning and organizing ability, always leads students well and successfully co-ordinates, supervises and implements whole school activities.</li> <li>✧ Displays outstanding leadership skills and performs duties well, acts as a good role model to students.</li> <li>✧ Active and effective communication with school and students.</li> <li>✧ Sets clear goals for the team.</li> <li>✧ Monitors the performance of team work regularly in order to maintain (an) effective and high quality work, also provides appropriate guidance to cultivate successors.</li> </ul>	6
<ul style="list-style-type: none"> <li>✧ Good planning and organizing ability, often leading students in the co-ordination, supervision and implementation of the whole school activities.</li> <li>✧ Acts as a good role model to students</li> <li>✧ Excellent leadership skills, leads and monitors the committee members in the performance of their duties.</li> </ul>	5
<ul style="list-style-type: none"> <li>✧ Good organizing ability, always leads students in the organization and implementation of the whole school activities.</li> <li>✧ Excellent leadership skills and sufficient confidence to carry out duties effectively.</li> </ul>	4
<ul style="list-style-type: none"> <li>✧ Good organizing ability, often leads students in the organization and implementation of the whole school activities.</li> <li>✧ Good leadership skills and sufficient confidence to carry out duties effectively.</li> <li>✧ Has a strong sense of commitment to the work, good responsibility, initiative and enthusiasm for work.</li> </ul>	3
<ul style="list-style-type: none"> <li>✧ Is actively involved in service, completes tasks throughout the year.</li> <li>✧ Full co-operation with the team member.</li> <li>✧ Act as a group leader, leading small groups of students to complete the assigned work.</li> </ul>	2
<ul style="list-style-type: none"> <li>✧ Enthusiastic and diligent about work. Is able to follow instructions and complete the work.</li> </ul>	1

### Service B

Awarding Criteria	Award (Max no. of Mini Merit(s))
<ul style="list-style-type: none"> <li>✧ Good planning and organizing ability, always leads students in the coordination, supervision, organization and implementation of the whole school activities.</li> <li>✧ Excellent leadership skills and sufficient confidence to carry out duties effectively.</li> </ul>	4
<ul style="list-style-type: none"> <li>✧ Good planning and organizing ability, often leads students in the organization and implementation of the whole school activities.</li> <li>✧ Good leadership skills, always develops and leads the team member and monitor committee members to perform duties well.</li> <li>✧ Has a strong sense of commitment to the work, good responsibility, initiative and enthusiasm for work.</li> </ul>	3
<ul style="list-style-type: none"> <li>✧ Actively involved in service, complete duties throughout the year</li> <li>✧ Full co-operation with the team member</li> <li>✧ Act as a group leader, leading small groups of students to complete the assigned work</li> </ul>	2
<ul style="list-style-type: none"> <li>✧ Enthusiastic and diligent about work. Is able to follow the instructions and complete the work</li> </ul>	1

## Service C

Mini Merit ranges from 1-2

1. Completes duties throughout the year
2. Has good leadership

### External Award

- ✧ Excellent performance (champion, 1st runner up or 2nd runner up) in national competition or program(**Code 36**)

Mini Merit	Awarding Criteria (Code 36)
6	Champion
5	1 <sup>st</sup> Runner-up
4	2 <sup>nd</sup> Runner-up

- ✧ Good performance in national competition or program(**Code 35**)

Mini Merit	Awarding Criteria (Code 35)
3	Good performance in competition and able to make it to the final round of competition
2	Good performance in the national competition or program
1	Eligible to participate in the national competition or program

- ✧ Excellent performance (champion, 1<sup>st</sup> runner up or 2<sup>nd</sup> runner up) in territory-wide competition or program(**Code 34**)

Mini Merit	Awarding Criteria (Code 34)
5	Champion
4	1 <sup>st</sup> Runner-up
3	2 <sup>nd</sup> Runner-up

- ✧ Good performance in Territory-wide competition or program(**Code 33**)

Mini Merit	Awarding Criteria (Code 33)
2	Good performance in competition and able to make it to the final round of competition
1	Good performance in competition

- ✧ Excellent performance (champion, 1<sup>st</sup> runner up or 2<sup>nd</sup> runner up) in external (regional) competition or program / activities, bringing honor to school(**Code 32**)

Credit	Awarding Criteria (Code 32)
6	Champion
5	1 <sup>st</sup> Runner-up
4	2 <sup>nd</sup> Runner-up

- ✧ Good performance in external (regional), inter-school competition or program / activities (**Code 31**)

Credit	Awarding Criteria (Code 31)
2	Good performance in competition and able to make it to the final round of competition
1	Good performance in competition

Remarks: Students who take piano exams cannot be awarded any merit or credit. However, students who perform well in competition would be awarded the merits.