



13th May 2025

Dear Laboratory Manager

Subject: Notification of Revised Criteria for Performance Evaluation and Final Score Grading

We would like to formally inform you of the revisions to the criteria for performance evaluation and final score grading, which will take effect from 09 May 2025.

These changes are designed to improve the evaluation process and ensure that all individuals are assessed fairly and accurately. We appreciate your understanding and commitment to maintaining high standards.

The revised criteria are as follows:

Slide Preparation Score (maximum 10)	Staining Score (maximum 10)
a. Labelling: 0 to 1 b. Coverslipping: 0 to 2 c. Mountant residue: 0 to 1 d. Air bubble: 0 to 1 e. Air-dried artifacts: 0 to 1 f. Cell distribution: 0 to 2 g. Cell preservation: 0 to 2	a. Nuclear staining: 0 to 2 b. Cytoplasmic staining: 0 to 2 c. Staining contrast: 0 to 2 d. Staining consistency: 0 to 2 e. Stain deposits / Floaters: 0 to 2

The final score of slide preparation and staining was computed by first taking away the highest and the lowest score given by the assessors and then taking the mean of the remaining scores.

Final Overall Score Calculation and Grading

The final overall score of the participant is calculated from the staining score and the slide preparation score in the ratio of 7:3 of each submitted slide. This final overall score will be round off and is used for grading the participant's overall performance as shown below.

Final Overall Score of Participant	Overall Performance of Participant
> 9 marks	Excellent
> 6 and ≤ 9 marks	Good
≥ 5 and ≤ 6 marks	Satisfactory
5	Pass
< 5	Fail

Should you have any questions or require further clarification, please do not hesitate to contact HKIMLSQAP for assistance.

Yours Sincerely

Albert LI
Chairman
HKIMLSQAP
2025-2026