

## Examination Instructions & Regulations

### **EXAMINATION POLICY:**

1. Under **NO** circumstances will a supplementary examination be arranged.
2. Absence is considered justified only if medical certificate is submitted for sick leave or if approval is granted to prior application with justified reasons (e.g. competitions, piano examination and family affairs) which is submitted at least 2 working days in advance.
3. Unjustified absence from the examination will result in zero marks.
4. Students reporting late to the examination venues will not be given extra time to compensate for any time lost.
5. Under normal circumstances, students **are not allowed** to leave early. In case a student leaves early **without justification**, her answer script will be marked in the usual manner. No allowance or special consideration will be made.
6. Written application for special examination arrangements for students with special educational needs should be submitted at least **6 weeks** before the examination.

### **EXAMINATION REGULATIONS:**

1. Students must strictly obey the instructions of the centre supervisor or an invigilator. Otherwise, they may receive mark penalties or even be disqualified from the whole examination.
2. Any attempt to gain unfair advantage for the examination, e.g. by using cribs/other devices or by communicating with persons during an examination session, may lead to disqualification from the subject or whole examination.
3. Students have the sole responsibility to ensure that the requirements and regulations of the examinations are complied with. The school will not accept any claims from students for being misinformed by others (including invigilation staff or parent invigilators) as an excuse for exemption from penalty for any breach of regulations.

### **PREPARATION FOR THE EXAMINATION**

1. Check carefully ALL the information printed on the examination time-table, including the assembly time, starting time and venue of each examination.
2. Students should bring to the examination centre their own stationery (e.g. ball pen for conventional papers, HB pencil for MC papers) and other special items as specified for individual subjects. Stationery will NOT be supplied.
3. No help can be expected from the Centre Supervisor or invigilator should the calculator fail to function properly for any reasons and no allowance will be given by markers for any mistakes arising from calculator malfunctioning.

### **GENERAL RULES IN EXAMINATION CENTRES**

1. Students should wait outside the examination room before the assembly time for admission. Notes and books should be placed inside their bags before entry.
2. In an examination room, students must maintain absolute silence and should not speak to other students or disturb them.

3. Students are not allowed to eat (including chewing gum) or drink in the examination room. Students should ask for permission if they wish to drink water.
4. If unauthorized articles such as books, dictionaries, notes, papers, and all kinds of electronic devices (e.g. tablets, PDA, mobile phones, pagers, multimedia players, electronic dictionaries, databank watches, smart watches with mobile applications installed or wireless technology supported) are found on/in their desks or on their bodies, they will receive mark penalties or even be disqualified from the examination.
5. If a student is found to have an unauthorized electronic device switched on during the examination, she may be disqualified from the examination.
6. The rough-work sheets (if supplied) in an examination will be collected separately at the end of the examination by the invigilators but they will not be marked.
7. ALL answer book and answer sheets, used or not, should be returned to the invigilators; they should NOT be taken away.

### **STEPS TO FOLLOW AFTER ENTERING THE EXAMINATION CENTRE**

1. The announcements of the Centre Supervisor will normally be made in the same language as the one used in the examination paper. Failure to follow the announcements may risk mark penalty or disqualification.
2. Students must put all personal belongings (including ALL books and notes) in a small bag that can be properly closed with a zip/buckle etc. The bag must be placed under the chair in the examination room.
3. If a pencil case /box (including a transparent pencil box) is brought into the examination centre, the contents should be placed on the desk and the pencil case/box should be placed under the chair.
4. If a calculator is used, the jacket of the calculator should be removed and placed inside a bag. Students must ensure that no writings or markings have been made on their calculators and the calculators bear the label 'H.K.E.A.A. APPROVED'.
5. If a watch is to be used, it should be placed on the desk for inspection. Students should make sure that it is not a databank watch or smart watch with mobile applications installed or wireless technology supported. If a student is found to possess such a watch in the examination centre, whether on her body or on the desk, she will receive mark penalties or even be disqualified from the examination.
6. Students should make sure that articles such as notes, books and all kinds of unauthorized electronic devices are taken out from their pockets. If these articles are found on their bodies during the examination, they may receive mark penalties or even be disqualified from the whole examination.
7. Students are strongly advised NOT to bring mobile phone(s) and/or other electronic devices to the examination centre. If they have a mobile phone, it must be turned off (including the alarm function) and put under their chair in a position clearly visible to the invigilators. Students should take out the battery from their mobile phone if possible to ensure that no sound will be emitted because of the alarm function. If the alarm rings during the examination, the student will receive mark penalties.
8. Students must NOT turn over the pages of the question paper and must not start working until they are instructed to do so. Otherwise, they risk a mark penalty.
9. Students may ask for supplementary answer sheets or graph paper if required. They must write

their names and question numbers on each supplementary answer sheet/graph paper and staple them onto the answer book/answer sheet.

10. Students should cross out all unwanted materials before handing in their scripts. If they have answered more questions than required, the excess answers at the end of the answer scripts will not be marked.
11. Answers put in the question book or space other than specified may lead to mark penalty or may not be marked.
12. An HB pencil is to be used to mark the answers on the MC answer sheet or a mark penalty will apply.
13. Students should make sure that ALL answer books/sheets and supplementary answer sheets are handed in when the scripts are collected. Any delay may lead to a mark penalty or the missing scripts not being marked.
14. When the announcement: 'Time is up.' is made, it should be obeyed promptly. If at that time a student discovers that she has not filled in her name, she should wait until an invigilator is beside and ask for the permission to fill it in. In this case, a mark penalty will apply. If a student makes any changes without permission, the Centre Supervisor will naturally assume she is trying to change or add an answer, and this will lead to a more severe mark penalty.
15. Under normal circumstances, students are NOT allowed to leave early. If a student wants to leave early due to medical reasons, she must obtain the consent of the Centre Supervisor. To justify an early leave, a student should submit a medical certificate specifying that she is 'not fit for an examination' on the first day she returns to school but not later than the end of the examination correction period. The same procedure for handling mark calculation for justified absence will be followed.
16. At the end of the examination, students should only leave the examination room as instructed by the Centre Supervisor. They should remain quiet and do not disturb other examinations or lessons in progress.