





their names and the 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 and any answer scripts submitted after the dismissal of the session will not be 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 not disturb other examinations or lessons in progress.