

## **Regulations and Conduct of Examinations**

Please read carefully the following regulations governing the conduct of examinations. Students should abide by the regulations when taking the examination.

### (a) Eligibility for Sitting Examination

At the end of each semester, the College will check students' enrolment status and attendance in classes to compile the examination roll call lists. The lists will exclude those who have withdrawn from the College. Only students whose names appear on the finalised class registers may sit the course examination concerned. Students who wish to withdraw from a programme should therefore submit their withdrawal application(s) before the last teaching day of each semester.

### (b) At the Examination Venues

1. Students should arrive at the examination venue at least 20 minutes in advance to check their seat numbers and for other relevant information, and be seated at least 5 minutes before the start of the examination in order to avoid missing any announcement.
2. Students should not enter the examination venue until instructed by the invigilators. After entering the examination venue, students are not allowed to leave the examination venue until the first hour after the commencement of the examination and have sought the approval of the invigilators.
3. Students should occupy the seats assigned to them, in accordance with the seat number stated on the seating plan posted outside the examination venue.
4. Students should follow strictly the instructions of all invigilators after entering the examination venue. Otherwise, penalties may be imposed without prior warning.
5. Students must behave quietly and decorously both within the place of examination, and in its vicinity before and after the examination. No conversation will be allowed after students have entered the examination venue and any questions must be addressed to an invigilator. Any misconduct, such as casual conversation, any form of communication among students, or behaviour that causes disturbance to other students, will be warned against in the first instance. On repetition of the misconduct, the student may be expelled from the examination venue immediately and may not be permitted to continue with the examination, and may be given a zero mark for that examination or the course concerned.

6. Students are not allowed to turn over or open the question papers and should not start working on the question paper before being instructed to do so or continue to write after being told to stop writing at the end of an examination.
7. Students are strongly advised not to bring handheld computers/ipads, mobile phones, smartwatches and other kinds of electronic/communication devices with mobile applications installed or wireless technologies supported that can emit sound (e.g. mobile phones, smartwatches, MP3 players, electronic dictionaries, databank watches etc.) to the examination venue. If these devices have been brought to the venue, they must be switched off, including any alarm function and sealed inside the bags under the chairs. Students are also advised to take out the battery from their mobile phones before the start of the examination to ensure that no sound or alarm function will be emitted.
8. If, during the examination, students are found using their electronic devices or have not switched the devices and the alarm off, they will be regarded as having committed an act of cheating and subject to penalty and disqualification, irrespective of whether the devices contain materials relevant to the examination. The invigilators may ask students to show the content (e.g. call log/message log) and record relevant information for further investigation. If students refuse to cooperate, the invigilators will record the incident and report it to the Board of Examiners.
9. Students are advised not to bring valuables to the examination venues. The College will not be responsible for any loss of personal belongings.
10. No student will be allowed to enter the examination venue one hour after the start of the examination. Late comers will not be given any extra time for the examination.
11. Students must take the examination at the time and place stipulated by their examination timetables. Those who go to the wrong examination venue/session may not be allowed to sit the examination.
12. During the first hour and the last 30 minutes of the examination, students are not allowed to leave the examination venue. If students wish to leave the examination venue at any time after the first hour and before the last 30 minutes, they must first seek the approval and accompaniment of an invigilator and leave their examination materials on their desks. Students who are allowed to go to the washroom must not carry with them any written materials or electronic devices (e.g. mobile phones, smartwatches, MP3 players, electronic dictionaries, databank watches etc.). If any unauthorised material is found in their pockets or on their body, they will be regarded as having committed an act of cheating and subject to penalty and disqualification, irrespective of whether the materials are relevant to the examination. Students will be readmitted to the examination venue only if they have been accompanied by an invigilator during their absence.

13. Students are required to produce their Student Cards/HKID Cards for verification during the examination. Photocopied documents are not acceptable. Those who are unable to present their cards may not be allowed to sit or may be disqualified from the examination.
14. Students are not allowed to bring into, or remove from, the examination venue any printed or written matter, unless given permission by the course examiner or invigilator. They may only have authorised examination materials on their desks, which are subject to inspection and, which may be taken away for further inspection in case of doubt. They should ensure that all notes, books, papers, dictionaries, calculators, pencil cases and all kinds of electronic/communication device are removed from their pockets, body or desks and put inside their bags which are closed properly and placed under the chairs. Unless prior permission from an invigilator is obtained, students are not allowed to access the content of their bags at any time during the examination. If any of these items are found on their desks, in the drawers of their desks, in their pockets or on their body, they may be regarded as having committed an act of cheating and be subject to penalty and disqualification, irrespective of whether the materials are relevant to the examination.
15. Students are not allowed to bring food or drinks into the examination venue, except for water in a clear bottle. No smoking, photo taking and audio/video recording are permitted in the examination venue.
16. Students should only write their student numbers, not their names in the space provided on the cover of the designated answer books or any supplementary answer books and sheets provided.
17. Students should read carefully and follow the instructions given on the examination paper. They should only write in the designated answer books or any supplementary answer books and sheets provided for the purpose. Answers written elsewhere will not be marked. They shall submit all these materials in good order before leaving the examination venue. Examination scripts shall be written in English, unless instructions to use another language are given.
18. Students taking examinations that allow the use of calculators may use those that are self-contained, silent, battery-operated and pocket-sized. Such calculators should have numerical-display facilities only and should be used only for the purpose of calculation. Moreover, the calculators must not contain any stored programme or data in its memory. Besides, students must not write anything on the back of the calculators. Otherwise, they will be subject to penalty and disqualification. Students are required to remove the calculator cover/jacket and place it inside their bags or under their chairs during the examination. No assistance can be expected from the invigilators should their calculators fail to function properly for any reason and no allowance will be given for any mistakes arising from calculator malfunctioning. Calculators brought into the examination room are subject to

inspection and, in case of doubt, may be taken away for further inspection. If in doubt, students should consult their course lecturers before the examination.

19. If a student finds undesirable conditions at his/her seat (e.g. insufficient lighting, noise disturbance), he/she should seek help from an invigilator immediately. If the need is genuine and a spare seat is available at the examination venue, the student may be relocated to another seat. If he/she does not seek help from an invigilator at the time the undesirable conditions arise but asks for special consideration after the examination, the request will normally not be entertained.
20. No make-up examinations will be given to students who have attempted the examination. Students who fall ill on the examination day are advised not to start the examination. Those who fall ill during the examination to the extent that they need to leave the examination venue are advised to proceed immediately to the sick room, or seek other appropriate medical assistance as soon as possible. They may be allowed to re-enter the examination venue, subject to the approval of the Chief Invigilator. However, they will not be given any extra time for the examination, nor will they be given any make-up examination.
21. At the end of the examination, students must hand in all examination question papers, answer books and supplementary sheets, whether unused or used for draft work, before leaving the examination venue. They must remain quietly seated until all the answer scripts have been collected and the invigilator has given them permission to pack their personal belongings and leave. Students should also leave the examination venue quietly to avoid disturbance to other students still taking examination in the same venue, if any.

(c) Cheating in Examinations

1. Students shall not obtain or seek to obtain advantage in the examination by having or seeking access to unauthorised information or material or by copying or attempting to copy from, or by communicating or attempting to communicate with any parties during the examination. Such cases of breaching examination regulations will be regarded as having committed an act of cheating and be subject to penalty and disqualification.
2. Cheating is a serious offence. Offenders will receive a “Fail” grade for the course concerned and will be subject to disciplinary action.
3. Students shall not impersonate another candidate, nor shall they permit themselves to be impersonated at any examination. Offenders will be subject to disciplinary action and legal proceedings taken by the College.

(d) Absence from Examination

Students who fail to attend a scheduled examination will receive a “Fail” grade for the course. Appeals for special consideration on the grounds of extenuating circumstances such as medical reasons should be made to the College Vice Principal (Administration) within five working days (excluding Saturdays, Sundays, Public Holidays and School Holidays) after the date of the examination(s) concerned by completing the form *Application for Absent from Examination(s)* (obtainable at the College Office and the Learner Portal) and submit it together with application fee and supporting document to the College Office. Supporting documents such as the original medical certificates from a registered doctor or a registered Chinese medical practitioner shall be attached to the application form. The date(s) of sick leave granted should include the examination date of the course(s) concerned. The decision on the application shall be made by the Board of Examiners and will be relayed to the applicant accordingly upon releasing assessment results.

Students will only be permitted to take the make-up examination of the same course ONCE during the period of registration for their respective programmes. No further make-up examination will be arranged for students who are absent from the approved make-up examination for the same course, and they will receive a “Fail” grade for the course concerned.

Final year students who are approved to take make-up examination(s) may have their graduation delayed.

(e) Failing a Course

A “Fail” grade may be given for the course(s) taken by: (i) students who wish to withdraw but fail to submit their withdrawal application by the last teaching day of each semester; (ii) students who fail to sit an examination without a valid reason; (iii) students who are found cheating in the examination; (iv) students who violate any of the examination regulations.

(f) Prevention of Bribery Ordinance

It is an offence under the Prevention of Bribery Ordinance to offer gifts of any nature to academic or administrative staff of the College at any time.

(g) Adverse Weather Arrangements

1. In case of Tropical Cyclone Warning Signal No. 3 or the Red Rainstorm Warning, all scheduled examinations will be held as usual.
2. Students are advised to read the ‘Arrangements during Adverse Weather Conditions’ in the Student Handbook for the arrangements of examination during adverse weather.

3. In the event of cancellation of examinations as a result of Tropical Cyclone Warning Signal No. 8 or above being hoisted or Black Rainstorm Warning being issued, arrangements will be made for the examination affected to be held as soon as practicable after the original examination period and students will be notified normally within one week from the typhoon or rainstorm. Please check the Learner Portal for relevant notices.

(h) Enquiries and Complaints

1. In order to ensure that all questions and complaints regarding the examination are dealt with effectively, students should report any problems to the invigilators immediately during the examination.
2. Students who think that their performance may have been affected by anything during the examination should write, not later than seven calendar days after the examination, to the College Vice Principal (Administration). They should not delay, and should not, under any circumstances, contact or write to the course lecturers.