

## Face-to-Face Examinations & End-of-Term Assessments - Frequently Asked Questions

Some frequently asked questions and answers listed below are for your reference. Should you have further enquiries, please feel free to contact Examination Team at 3762 2372 during office hours or email at [ccdfs@hkuspace.hku.hk](mailto:ccdfs@hkuspace.hku.hk) / [ccad@hkuspace.hku.hk](mailto:ccad@hkuspace.hku.hk) / [cchd@hkuspace.hku.hk](mailto:cchd@hkuspace.hku.hk).

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### (I) *Personalised Timetable via SCORE for In-person Examinations*

#### Q1) **An examination is missing from my Personalised Examination Timetable, what should I do?**

If the courses shown on your Personalised Examination Timetable are inaccurate in any way you must immediately contact Examination Team at 3762 2372 during office hours or email at [ccdfs@hkuspace.hku.hk](mailto:ccdfs@hkuspace.hku.hk) / [ccad@hkuspace.hku.hk](mailto:ccad@hkuspace.hku.hk) / [cchd@hkuspace.hku.hk](mailto:cchd@hkuspace.hku.hk).

#### Q2) **How could I know the examination(s) was/were cancelled and the arrangement of re-scheduling?**

The College reserves the right to revise the examination timetable where necessary. In the event if the examinations is cancelled due to bad weather conditions, rescheduled examinations for the affected students will be held between 2 and 8 January 2024. Please pay attention to the latest information on the Learner Portal and the College's announcement as appropriate.

However, the College in the past had received reports that students were notified of examination/ assessment cancellation or postponement via email. The email appears to have come from a legitimate sender (such as a unit of the College or a course lecturer) but was found to be sent by using a fake mailer.

Therefore, you are reminded that in the event of any changes on the examination timetable, the College will officially notify students via the following channels:

- (1) SOUL announcements;
- (2) Learner Portal/ Student Notice Boards;
- (3) Examination Website (<http://cc.hkuspace.hku.hk/exam>);
- (4) HKU Examination Website (<http://www.exam.hku.hk/>) – *Only for the courses offered by the Faculty of Science, HKU taken by Associate of Science Year II students*

If you receive any suspicious email notifications regarding the captioned matter, please report to the College immediately by forwarding the message to [ccdfs@hkuspace.hku.hk](mailto:ccdfs@hkuspace.hku.hk) / [ccad@hkuspace.hku.hk](mailto:ccad@hkuspace.hku.hk) / [cchd@hkuspace.hku.hk](mailto:cchd@hkuspace.hku.hk).

***Type A - IN PERSON Face-to-Face Examinations (Examinations)***

**Before the examination**

**Q3) Will I sit examination at the same examination venue with my classmates of the same courses?**

It is hard to tell if you will sit examination with your classmates of the same courses. Due to the complex combinations of courses and other factors such as capacity constraints of examination venues, students in a course/class can be split over multiple venues. Therefore, please check the details carefully (date, time, venue and seat number) which have been shown in your Personalised Examination Timetable via SCORE. You are strongly advised to print a copy of your own examination timetable before the examination period for easy reference.

Please note that students who go to the wrong examination venue/session may not be allowed to sit the examination.

**Q4) I have lost my student ID card. What should I do?**

If you lose your Student ID card, please apply replacement of student ID card at the College Office immediately. If it is not possible for you to obtain a new student ID card before your next examination, you should bring along your HKID card for verification at examinations. Those who are unable to present their cards may not be allowed to sit the examination.

**On the day of examination**

**Q5) What should I do on the day of my examination?**

You should go to the location specified in the examination timetable via SCORE and arrive at the venue at least 20 minutes in advance to identify your seat number and other relevant information and be seated at least 5 minutes before the start of the examination in order not to miss any announcement.

Please also ensure that you visit the washroom before entering the examination venue as you will not be permitted to leave during the first hour and the last 30 minutes of the examination.

Moreover, please switched OFF all electronic communication devices including your mobile phones and smart watches and properly put them 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 will be emitted because of the alarm function. If students are found using or not having switched off their electronic devices or these devices, including the alarm function ring during the examination irrespective of whether the devices contain materials relevant to the examination, they will be regarded as having committed an act of cheating and subject to penalty and disqualification.

**Q6) If I am late for the examination, can I still attend the examination when I arrive the venue after the examination starts?**

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.

**Q7) If I feel sick on the day of the examination, what should I do?**

Please do not start the examination if you have fever or fall ill on the day of examination. **No make-up examination will be arranged to students who attempted the examinations.**

On the day of exam, if you are unable to attend the examinations due to extenuating circumstances (e.g. illness), you are required to apply for absence from examinations by submitting an application form titled "[Application for Absence from Examination\(s\)](#)" with a non-refundable application fee of HK\$300 per course, together with the original copy of any relevant supporting documents, to the College Office **within 5 working days after the examination date of that course (excluding Saturdays, Sundays, Public Holidays and School Holidays)**. Please refer to [key dates for the make-up examination arrangements, detailed procedures](#) and [stipulated submission deadlines](#). Late or incomplete submissions will not be considered.