

Test/ Examination Guidelines for students

1. Before the tests/examinations

(a) The examination venues may either be the school hall, classrooms or special rooms. Students should take note of the location of the examination venues and their seats before the test/examination. They should also read the test/examination timetable carefully. Please arrive at the venues (classrooms/hall) at least 10 minutes before the start of each session of the tests/examinations. Latecomers will not be given extra time to compensate for the time loss.

(b) Put all pieces of paper, notes, books and all unauthorized materials into the school bags. Zip up the school bags and place them under the chairs. Make sure the drawers are empty before the start of the tests/examinations.

(c) If students bring a pencil case (including transparent pencil boxes) into the test/examination venue, they must place the contents on their desks and put the pencil case under their chairs.

(d) Calculators are not allowed in all language tests/examinations and F.1 Mathematics tests/examinations. Only calculators bearing the label 'H.K.E.A.A. APPROVED' are allowed in other tests/examinations. If a calculator is used, the cover/jacket of the calculator should be removed and placed inside a bag. Students must ensure that no writings and markings have been made on their calculators. Students are responsible for the calculator's power supply and working condition. No allowance will be given by markers for any mistakes arising from calculators malfunctioning.

(e) Students must not turn over the pages of the question paper and must not commence writing the paper until they have been instructed to do so by the invigilator.

(f) Students must switch off their mobile phones (including the alarm function)/electronic devices which can emit sound, and place them under the chair, in a position visible to invigilators.

(g) In an examination venue, students must maintain absolute silence and should not speak to or disturb other students.

2. Early Leaving

Under normal circumstances, no students are allowed to leave early in any test/examination sessions. Students should try their best to make full use of the time allotted to answer the paper. They should stay quietly at their seats even if they have finished their test/examination papers.

3. Conduct during tests/examinations

(a) Students must behave honestly and ethically. If unauthorized articles such as books, dictionaries, notes, paper, notebooks, diaries, tablets, multimedia players, pagers/mobile phones, data watches, smartwatches, electronic dictionaries and other electronic devices which can store and/or display texts (including databank watches) are found on students' bodies or in their drawers or on their desks once an examination is underway, mark penalties and/or conduct mark deduction are likely to be imposed.

(b) If students need to go to the toilet, they must ask for the invigilator's permission by raising a hand without disturbing other students. No extra time is allowed for toilet visits.

(c) Students are not allowed to eat (including chewing gum) or drink (except water) in the examination venue. Students should ask for permission if they wish to drink water.

(d) After the “Time is up” announcement, students have to stop working immediately or they risk a mark penalty. If at that time they find that they have not filled in their personal information, they must ask for the invigilator’s permission to fill it in. If they make any changes without permission, the invigilator will naturally assume they are trying to change an answer, and this may lead to a mark penalty.

(e) At the end of each test/examination session, students have to make sure they have submitted all answer scripts. Any delay may lead to a mark penalty and answer scripts submitted after the dismissal of the session may not be marked.

(f) To facilitate the distribution of test/examination materials, students must clear their desks every time before they leave the examination venues.

4. Absence

No supplementary examination will be arranged for absentees.

A student who is seriously ill and unable to sit for the test/examination should inform the school by phone before the start of the test/examination and consult a registered doctor and seek medical advice. He/She has to obtain a doctor’s certificate justifying the absence from the test/examination and submit it to the class teacher when he/she resumes school. The examination mark of the absentee will be assessed according to the school assessment criteria only if the absentee provides an acceptable reason and document of proof for his/her absence, otherwise he/she will receive zero marks for the paper which he/she has been absent from.

5. Closure of school during test/examination period

Tests/examinations will be postponed on the announcement of closure of secondary schools by the EDB. The tests/examinations to be held on the day of closure will be rescheduled. The new test/exam dates for the postponed subject(s) will be announced when school resumes. Students should be reminded that on the day of school resumption, the original test/exam timetable will be followed upon for the rest of the test/exam periods.

6. Sitting for Multiple Choice (MC) Question Tests/Examinations

To facilitate the smooth marking of MC answer sheets by the Optical Mark Reader (OMR), students sitting for the MC question examinations have to be careful when filling in the computerized MC answer sheet.

After the start of examination, students should use an HB pencil to fill in relevant information on top of the MC answer sheet including subject name, name of student, class and class number. They should also blacken the appropriate boxes for their class and class number.

Here is an example:

Po Leung Kuk No.1 W.H. Cheung College
保良局第一張永慶中學

答題紙 ANSWER SHEET		(3) 班別 Class				(4) 學號 Class no.		
須用HB鉛筆填寫 USE AN HB PENCIL ONLY		1		A		0 5		
		1	<input checked="" type="checkbox"/>	A	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		2	<input type="checkbox"/>	B	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
		3	<input type="checkbox"/>	C	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>
		4	<input type="checkbox"/>	D	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>
		5	<input type="checkbox"/>	E	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
		6	<input type="checkbox"/>	F	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
						6	<input type="checkbox"/>	<input type="checkbox"/>
						7	<input type="checkbox"/>	<input type="checkbox"/>
						8	<input type="checkbox"/>	<input type="checkbox"/>
						9	<input type="checkbox"/>	<input type="checkbox"/>

科目名稱 Subject Name	
(1)	Mathematics
學生姓名 Name of Student	
(2)	Chan Tai Man