

Po Leung Kuk Ngan Po Ling College
Examination Regulations

The following rules must be studied carefully by all students taking mid-term tests and examinations. Students who fail to obey any of these rules may be subjected to disciplinary punishment, mark penalty or disqualification from the test / examination.

1. General regulations

- (a) No student shall normally be admitted to an examination room thirty minutes or more after the start of the examination.
- (b) No student shall normally be allowed to go to the washroom during the examination.
- (c) Late students will not be given extra time for the time loss.
- (d) No supplementary examination will be provided for absentees.
- (e) Cheating is strictly forbidden.
- (f) Electronic calculators may be used for relevant subjects. Unless there are contrary instructions, all electronic calculators must be hand-held, self-powered, silent in operation and with neither printout nor graphic/word-display facilities. The calculators must have been pad-printed with the "H.K.E.A.A. APPROVED" or "H.K.E.A. APPROVED" label. Bringing to the examination a calculator without the required label may lead to a mark penalty.
- (g) Eating and drinking are not allowed in the examination room.

2. Before the commencement of the examination

- (a) Students shall be seated at least 10 minutes before the commencement of an examination. They must sit according to the seating plan.
- (b) Students must maintain absolute silence and should neither speak to other students nor disturb them.
- (c) Students must put their personal belongings in a small bag that can be properly closed with a zip/buckle. The bag must be then properly placed under the chair.
- (d) If students bring a pencil case/box (including a transparent pencil box), they must place the contents on their desk and put the empty pencil case/box under the chair.
- (e) If unauthorized articles such as books, dictionaries, notes, papers, notebooks, electronic dictionaries and other electronic devices which can store and/or display texts (including databank watches) are found on/in students' desk, or in the pockets, they may receive mark penalties or even be disqualified from the whole examination.
- (f) When students receive their question paper, they should check the front cover of the question paper to ensure that it is the correct paper for that examination session. They should ask an invigilator if in doubt.
- (g) Some of the examinations require the use of more than one answer book (instructions are given on the question papers). Students should check the number of answer books provided if they sit for such examinations.
- (h) Students should write their name, class and class number in the appropriate spaces on the answer scripts (including supplementary answer sheets) and multiple-choice answer sheets before the end of the examination.
- (i) Students must not turn over the question paper and must not start writing until they are instructed to do so or they may risk a mark penalty.

3. During the examination

- (a) No student shall be allowed to leave before the end of the test / examination.
- (b) The invigilator will write the actual starting and finishing time on the blackboard and remind students at 15 and 5 minutes before the end of each examination session.

4. At the end of the examination

- (a) When the announcement: "Time is up. Put down your pens" is made, students should obey promptly.
- (b) Students shall not take away any items issued by the invigilator after the end of the examination, including the examination papers.
- (c) At the end of the examination, students shall remain seated quietly in the examination room until they are told to leave.

5. (a) Conventional papers

- (i) Students must follow the instructions printed on the question paper (e.g. the use of specific answer books). Students who fail to do so will receive a mark penalty.
- (ii) Students should write on both sides and on each line or they will risk a mark penalty.
- (iii) Students should cross out all unwanted material before they hand in the answer scripts. Students who have answered more questions than required should note that the excess answers at the end of the answer scripts will not be marked.

(b) Multiple-choice papers

- (i) All multiple-choice papers will be in a 4-option format.
- (ii) Students should mark the answers on the MC answer sheet using an HB pencil or they will receive a mark penalty.
- (iii) Students will score no marks for marking two or more answers to the same question.

6. Bad weather arrangements

If the school closes on any day during an examination period, the examination(s) scheduled on that day will be postponed to the day when school resumes. The examinations that follow will be postponed accordingly.