

Test/ Examination Guidelines for students

Students should read carefully the examination regulations and the penalties for violating such regulations laid down in this set of guidelines. They have the sole responsibility to ensure that the requirements and regulations of the examinations are complied with. Students in breach of any requirements or regulations will be subject to penalty. For serious breach of examination regulations (e.g. cheating), students may risk disqualification from the whole paper and conduct mark deduction.

1. Before the tests/examinations

(a) The Examination Surveillance System will be set up in all assessment venues including the school hall and classrooms. The examination proceedings at these venues will be video-recorded for record purposes. Only authorized persons of the school can view, store or handle the recordings. The recordings will be destroyed upon the closing of the school year.

(b) The assessment venues may either be the school hall, classrooms or special rooms. Students should take note of the location of the assessment 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 15 minutes before the start of each session of the tests/examinations. Latecomers will not be given extra time to compensate for the time loss.

(c) Students must maintain absolute silence once they have entered an assessment room. They must not disturb, speak or give signals to other students during a test/examination. Otherwise, they will receive a mark penalty.

(d) Once students have entered the assessment room, they must put all pieces of paper, notes, books, and any unauthorized materials into their school bags. The school bags should then be zipped up and placed under the chairs. Ensure that the drawers are empty before the start of the test/examination, and that they remain empty throughout the entire session.

(e) Once students have entered the assessment venue, they are not allowed to borrow anything, including stationery and calculators, from anyone else.

(f) If students have a mobile phone or any electronic device with them, they must turn it off (including the alarm and scheduled auto-restart functions) before entering the assessment venue. Then they should put the mobile phone/electronic device under their chair in a position clearly visible to the invigilators. They are solely responsible for ensuring that no sound (including alarm) is emitted from their mobile phone/electronic device even though it is power off. If their mobile phone/electronic device or any other article that can emit sound rings/vibrates or their phone monitor turns on during the test/examination, they will be subject to a mark penalty.

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

(h) 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.

(i) Students must not turn over the pages of the assessment materials and must not commence writing the paper until they have been instructed to do so by the invigilator. Once after the announcement of the start

of the test/examination, students should first write their name, class and class number immediately in the spaces provided on the Question-Answer Book/Answer Script/MC Answer Sheet.

(j) Students should write their answers in the specified area in the answer books/answer sheets/question-answer books. If they fail to follow this instruction, they will run the risk of their answers NOT being marked. Answers written in the margin will NOT be marked.

(k) Students will not be completely shielded from normal background noise (e.g. from outside vehicles, normal school activities, school bell, etc.) during a test/examination. Claims of performance being affected by normal background noise will NOT be entertained.

(l) Students must bring their own watch to time the test/examination as not all assessment venues will have a functioning clock. They are strongly advised to wear an ordinary watch that shows time only.

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 in 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, students may receive a mark penalty and/or conduct mark deduction or may even be disqualified from the whole paper.

(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. They must show the invigilator that there is nothing inside their pockets and place their mobile phone visibly under the chair. No extra time is allowed for toilet visits.

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

(d) Students who misbehave or act maliciously in such a way that they upset the conduct of the test/examination will risk disqualification from the whole paper. Other types of misbehavior (e.g. being excessively rude to invigilators, repeatedly disobeying invigilators' reasonable instructions, using foul language, writing obscene words or putting other inappropriate words/drawings on answer scripts) may lead to a mark penalty.

(e) The school will not accept any claims from students about being misinformed by others as an excuse for exemption from penalty for violation of any examination regulations.

(f) After the "Time is up" announcement, students have to stop working and put down all the stationery 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.

(g) 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.

