Appendix 4  Examination Regulations

All students must observe and comply with the examination regulations. Any breach of the following rules or act of cheating will result in disciplinary action commensurate with the gravity of the offence:

1. In the event of all kinds of examinations, this set of examination regulations and rules prevails.

Items to be noted before Examinations

2. Students are required to read all related announcements carefully before they sit in an examination.

3. No students are allowed to wear vests, singlet, shorts, slippers, caps or too many ornaments during examinations. Attire must be decent and tidy.

4. Students should arrive at the hall 30 minutes before the examination. They must be seated 10 minutes before the examination starts according to the seating plan. Strict silence must be observed at all times so students are prohibited from talking. Proctors are empowered to demand students who breach this rule to leave the hall. No marks will be given for the subject and no supplementary examination will be arranged for the student concerned.

5. Whenever students sit for an examination, they have to present their campus cards and ID cards as a proof of identity, which must be placed at the top left corner of the desk. Students without their campus cards will not be admitted to an examination. (In the case of loss of campus card, students must report to the Accounts Office for replacement before they attend an examination. Should students discover loss of their campus cards upon arrival at the hall, they must report to a proctor immediately. They may be admitted to the examination with their ID cards if the situation allows.)

6. Late examinees who are admitted to the examination will not be compensated for the time that has elapsed. Late comers will not be permitted to enter the examination hall after the first 30 minutes have passed. Yet, they are still required to report presence to any of the proctors.

7. Examinees must prepare adequate stationery for themselves (such as pens, erasers, etc.)

8. Students are advised not to bring too many valuables to the hall. They must take good care of their belongings and the University will not bear any responsibilities for the loss. Other belongings must be placed in a designated area inside the examination hall in accordance with examination procedures and regulations.

9. When students are permitted to use calculators, they are advised to choose one that does not produce sound or paper printouts. Should the proctor deem a calculator to be inappropriate, it is prohibited from being used. Please contact the University for any queries before an examination is held in order to avoid the above situation.

10. Should there be any clash in the examination schedule due to the selection of a required elective course or a course retake, the student should report this to the
respective Faculty Office / Department of General Education and arrangements will be made according to individual situations.

Rules to be observed inside the Examination Venue

11. The examiner will announce all important points to note before an examination. Examinees must listen carefully to every single word because the examiner will not give further details unless they are related to the question paper. Students must consult the question paper immediately after the examination starts. Should they have any queries, they have to raise hand to attract the attention of a proctor for assistance within the first 30 minutes.

12. Examinees may raise their hand to attract the attention of a proctor for asking questions or assistance when the examination paper is not printed clearly or when they have any other problems. Examinees must not stand up or leave their seats without permission, as this will create disturbance during the examination.

13. All electronic devices that have the capability of sending or receiving information, or searching for information from an electronically remote location, in any form are prohibited from use in any way or means, unless otherwise stated in the examination. Students must switch off their mobile phones and any other prohibited electronic devices once they enter the examination hall. All prohibited electronic devices must be placed in a visible place on the desk in strict accordance with the examination rules (e.g. inside the transparent sealed plastic bag placed on the top left corner of the desk) and they are not permitted to be on or in any other part of the student’s person, clothing or belongings. On no account must students open the sealed transparent plastic bag or use that equipment in any way (e.g. through the sealed bag) during the examination. Students found reading, receiving and sending messages on mobile phones or by any other electronic or hard copy means, and/or students found to be in breach of this regulation, whether or not they claim to have used the device in question or not to have used it, and/or whether or not they claim to have forgotten that they had the device on their person, clothing, drawer or belongings, and/or whether their device is or is not switched on or off, will incur the Level Two penalty given by the Student Academic Integrity Committee. It is the responsibility of the student to observe this regulation, and any breach of it will automatically incur the Level Two penalty given by the Student Academic Integrity Committee.

14. Students cheating by means of high-tech devices and using “group” functions, such as Wechat group, will automatically incur the Level Three penalty given by the Student Academic Integrity Committee.

15. Unless otherwise approved, students are not allowed to bring books, paper, or other prohibited goods and/or materials to their seats. A breach of this rule will be regarded as a breach of regulations and will incur the Level One penalty given by the Student Academic Integrity Committee.

16. Proctors may examine belongings of the students after they are seated. Examinees should therefore read carefully the examination regulations to make sure that what they bring to the hall is not in breach of examination rules, for example there is not any paper about the course content in their pencil cases, there are no signs or markings about the course content on their stationery, revision paper, clothes, hands or any parts of the body. Should students discover any unauthorized material in their belongings or on their bodies, they must raise hand immediately to notify a proctor.
for handling, and keep their hand raised until the proctor has come to their seat. Discovery of any of the above will be deemed to be contravening examination regulations, whether or not the breach was intentional, and will incur the Level One penalty given by the Student Academic Integrity Committee.

17. Examinees found reading or answering the questions before the examination is announced to start will be considered to be in breach of examination regulations, and will incur the Level One penalty given by the Student Academic Integrity Committee.

18. Only the student number is permitted to be written on the answer booklets and answer sheets provided. Examinees who write their names instead will receive a zero for the examination. Students must ensure that they have written the number(s) of the question(s) answered on the front page of the answer booklet. No extra time will be given to complete the information after the end of the examination.

19. Calculators and/or other equipment (e.g. dictionaries, electronic dictionaries) that are permitted to be used during an examination must be kept on the examination desk top, and only on this desk top, and should not be shared and/or must not contain any paper, sentences or signs, formulae or information in associated with the examination content. If breach of this Regulation is discovered, be it intentional or unintentional, will incur the Level One penalty given by the Student Academic Integrity Committee.

20. In event of an open-book examination, examinees must not share and/or exchange books, notes and other information with others. Any breach of this regulation will incur the Level One penalty given by the Student Academic Integrity Committee.

21. Examinees are strictly forbidden to communicate with others inside or outside the examination hall during the examination. This includes, but is not restricted to, copying, delivering messages, possessing materials containing course content, talking or using sign languages. Students are responsible for all the examination documents and materials issued to them at the start of the examination, and they must ensure that these do not come into the possession of any other student inside or outside the examination venue by any ways or means. Any breach of this regulation will incur the Level Two penalty given by the Student Academic Integrity Committee.

22. All examinees are prohibited from leaving the examination hall without permission of the examiner or proctor. Any breach of this regulation will incur the Level One penalty given by the Student Academic Integrity Committee.

23. Students must not look around or say anything to anyone (including themselves, e.g. by talking to themselves) apart from the proctor during the examination. Any student found looking around or talking will be considered to be in breach of these examination regulations, whether intentionally breached or not by the student(s), and will incur the Level One penalty given by the Student Academic Integrity Committee.

24. Students must not pretend to be another student and/or to sit in an examination or finish an examination for another student. Any breach of this regulation, intentionally or not, will incur a not less than Level Four penalty given by the Student Academic Integrity Committee. The using of falsified campus card or identification documents will incur the penalty of “be expelled from the University” for both parties. The University will also report to the police immediately.

25. Students must respect and observe instructions from the examiner or proctors. Under no circumstances should students quarrel with and/or be impolite to the examiner or
proctors. Examinees in breach of this rule may be disqualified by the examiner instantly and/or may incur a disciplinary penalty decided by the Student Academic Integrity Committee, to be at least a Level One penalty.

26. Strict silence must be observed when the examination is in progress.

27. No smoking, drinking and eating or chewing gums or candies is allowed in the examination hall.

28. Question papers, answer booklets, answer sheets, rough paper or any other types of paper that are provided during the examination must not be scratched, marked with symbols, destroyed or removed from the examination hall. Any breach of this regulation, intentionally or not, will incur the Level One penalty given by the Student Academic Integrity Committee.

29. Unless otherwise stipulated, no marks will be given for the subject when the questions are not answered in Chinese, English or other languages as required by the course on the answer booklets or answer sheets provided.

30. Only answers on the answer sheets are allowed. Students should not write any sentences or signs that are unnecessary. Unless otherwise requested or permitted in the question(s), students should not highlight or underline any word(s) in their answers. Marks will not be given and/or will be deducted when students are found to be in breach of this regulation.

31. In event of illness or other emergency, students should raise their hand to attract the attention of the proctor for assistance.

32. A full record will be kept of students suspected to be in breach of any of the regulations, rules or to be cheating, and the proctor has the power to expel the student immediately from the examination hall.

33. Students who are suspected of breaching any examination regulations or rules, or to be cheating and who are found trying or intending to destroy any evidence or material (such as snatching or swallowing the evidence) will be considered to be in serious breach of the examination regulations. The student concerned will be disqualified from the examination and a penalty will be imposed by the Student Academic Integrity Committee according to the seriousness of the offence, to be no less than a Level One penalty.

34. When examinees intend to submit the examination paper, they should place the question paper and the answer booklet on the desk and raise their hand to attract the attention of the proctor. Students are not allowed to leave before the proctor has collected all the material.

35. Unless in the event of an emergency or illness, no examinees may leave the examination hall during the first 45 minutes or the last 15 minutes.

36. Examinees who have already submitted their examination papers must leave the examination hall immediately.

37. Candidates who are still doing the examination must only leave the examination hall with permission and for good reasons as given to the proctor, and they must not leave the hall by giving excuses.

38. Examinees must stop writing immediately when the examiner announces the end of the examination. Students must not leave the hall until they are instructed or permitted to do so. A breach of this rule will be regarded as a breach of regulations and will incur the Level One penalty given by the Student Academic Integrity Committee.
Rules to observe outside the Examination Venue

39. Students who have finished the examination are prohibited from staying, talking or making loud noise in the examination hall (including corridors, staircases, areas that are close to the examination hall, etc.).

40. Students must not deliver messages to or receive messages from, those inside the examination hall. Any breach of this regulation, intentionally or not, will incur the Level Two penalty given by the Student Academic Integrity Committee.

Other Notes

41. The Student Academic Integrity Committee will take appropriate disciplinary action against any breach of regulations, rules and/or act of cheating that is not mentioned above according to its seriousness.